

**Public Schools NSW Ultimo,
Registered Training Organisation
RTO 90072**

Vocational Education and Training (VET) Student Work Placement Journal



Student Name:	
VET Course:	
School:	
School Contact Details:	
Host Employer:	
Supervisor's Name:	
Supervisor Contact:	
Start Date:	Finish Date:

Work Placement Essentials

Work placement is a mandatory requirement of most HSC VET courses and must be completed in order to get the 2 units of HSC credit for the course. It is different to work experience because it is linked to the skills and knowledge you are learning about in your VET course. It deepens your technical knowledge, develops your skills and helps prepare you for the world of work. A reference or positive report form your Host Employer could help you apply for jobs in the future. If you don't complete work placement you could be putting your HSC at risk.

Important information about this journal:

- You must complete the journal while you are at work placement. There is a mandatory section which must be fully completed and another with extension activities. Make time each day to complete your sections, don't leave it until the last day.
- Your Host Employer must complete their section of the journal before you leave on your last day (e.g. attendance hours and Host Employer Report). Failure to complete mandatory sections of the journal will result in you having to contact the Host Employer in your own time to ensure completion.
- This journal may form part of a sample of evidence to help prove you have developed the competencies to complete your qualification (e.g. service periods completed in Hospitality and evidence that you can communicate in the workplace and follow your supervisor's instructions).
- This journal must be returned to your teacher on the first day you return to school.

Work Placement Roles and Responsibilities

Teacher	Employer	Parent	Student
<ul style="list-style-type: none"> ▪ Prepare students for work placement as part of a work ready program and provide all paperwork including the Student Placement Record (SPR) ▪ Match students to suitable placements ▪ School has duty of care for student supervision in the workplace. The teacher is the initial point of contact on behalf of the school ▪ Negotiate specific skills to be practiced in the workplace ▪ Inform the employer, school admin and Work Placement Service Provider if work placement is cancelled 	<ul style="list-style-type: none"> ▪ Provide opportunities for workplace learning ▪ Provide a safe workplace environment ▪ Share workplace learning and culture with students ▪ Complete all required paperwork including the SPR and workplace journal ▪ Notify teacher and/or workplace service provider coordinator if problems arise 	<ul style="list-style-type: none"> ▪ Complete required paperwork and sign the SPR to give permission for the placement to occur. ▪ Support students during work placement ▪ Assist in organising transport for student to the workplace ▪ Encourage students to be positive ▪ Motivate students to complete work placement to the best of their ability 	<ul style="list-style-type: none"> ▪ Appreciate the importance of the placement. Remember employers are not being paid to have you in their workplace and are actually helping you complete your HSC: <ul style="list-style-type: none"> ○ Be safe, follow all safety instructions and wear suitable PPE ○ Be respectful and polite, use your manners ○ Be honest ○ Be punctual ○ Be organised ○ Show enthusiasm ▪ Don't be shy and ask questions to increase your learning about the industry ▪ Consult your supervisor if you don't have enough work to maintain productivity

Are you Work Ready?

Before attending work placement all students must be deemed “work ready” by their VET teacher and school executive. Each school has a different way to determine if you are work ready but it may involve:

- A presentation by the Work Placement Service Provider
- Presentations by VET Coordinators and members of the school executive team
- Completion of a school developed work ready program
- Completion of the RTO work ready program
- Completion of the online Go2Workplacement program



Source: <https://www.workplacement.nsw.edu.au/go2workplacement/>

Where can I go for extra help?

You may be feeling anxious about starting work placement and this is completely normal. You might need help getting to the venue, speaking to new people, learning new things, the list is endless. If you need extra help to prepare for work placement you should discuss this with your VET teacher. They may refer you to a Learning Support Teacher or School Learning Support Officer or organise travel training, help you look up timetables, etc. If you have a learning difficulty, disability or medical condition, (basically anything that needs extra support in the workplace) it is always best to be up front about it so the Host Employer can support you and make your placement a success. There is a support network around you who want this to be a positive experience for you and are happy to help so talk it over with:

- Parents
- Teachers
- Other students (especially if they have been to the same Host Employer in the past)
- Host Employer and/or supervisor
- Work Placement Service Provider

What do I do if I can't go to work placement?

