

# TVET TEACHER CHECKLIST

- ❑ Southern Sydney BEN will provide the **Student Placement Record** for each student. The TVET teacher must download the document and obtain signatures of parent, student and school and TAFE on the Student Placement Record **prior to the commencement** of the work placement.
- ❑ Photocopy signed forms 4 times.
- ❑ Copies of the signed forms to be retained by **parent, student, school and TAFE**. The student must take two copies to the work placement. One copy is to be signed by the employer and returned to the teacher (this will become the TAFE's signed copy which needs to be retained for audit purposes), the other should be given to the host employer for their records.
- ❑ Issue all students a copy of the **Parents and Carers Guide to Workplace Learning**.
- ❑ Issue all students a copy of the **Workplace Placement Journal**.
- ❑ Ensure all students understand their responsibilities. Use the **Student Work Placement Checklist** to assist you.
- ❑ Issue all students with an **Emergency Identification Badge** which should be worn at all times at the workplacement.
- ❑ Ensure all students contact the employer one week prior to the workplacement to confirm all details. Advise Southern Sydney BEN if there are any problems.
- ❑ **Duty of Care:** Telephone student at the workplace to confirm attendance and receive feedback from employer and student. Arrange supervision visit where possible.
- ❑ Record supervision phone calls/visits on the attached **Teacher Supervision Record** form.
- ❑ On the completion of the work placement, ensure all students provide feedback on our website [www.ssbenn.com.au](http://www.ssbenn.com.au)
- ❑ Advise the Work Placement Coordinator if any student does not complete the work placement (eg illness, accident etc)
- ❑ Advise Work Placement Coordinator of any significant issues.

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