



VET / TVET STUDENT

WORK PLACEMENT INFORMATION SHEET



All students enrolled in a VET/ TVET course are required to complete 70 hours compulsory work placement. This information sheet covers some of the aspects you should be aware of to ensure your work placement is a success.

WORKPLACEMENT DATES

Your teacher will advise you when your work placement will be. Dates are carefully selected by your teachers to fit in with your other subjects, exam periods, other school activities and the availability of host employers. You should find out when your work placements will be and keep these dates free.

It is **your** responsibility to check your commitments (personal and school) to ensure you are available. Once you commit to a work placement you will not be permitted to change the dates.

STUDENT ONLINE REGISTRATION

All students need to register before the end of Term 1. If you are enrolled in more than one VET course you will only need to register once. The registration process is simple – go to www.ssben.com.au



Select this icon and follow the prompts.

STUDENT REFERRED VENUES

In most cases you will be allocated to a venue. However, if you have a friend / relative who you would like to be your host employer you may discuss their suitability with your teacher. Any request:

- **MUST** be completed on the correct application forms – please download “Student Referred Venue Pack” from the website www.ssben.com.au
- **MUST** be deemed suitable by your teacher
- **MUST submitted in writing to Southern Sydney BEN at least 8 weeks before commencement**

(Conditions apply and you should be prepared to accept another venue if your application is not approved).

PAPERWORK



It is the responsibility of every student to ensure they have the correct paperwork signed and returned to the teacher the week prior to work placement. Due to insurance issues any student without correctly signed / completed paperwork will not be allowed to go to work placement and may jeopardise their HSC.

HOST EMPLOYERS

The host employers provide details of what they expect such as, what you should wear, what times you will start and finish and what you will be doing. Students must consider these requirements **carefully** and be prepared to fit in with the employer (not the other way around) – once you accept a venue, **you cannot change your mind.**

CONTACT WITH HOST EMPLOYERS

It is the responsibility of every student to contact their host employer in the week prior to their work placements. All students who have provided a mobile phone number should receive an SMS reminder. Students who do not contact their host employer risk the cancellation of the work placement.

CANCELLATION OF WORK PLACEMENT

If you cannot attend your work placement due to sickness, injury or another **valid reason**, you **MUST** notify your host employer, teacher and Southern Sydney BEN as soon as you can. If you have a valid reason and notify us we reschedule your work placement for a later date. Students who do not attend their work placement and do not have a valid reason may jeopardise their HSC.

ATTITUDE

All students must be respectful, polite, follow instructions, show interest and have a positive attitude. Students with a poor attitude will be reported to their school and may have their work placement cancelled.

Steps to a successful work plac



1. Read your paperwork – make sure you are aware of the work placement requirements
2. Complete your paperwork and make sure you return the signed copies to your teacher by the due date
3. Ring your host employer 1 week before your work placement. Introduce yourself, confirm the details and ask any questions you might have.
4. Prepare – make sure you have the correct clothing, paperwork (Journal, name badge etc) and you know where to go / how you will get there
5. Be punctual, interested and have a good attitude. Ring your employer if you are going to be late / absent. Remember to fit in with the employer and show respect.
6. If you have any problems or issues while you are at work placement discuss them with your teacher as soon as you can. Problems can be resolved if we are aware of them.

If you require any further information see your teacher, visit our website or contact:

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