If you are unable to attend work placement on a particular day you should:

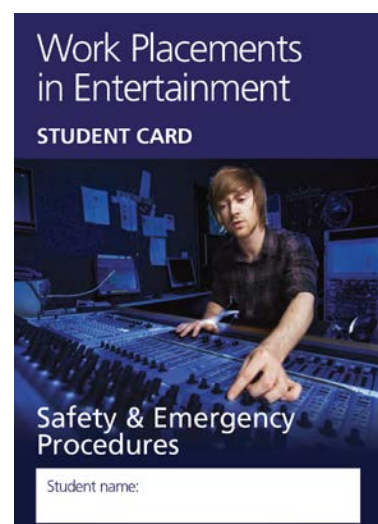
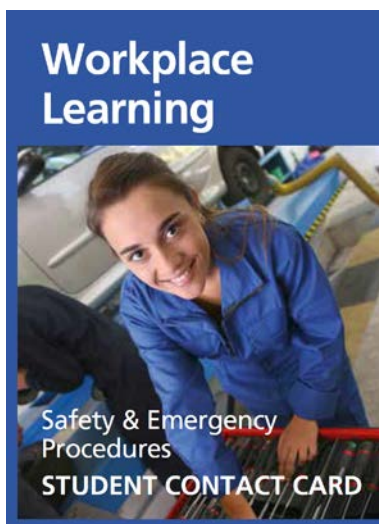
- Contact the Host Employer to let them know you won't be there
- Contact the school and/or your VET teacher to report your absence and plan how to make up the time you have missed

As work placement is a mandatory HSC requirement you **must** provide a medical certificate or other approved documentation explaining your absence, just like you would if you missed an assessment task. If you have to attend additional day(s), a **new** Student Placement Record must be completed. Please note Workplace Service Providers are only required to coordinate ONE work placement for you each year and therefore it may become **your** responsibility to arrange an additional placement for missed days. If you don't complete the mandatory work placement hours for your VET course, it will initially result in an "N" warning being issued. An "N" determination will be issued if you don't complete the minimum number of hours. This could put you at risk of successfully achieving your HSC.

What happens if I have an accident at work placement?

Reminder - You MUST NOT accept payment for your work placement as this cancels the Department of Education insurance and indemnity if you are injured. If you are injured during work placement the Host Employer will:

1. Refer to the Safety & Emergency Procedures contact card which is to be kept on you **at all times** – see samples below:



2. Make sure you receive the necessary medical attention. Any medical claims should **NOT** be processed as worker's compensation. Your parent/carer will process medical expenses through their respective Medicare and/or Private Health Fund.
3. Contact the parent and/or school immediately. An Incident Report has to be completed by the Host Employer, any witnesses to the accident and the school.

Student Work Placement Checklist

Tick the checkboxes below when you have completed each step for work placement.

Before the placement begins:

- Student Placement Record is completed by the student, Host Employer, parent/carer, and the school. A copy must be given to each, the original is kept by the school
- Notify the Host Employer/school if you have any extra commitments during the work placement week (e.g. casual work, sport)
- Parents & Carers receive the “*Workplace Learning Guide for Parents and Carers*”. Your teacher should provide a hard copy, but these can also be downloaded at: <https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/guides-and-forms>
- Complete the Safety & Emergency Procedures Contact Card and keep it on you at all times. Construction students should also carry the White Card with them during work placement
- Contact the employer by telephone one week prior to work placement to confirm you are going.** Arrange a pre-placement visit if required, and confirm the time and street address where you need to meet on Day 1
- Ask the Host Employer questions that will help you get ready (e.g. what is the best mobile phone contact in case of an emergency? Can you buy food and drinks or do you have to bring them with you? etc.)
- Be prepared to get to work placement (e.g. check public transport timetables, check if you need to put money on your Opal card)
- Be prepared for what you need to bring to work placement (e.g. uniform, equipment, PPE)
- Be organised with any school work (e.g. get a friend to collect class notes or negotiate submission of assessment tasks)
- Ensure you only attend the work placement that has been arranged for you. You can't informally decide yourself that you want to change work placements and go and work with a different Host Employer or with a friend

Are you work ready?

Signatures below ensure that:

- The student has participated and successfully completed a work ready program at school or with an external agency prior to work placement and feels ready to participate in work placement;
- The VET teacher is confident that the student is equipped to participate in work placement

Student signature: _____

Date: ___/___/20___

VET Teacher signature: _____

Date: ___/___/20___

Student Work Placement Checklist (continued)

During the placement:

- Host Employer conducts a WHS site induction with the student
- Wear the required Personal Protective Equipment (e.g. PPE, Hospitality uniform, hard hat, boots for Construction, etc.)
- Follow all WHS requirements, instructions, and routines in the workplace. Accept suggestions for improvement and ask for help if you need it. **Alert the supervisor if you feel unsafe on any tasks. If you still feel unsafe contact your VET teacher**
- Ensure the employer has a copy of the SPR
- You may be asked to sign a confidentiality agreement by your Host Employer
- Attend set hours, be punctual, dress according to industry standards and behave appropriately at all times
- Be polite at all times. Maintain a positive attitude no matter what task you are working on and leave personal problems at home
- Care for the Host Employers' property and equipment in the workplace
- Notify the workplace and the school if you are going to be late or unable to attend
- Do not use personal electronic devices during work placement unless you have the Host Employer's permission or in the case of an emergency. You must seek the Host Employer's permission before you take photos or keep samples of work to show further evidence of your skills
- Arrange a time to discuss your progress and complete the work placement journal with your supervisor **daily**
- Consider ways to maintain professional contact with your Host Employer
- Discourage friends from visiting you at work placement

