



WORK PLACEMENT

? WHAT IS IT?

All HSC students enrolled in a Vocational Education & Training (VET) course are required to complete a minimum 35-40 hours of mandatory Work Placement in Year 11 and another minimum 35-40 hours in Year 12 in order to secure their qualification.

As a Host Employer, Work Placement allows you to share your valuable skills and experience with students in a real workplace. It gives them chance to meet industry professionals and learn about future career pathway options while utilising the skills they've learnt and developed in the classroom.



BENEFITS TO EMPLOYERS WHO HOST WORK PLACEMENT STUDENTS...

Hosting students allows you to:

- participate in the education, career development and vocational training of young people in your community.
- talk to students about your industry, its career paths and future directions.
- promote the attitudes and skills you want in your workforce.
- identify young people with potential for your industry.
- strengthen your links with community and raise your business profile.
- increase the supervisory, training and mentoring skills of your staff.
- give students knowledge of the value of work and raise the quality of those coming into your industry.



THINGS TO CONSIDER...

- How often can you host a student? Weekly, fortnightly, monthly, quarterly? It's up to you!
- How many students can you host at one time? You can have as many students as your workplace can safely accommodate across a range of departments.
- Which staff members can provide supervision for students? Supervisory staff should be capable and trustworthy with good communication and delegation skills - they should not be an apprentice or trainee.



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HOSTING WORK PLACEMENT STUDENTS

BEFORE - PLANNING & PREPARING TO HOST STUDENTS

As a Host Employer it's up to you to determine when it is convenient for you to host students in your workplace.



Plan ahead the tasks you can assign to the students, these activities should:

- offer insight into your industry and workplace.
- be varied, safe, interesting, relevant and sometimes challenging.
- include tasks and skills appropriate to the student's coursework requirements.



Prepare your staff by ensuring they:

- understand the purpose of Work Placement.
- are aware of the responsibilities of working with young people, including child protection responsibilities.
- do not use the students in place of regular paid employees.
- they have a plan in place for student activities and arrangements for their supervision and induction.

IT IS THE RESPONSIBILITY OF THE HOST EMPLOYER TO PROVIDE A SAFE WORKPLACE AND LEARNING ENVIRONMENT



Ensure your workplace is safe for students by:

- identifying areas of possible risk in the tasks you will give the student and developing strategies to eliminate or minimise the risk.
- providing a list of any specialised safety clothing or equipment required prior to the student arriving to ensure they have what they need (if you cannot provide or loan to them whilst at your workplace).
- only setting activities and tasks appropriate to the students skill level and relevant to the industry (contact MWLP if you require further clarification on what tasks you can give a student).

DURING - PROVIDING A QUALITY WORKPLACE LEARNING EXPERIENCE

Starting day one with a good induction can dramatically raise student enthusiasm and overall success of the placement.

WORKPLACE INDUCTION CHECKLIST

- ✓ **WELCOME** : greet the student on arrival and introduce them to your team and advise who their supervisors will be. Provide a brief overview of your business, products, purpose and values.
- ✓ **ORIENTATION** : show the student around the workplace - where the restrooms and break areas are located, explain emergency evacuation procedures and where to find first aid kits. Familiarise the student with the location of safety equipment, PPE and how to report any hazards.
- ✓ **PAPERWORK** : check the student has their Student Placement Record (SPR) with them - this contains vital contact and medical information for the student. The student will also have a Work Placement Journal that you will need to help them complete during the week. This is also the time to provide any paperwork the student needs to complete for your business such as confidentiality or technology usage agreements.
- ✓ **EXPECTATIONS** : reconfirm the business dress code, working hours, break times and procedures for lateness or absence. Give clarification of expected behaviour and advise the business rules regarding security, privacy, confidentiality and the use of technology - make sure the student knows to put their mobile phone away on silent and to only use it during break times. Outline the tasks and duties that the student will undertake during the week and answer any questions or concerns the student might have. Find out what expectations the student has for their work placement experience.



REMEMBER! →

A Work Placement student could be your next SUPERSTAR employee!

HOSTING WORK PLACEMENT STUDENTS



Supervisory staff (not an apprentice or trainee) will need to ensure that the student:

- undertakes varied activities appropriate to their skill level and workplace learning requirements.
- is not put at risk by undertaking a task away from the view of others or with just one employee or client.
- is not left alone on a work site or in the office at any time.
- is not assigned any prohibited or restricted activities (for a full list of prohibited activities visit <https://education.nsw.gov.au/teaching-and-learning/curriculum/career-learning-and-vet/workplace-learning/keeping-students-safe>)
- receives full instruction on how to complete activities including the risks, the purpose of safety equipment such as personal protection equipment (PPE), and how to use it appropriately.
- is given appropriate feedback and encouragement.

