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## WORKPLACEMENT DOCUMENTS - WHAT EMPLOYERS NEED TO KNOW

Please take the time to peruse this information pack. It contains important information and paperwork that you will need for hosting a work placement student. We've listed the contents below:

<b>Document Name</b>	<b>What Is It &amp; What You Need to Do</b>
<b>Student Placement Details Sheet</b>	Gives you all the information regarding the student you are hosting for work placement – dates, contact no's etc.
<b>An Employer's Guide to Workplace Learning</b>	An Important booklet with detailed information regarding work placement, including legal requirements (section 2, page 3 under the heading "Is there paperwork? Do I have to sign anything?"). If you are new to the work placement program we advise you to read this booklet as it will answer most of your questions.
<b>Student Placement Record and Confidentiality &amp; Code of Conduct Agreement</b>	This form activates the student's insurance coverage for work placement. The student is issued with this form at school 3 weeks prior to Work Placement. It is the STUDENT'S responsibility to ensure all sections of this paperwork are signed and completed prior to commencement of placement, including a signature from you (the employer) on section 3. Without this being completed the student will not be covered for insurance. A sample is available at the following web address for your perusal <a href="http://www.youthconnections.com.au/resources.php">http://www.youthconnections.com.au/resources.php</a>
<b>Task Checklist</b>	An outline of some basic tasks appropriate to the subject the student is undertaking for work placement – please feel free to add to this list any jobs appropriate to your work place. Detailed information is available online at <a href="http://www.ezwp.det.nsw.edu.au/documents">http://www.ezwp.det.nsw.edu.au/documents</a> See suggested activities in the relevant student journal; this will help you determine specific tasks to set the student.
<b>Industry Induction Checklist</b>	This list is very useful – it has relevant points you may want to discuss with the student at the interview prior to work placement.
<b>Prohibited Activities List</b>	There are certain activities that work placement students may not undertake – please take note of this list.
<b>Record of Attendance</b>	The student will be supplied with this form – please sign off the hours worked (they need to do a minimum of 35 hours) and hand it to the student at the end of the placement.
<b>Employer Assessment of Student</b>	It is important that you complete and fax (or mail) this form to Youth Connections – we will forward it to the student's teacher. Please feel free to give a frank and honest appraisal – this is necessary information for the teacher.
<b>Employer Assessment of Work Placement Arrangements</b>	It is important that you complete and fax (or mail) this form to Youth Connections – this is necessary information to assist us in improving our service.

All the documentation listed above is available at the following web address:

<http://www.youthconnections.com.au/resources.php>

We hope you have a rewarding week with the student and we thank you for your participation in this important school to work transition program.

For further information contact your Local Community Partnership (youthconnections.com.au – Ph: 4322 8600)  
email: [maria@youthconnections.com.au](mailto:maria@youthconnections.com.au) website: [www.youthconnections.com.au](http://www.youthconnections.com.au)