At the end of the placement:

- Return any property and hand over any work tasks to your supervisor, even if they are incomplete
- Collect the completed and signed work placement journal from your supervisor and return it to your teacher the first day you arrive back at school
- Give any assessment evidence and the time sheet to your teacher
- Continue to maintain confidentiality after the placement ends
- Thank the Host Employer and other employees

Optional Activities for HSC Examination Preparation

If you are planning to complete the HSC examination it is strongly recommended you use the work placement to help you make clear links with industry. Discuss this with your teacher and complete the following extension activities:

Equipment Access and Usage

List any industry-specific equipment you accessed during work placement that your school does not have onsite. In the table below list the name of the equipment, and briefly outline what it was used for and how it helped you complete a work task more efficiently:

Name of Equipment	Outline – purpose, safety features,

Glossary of Industry Terminology

List any industry-specific words you picked up during work placement. In the table below list the word, and briefly explain what it means:

Industry Term	Definition

Team Work

In the table below consider teamwork situations you have been involved with and answer the following questions:

What was the situation?	
What was the goal of your team?	
What work did you complete?	
What was the end result?	

Extension Activities

Real workplace tasks are preferred to these extension activities, however, if you have spare time during your placement, your teacher and/or host employer may instruct you to also complete this section.

About the workplace

How many people are employed at this workplace?

What are the names and positions of the people you work directly with?

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Describe or ask for a copy of the management hierarchy.

Describe the nature of goods or services produced:

How long has the business been established? _____

What is the website address for this business? _____

Is the business a: Private Company Public Company Partnership
 Sole Trader Government agency Not for Profit

Three things I would like to experience or learn while on work placement:

There is always something I can do to keep myself busy whilst on work placement. If I run out of work to do my strategy could be to:

If you get stuck for ideas, check some out here: <https://schoolsindustry.com.au/7-tips-for-work-placement/>

This Industry

TIP: You may like to ask your supervisor if you can interview them, or someone else in the workplace, to complete this research.

What industry group(s) is this business part of? *e.g. Music industry*

List some of the common challenges this industry is facing:

What new innovations / trends / opportunities are emerging in this industry?

List and describe some of the common entry level career paths for this industry:

List the education levels, personal attributes and other qualities that would describe the **ideal job candidate**, for an entry level position in this industry, *e.g. Yr 12 HSC; Driver's licence; TAFE course in...; good comments & attendance on reports, etc.*

Reflecting on my skills

Can you recall a problem you were faced with while on placement?

Describe any part you played in resolving the problem.

Can you list three examples of when you demonstrated your initiative?

Which aspects of your work were left for you to plan or schedule?

Did you seek feedback on any aspect of your work? Was this helpful in improving your skills?

What is at least one new skill you were taught during the work placement?

Describe a new skill practised by yourself to improve your performance.

What is a course or tertiary institution that provides courses / training / skills for this industry?:

Describe a new technology or innovation game changer emerging in this industry:

My review of work placement

When you are back home after your placement, use this page to capture your thoughts to share with your teacher back at school.

The best things about my placement were:

The worst things were:

I learnt or improved my skills in: (e.g. planning, teamwork, or a technical skill)

Did you do things you were not expecting?

How was work placement different from school?

In what way has this placement helped prepare you for the world of work?

If there was one thing you would change about your placement what would it be?

Post Placement Evaluation

I have:

- Reflected on feedback provide by my supervisor and/or host employer
- Discussed my impressions of this industry with my parents/care givers
- Debriefed with my teachers and class mates about the placement
- Completed an evaluation for my workplace service provider
- Completed the brief questionnaire at:

<https://www.workplacement.nsw.edu.au/feedback.php>

Mandatory Host Employer Section

Host Employers need to provide a safe and comfortable environment for students at all times. Please implement a site induction for work placement students as you would any new employee. The following is a guide to some activities to consider.

Industry Orientation / Workplace Induction

Before placement begins:

- Read the Workplace Learning Guide for Employers
<https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/guides-and-forms> and be aware of any prohibited activities in your workplace (*refer to page 11 of the Workplace Learning Guide for Employers*)
- Complete the Student Placement Record on page 2 and sign page 3
- Discuss previous WHS training completed at school before the work placement
- Construction students must have completed General Induction Construction training and will be able to show the White Card
- Complete a WHS site induction which includes:
 - Location of facilities (e.g. toilets, change room, staff areas, where to put your bag)
 - Introduce appropriate staff members
 - Start and finish times, break times, work routines (which should match the information included in the SPR)
 - Emergency exits and procedures to follow in case of an accident, emergency and evacuation
 - Procedures to follow in the event of non-attendance
 - Demonstration of the activities to be undertaken by the student
 - Demonstration of the safety requirements applicable to the job, including “no-go” areas, PPE, training to use machinery and use of guards
 - Outline of the management structure of the organisation
 - Work behaviour requirements and expectations (including dress standards, PPE, telephone etiquette, use of mobile phones and internet, etc.)

