



Student Work Placement Booklet

BUSINESS SERVICES

Student Name:	
School:	
Year:	
Employer:	
Date of work placement:	

youthconnections.com.au

**6/1 Reliance Drive
Tuggerah Business Park
PO Box 3557
Tuggerah, 2259
Ph 4350 2600
Fax: 4350 2601**

admin@youthconnections.com.au

Structured Workplace Learning is funded by Board of Vocational Education & Training, NSW and Department of Education, Employment and Workplace Relations

PROHIBITED ACTIVITIES

Students must not undertake any of the following activities during workplace learning:

- use of machinery or equipment which is dangerous for new or young workers to operate, unless each of the following occurs:
 - the activity is first risk-assessed as suitable for student operation by the host employer
 - the student has been given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
 - the equipment is in safe working order, complete with required safety devices or guards
 - a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides on-going close supervision.
- the service of alcohol unless the student is over 18; the activity is essential to the placement and has been agreed to by the school or TAFE NSW institute and the student has completed the Responsible Service of Alcohol (RSA) Training Course
- travel by helicopter
- air travel on charter flights and aircraft other than those providing a regular public transport service (ie on a regular route with paying passengers)
- travel outside the 12 nautical mile limit at sea
- scuba and deep-sea diving
- the following 'high risk construction work' as defined in the NSW OHS Regulation (2001): construction work in tunnels or involving the use of explosives or work in and around gas and electrical installations; near traffic or mobile plant, or demolition work other than simple stripping of walls etc.
- any excavation work at a depth of one metre or more; at a depth under one metre without direct supervision by a competent person; near utilities
- work on caissons or coffer dams (permanent or temporary structures respectively, used to enable construction work in marine environments)
- work on a roof
- any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity
- attendance at a site while chimney stacks or buildings are being demolished
- scheduled work as set out in Chapter 9 of the NSW OHS Regulation 2001, unless there are exceptional circumstances and the student, aged 18 or over, already has achieved the necessary certification
- any activity requiring a licence (eg; a driver's licence), permit or certificate of competence unless:
 - the student already has the relevant current licence, permit or certificate
 - the activity is directly related to the learning outcomes of the placement
 - the activity is included in the Student Placement Record prior to approval.
 - Note: students are not expected to drive their own vehicles while undertaking activities on behalf of the host employer.
- **Any work of a sexual or explicit nature.**

WORKPLACEMENT - WHAT STUDENTS NEED TO DO

As soon as you receive your work placement pack:

- Call your host employer and make a time to go and see them for a pre-placement interview
- Get your student placement record signed by your school and parents (and TAFE if applicable)
- Complete the student emergency contact card including your Medicare number.

Pre-Placement Interview:

What you need to do:

- If you have a resume take it along to show your host employer
- Get your student placement record signed by the employer

What the employer will do:

- Let you know what they expect from you while on work placement
- Confirm start and finish times
- Tell you what you should wear
- Tell you who to call in case of illness
- Sign the student placement record (insurance paperwork)
- If the employer doesn't think you are suitable for work placement with them they will contact youthconnections.com.au and your placement there will be cancelled. Youthconnections.com.au will then make other arrangements.

Work Placement:

- **YOU MUST GIVE YOUR EMPLOYER A SIGNED COPY OF YOUR STUDENT PLACEMENT RECORD AND SAFETY & EMERGENCY STUDENT CONTACT CARD ON DAY 1. IF YOU DO NOT THE EMPLOYER WILL SEND YOU BACK TO SCHOOL.**
- Do your best with all tasks given to you – you never know if this could lead to a job
- **Remember you are at work placement because YOU need it to pass your subject. Employers are doing you a favour by having you there - not the other way around!**

At the End of Work Placement

- Complete the record of attendance
- Ask your employer to sign your record of attendance and complete the task checklist and assessment of student.
- Return this booklet to your teacher.

What to do if things go wrong:

If you are sick and cannot go to work you **MUST** call the employer on the morning and let them know. Their details are on the student placement details form.

If you are not happy with the tasks given to you at work placement call youthconnections.com.au. **DO NOT** leave your placement unless you are feeling unsafe.