ENSURE THE STUDENT IS SUFFICIENTLY CHALLENGED AND SUPERVISED AT ALL TIMES..

DONT FORGET



You can send a student back to school if the student:

- breaches workplace rules or safety procedures.
- is rude, disrespectful or acts inappropriately to customers, staff or property.

Make sure you let MWLP know you have done this so we can notify the school.

AT THE CONCLUSION OF WORK PLACEMENT

Host Employer feedback is important to the student, as it provides them with an opportunity to reflect on their performance, and suitability to a specific industry.

The student's direct supervisor should:

- complete the evaluation section of the student's journal - when giving feedback, always try to start with positive aspects and be as encouraging as possible. But you also need to be honest with your response, if a student was late everyday then mark it down - the student can't improve on this if they don't know about it.
- make sure the student has completed the number of hours required for their course (35 - 40 hours across the week not including lunch breaks).
- ensure that the student has returned any property such as name tags, uniforms, locker keys, tools or any materials that they may have been using during their placement.
- take the time to provide the student with helpful feedback and encouragement.

If your Work Placement student was outstanding, you are more than welcome to offer them employment. You can also nominate them for an MWLP Work Placement award!



COACHING TIPS FOR SUPERVISING STUDENTS...

- TELL .. them about it
- WATCH .. them do it
- CORRECT .. any shortcomings
- SHOW .. them how it's done
- PRAISE .. what they do well
- REPEAT .. for practice

REMEMBER! →

A student who seems uninterested or bored could just be shy or nervous!

THINGS YOU SHOULD KNOW...



DO I HAVE TO PAY TO BE A HOST EMPLOYER?

No, there is no charge to host Work Placement students. Students are essentially volunteering their time with you for the real-world experience they need to complete their course.

WHAT ABOUT INSURANCE?

Students are covered by Insurance & Indemnity arranged by the Dept. of Education (DoE), TAFE NSW, Catholic Schools NSW or Association of Independent Schools (AIS) depending on where the student is studying.

DO MY STAFF NEED WORKING WITH CHILDREN CHECKS?

No, a "Working with Children" Check is not required by people under 18 or employers not normally engaged in child-related activities.

DO I HAVE TO COMPLETE ANY PAPERWORK?

Yes, as a host employer you will be required to complete a few registration documents provided to you by MWLP. These documents contain information about your workplace including student's working hours, break times, arrangements for supervision, details about activities they will undertake, dress requirements etc. All of this information along with your signature is then uploaded to our system and populated to the Student Placement Record (SPR) that students are required to have with them during Work Placement for insurance and medical purposes.



HOW MANY HOURS DO STUDENTS NEED TO COMPLETE?

Depending on the course, students are required to complete 35-40 hours of Work Placement in year 11 and another 35-40 hours in year 12. The number of hours required will be confirmed prior to students commencing with you.



WHAT DO I DO IF A STUDENT IS SICK OR INJURED AT MY WORKPLACE?

If a student is sick or injured, host employers must seek immediate medical help. Call 000 in an emergency. The Student Placement Record (SPR) will contain emergency contact details and the student's Medicare number. You must also contact the school and MWLP, where relevant, as soon as possible. You do NOT need to lodge a Workers Compensation claim.



For a quick guide for workplace learning accidents visit https://education.nsw.gov.au/content/dam/main-education/teaching-and-learning/curriculum/career-learning-and-vocational-education/workplace-learning/keeping-students-safe/Host_employer_-_Workplace_learning_emergency_flowchart.pdf

CAN I OFFER A STUDENT EMPLOYMENT OR AN APPRENTICESHIP/TRAINEESHIP?

Yes! If you are happy with the student's performance during Work Placement you are more than welcome to offer them a suitable role within your company.



WHAT DO I DO IF THINGS AREN'T GOING WELL?

If you have any issues or concerns with a student you are hosting please contact your dedicated Industry Liaison Officer or the MWLP office immediately – we will advise you on the best course of action.

TIPS FOR SUCCESS...

- Engage the student straight away as the first hour can set the tone for the rest of the week!
- Ensure they understand their safety rights and responsibilities.
- Ask them about their current school work so you can set workplace tasks at the right skill level for them.
- Consider hosting students in pairs to give them buddy support to solve problems and get the work done.
- Have a reserve list of jobs for them to do if they finish their assigned tasks early.
- Allow time at the end of each day to debrief with the student and plan tomorrow's work.
- At the end of the week ask the student for feedback you can use to help the next student.



REMEMBER! →

Busy students tend to be happier, more engaged and learn more!