During placement:

- Provide opportunities for the students to try out new or existing skills and use industry standard equipment
- Monitor the completion of the work placement journal and contact the student’s school or supervising teacher if there are any problems
- Sign the attendance page and provide feedback to students by completing Host Employer Report

Confidentiality Agreement (Optional)

This agreement is **optional** for Host Employer's to complete with the student as part of the induction. It concerns the work placement of:

Student Name: _____

School Name: _____

Business Name: _____

From start date: ___/___/20___ To finish date: ___/___/20___

I understand that during work placement I may have access to information that is private and confidential that the Host Employer would not want me to share with other people. I agree that I will not share any confidential information that I find out during my work placement with anyone outside the Host Employer's workplace. I understand this agreement stays in place and continues after the placement is finished.

I understand that if I share information that is private or confidential I might be asked to stop going to work placement, or I might get in trouble with my school, the workplace service provider or with the police (depending on how serious it is).

I will show loyalty to the Host Employer and I will not use social media to say negative things about the workplace.

I understand that if I have any difficulty in the workplace I can report issues to my teacher. If there is an accident or incident in my workplace and an investigation happens then I can share confidential information that is relevant to the investigation.

Student Signature: _____ Date: ___/___/20___

Host Employer's Signature: _____ Date: ___/___/20___

NB - This is a guide and Host Employers may choose to substitute an alternate agreement from within their organisation if required

Work Placement Attendance Hours

Student Name: _____ VET Course: _____

The attendance record should be completed by the student **each day** and verified by the Host Employer at the end of the week.

Date	Start Time	Finish Time	Lunch Break	Total Hours Per day	Service Period <i>(Hospitality only)</i>
<i>e.g. 20/8/21</i>	<i>9:00 am</i>	<i>4:30 pm</i>	<i>Do not include in total</i>	<i>7 hours</i>	<i>Breakfast (B) Lunch (L) Dinner (D)</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
Total Hours Completed:				/35	

Attendance:

Was the student absent on any day/s? YES NO

If the student was absent:

- Did the student inform you of their absence? YES NO
- Did the student arrange with you to make up any additional hours? YES NO
- Did the student submit documentation* (e.g. a medical certificate)? YES NO

** If you have the original document, please make sure a copy is given to the school*

Ongoing paid employment:

Have you offered the student any paid employment as a result of them completing this work placement with your organisation? YES NO

Is there anything you would like the school or workplace service provider to follow up as a result of this work placement? YES NO

Comments:

Host Employer's Signature: _____ Date: _____

Workplace Supervisor's Report

Student Name: _____ VET Course: _____

Area of Observation	Not applicable	Low Score	→	→	→	High Score
Was the student punctual for work and when returning from breaks?	N/A	1	2	3	4	5
How persistent was the student when completing set tasks?	N/A	1	2	3	4	5
Did the student display a positive attitude to the job?	N/A	1	2	3	4	5
Did the student show initiative and seek additional work?	N/A	1	2	3	4	5
Did the student dress appropriately for the job role?	N/A	1	2	3	4	5
Did the student work well in a team?	N/A	1	2	3	4	5
Was the student polite and did s/he communicate well with others?	N/A	1	2	3	4	5
Did the student work safely and comply with your organisation's safety policies and procedures?	N/A	1	2	3	4	5
Was the student able to deal with problems that came up?	N/A	1	2	3	4	5
Did the student make effective decisions within their scope of responsibility and report issues to the supervisor if required?	N/A	1	2	3	4	5
Was the student able to organise themselves and prioritise tasks to meet deadlines?	N/A	1	2	3	4	5
Did the student use active listening to understand job instructions easily?	N/A	1	2	3	4	5
Did the student ask the Host Employer clarifying questions if required?	N/A	1	2	3	4	5
Did the student use industry standard equipment and technology appropriately?	N/A	1	2	3	4	5
Did the student interact appropriately with people from diverse backgrounds?	N/A	1	2	3	4	5
Did the student's written work meet industry standards?	N/A	1	2	3	4	5
Did the student use numeracy skills effectively?	N/A	1	2	3	4	5

General Comments (optional):

Host Employer's Name: _____ Position: _____

Host Employer's Signature: _____ Date: _____

Your Work Placement:



***Thank you for
connecting
students with the
world of work***