Contact the youthconnections.com.au Work Placement Team: 4350 2600



WORK PLACEMENT – RECORD OF ATTENDANCE

IMPORTANT: Students must fill out this form and ensure their employer or supervisor signs off the hours worked. Student **MUST RETURN THIS SIGNED FORM TO THEIR TEACHER/VOC ED COORDINATOR ON COMPLETION OF THE WORK PLACEMENT**

Student	
School/TAFE	
Course & Year	
Work Placement Dates	
Employer Name	
Supervisor Name	

DATES	START TIME	FINISH TIME	HOURS WORKED (less breaks)	SUPERVISOR'S SIGNATURE
TOTAL HOURS WORKED				

If a student is unable to attend on any day please note absence, date and reason for absence:

EMPLOYER ASSESSMENT OF STUDENT

Employers – it would be appreciated if you would complete this assessment of the student you hosted for work placement.

Name of Student: _____

School: _____

Name of your Organisation: _____

Date of Work Placement: ____/____/____ to ____/____/____ Days absent: ____

Please indicate your impression of the student's performance in the table below (tick boxes)

Personal Qualities	Not Acceptable	Below Average	Average	Above Average	Excellent
<i>Attitude to the job</i>					
<i>Appearance & dress appropriate for job</i>					
<i>Ability to complete set tasks</i>					
<i>Punctuality</i>					
<i>Ability to work with others</i>					
<i>Initiative/ability to work unsupervised</i>					
<i>Ability to follow instructions</i>					
<i>Ability to work safely</i>					
<i>Suitability to this industry</i>					

TASK CHECKLIST

Student name: _____ School: _____

Name of organization: _____

Date of placement: / / to / /

This checklist will indicate the tasks that can be undertaken by the work placement student. The information you provide is used to assist in reporting procedures and final assessment of the student.

Please note:

Students will be attending a number of businesses throughout the year. It is not expected that one business should cover every skill with every student

BUSINESS SERVICES

Please tick the box if a task has been undertaken

Document Handling

- Mail handling
- Document filing, identification and retrieval
- Record modification and updating

Communication

- Respond to incoming telephone calls
- Make telephone calls
- Receive and relay information
- Draft simple correspondence

Operate equipment

- Select, operate and maintain a range of office equipment to complete tasks
- Organise the copying and collating of documents
- Follow occupational health and safety policies

Computer skills

- Produce simple documents using the computer
- Data entry

Organisational skills

- Organise own schedule to achieve designated team goals

SAFETY & EMERGENCY PROCEDURES – STUDENT CONTACT CARD

YOU MUST COMPLETE THIS PAGE AND GIVE IT TO YOUR EMPLOYER ON DAY 1 OF YOUR WORK PLACEMENT. YOUR MEDICARE NUMBER MUST BE ENTERED.

Safety advice

- Be aware of risk at all times during your work placement.
- Ask for information, instruction, training and on-going supervision when undertaking an activity, especially where you are asked to undertake an unfamiliar activity, or an activity in unfamiliar surroundings, for example, where there is not much light or ventilation.
- Concerns about safety at the workplace are always legitimate and always need to be addressed to your satisfaction. Tell your supervisor if you have any safety concerns. Make sure they are addressed, for example, through a safe work method statement or (if you are in a construction industry) a toolbox talk.
- Take responsibility for thinking about occupational health and safety.
- Ring your nominated contact if in doubt about your safety (see below).

Nominated contact in case of an emergency during normal business hours from my School/TAFE NSW institute/P/C RTO is:

(teacher to provide these details)

Phone No: _____

Student's Parent/Carer Name: _____

Student's Parent/Carer Phone No: _____

My nominated contact in case of an emergency outside normal business hours (parent/carers, relative, teacher etc.) is:

(student to provide these details)

Phone No: _____

My Medicare No: _____

If you are injured in the workplace

- Seek first aid or medical help immediately.
- Contact the school, TAFE NSW institute, RTO or emergency contact.
- Ask the doctor attending for a medical certificate.
- Use your Medicare number: do not treat as a Worker's Compensation claim.
- Complete a written report of the accident and forward it to the school or relevant TAFE NSW institute, college or campus or P/C RTO.