

# STUDENT WORK PLACEMENT CHECKLIST

## Paperwork

- Ensure your Student Placement Record has been signed by you, your parent / guardian and returned to the teacher prior to the work placement
- Make sure you take 2 signed copies of the Student Placement Record to the work placement – obtain the host employer's signature and return signed copy to teacher after work placement. The other copy is for your host employer to keep for their records
- Take your Work Placement Journal with you to the work placement. You must complete the relevant section daily & ask the host employer to sign where appropriate. You must return the completed Journal to your teacher at the end of the work placement
- Take and wear the emergency identification badge
- Take White Card (Construction and other frameworks as applicable)

## Preparation for Work Placement

- Ring employer one week prior to placement to confirm all details (this is the time to ask any questions you may have ie clothing requirements, check location and transport etc)
- Ensure you are aware of all workplace requirements (ie attendance details)
- Prior to work placement ensure you have the appropriate clothing requirements as per employers request (stated on Student Placement Record). These clothing requirements are mandatory for WH&S reasons and students who do not meet these requirements may be sent back to school – seek advice from teacher prior to work placement

## Student Responsibilities

- Be aware that you are representing your school / TAFE and conduct yourself accordingly
- Do not use / receive calls on your mobile phone while at the work placement
- Be aware that any knowledge gained during the work placement is private and strictly confidential
- Be positive , reliable and punctual

## Unforeseen circumstances

- Sickness prior to work placement – contact teacher and employer as soon as possible
- Sickness / injury during the work placement – school & parent / guardian must be notified as soon as possible. Do not leave the premises without advising employer
- Changes to hours **must** be negotiated with teacher and employer prior to commencement and will only be considered for valid reasons
- Any problems at the workplace should be directed immediately to your teacher and discussed with the Work Placement Coordinator as required

I, \_\_\_\_\_ have read and understood all requirements listed above. I agree to participate by giving maximum effort and displaying acceptable behaviour and positive attitude during the period of work placement.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE RETURN COMPLETED FORM TO YOUR TEACHER