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## WORKPLACEMENT DOCUMENTS - WHAT STUDENTS NEED TO KNOW

This information pack contains all the paperwork you'll need for your work placement. Some of these documents are very important and must be completed before you start your week's work placement – **we have listed each one and exactly what you need to do below:**

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

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

Document Name	What Is It & What You Need to Do	Done
<b>Student Placement Details Sheet</b>	Gives you all the information about your work placement. You <b>MUST</b> phone the 'Employer Contact' listed, 2 weeks prior to work placement. You <b>MUST</b> comply with the Dress Requirements, Attendance Details and Placement Comments also listed.	<input type="checkbox"/>
<b>Parents &amp; Carers Guide to Workplace Learning</b>	An important booklet with detailed information regarding work placement for you and your parent/carer. If you are new to the work placement program we advise you to read this booklet as it will answer most of your questions. This booklet will be provided by the school	<input type="checkbox"/>
<b>Student Placement Record and Confidentiality &amp; Code of Conduct Agreement</b>	All sections of this form <b>MUST BE COMPLETED AND SIGNED BEFORE YOU START YOUR WORK PLACEMENT</b> otherwise you are unable to start as you will not be insured. Your teacher will be the last person to sign (or TAFE teacher if you are doing the subject at TAFE). Original to be held by the school. A copy must be given to the employer, yourself (student) and your parent/carer.	<input type="checkbox"/>
<b>Prohibited Activities List</b>	There are certain activities that you may not undertake during work placement – please take note of this list and call your teacher or <i>youthconnections.com.au</i> if your employer has any problems with this.	<input type="checkbox"/>
<b>Record of Attendance</b>	Time sheet recording the hours of work placement you have completed. <b>MAKE SURE YOU HAVE THE EMPLOYER SIGN &amp; YOU MUST HAND THIS BACK TO YOUR TEACHER.</b> Without this being signed and completed your teacher will not mark you as competent.	<input type="checkbox"/>
<b>Safety &amp; Emergency Procedures – Student Contact Card</b>	This must be filled in by you prior to commencement of work placement. They are contact numbers that can be used in case of an emergency. <b>YOU MUST KEEP THIS ON YOU DURING WORKPLACEMENT.</b>	<input type="checkbox"/>

**Good tip** – check out the bus/train timetables the week before you start. Log onto [www.131500.com](http://www.131500.com) and use the trip planner or phone 131500.

Make sure you are on time for work placement every day, be happy and enthusiastic (remember it's only for a week!)

**If you have any problems while on work placement, call your teacher or *youthconnections.com.au* on ph: 4322 8600 ASAP**

For further information contact your Local Community Partnership ([youthconnections.com.au](http://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)