

WORK PLACEMENT

? WHAT IS IT?

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

Work Placement is an exciting opportunity for you to learn valuable skills and experience in a real workplace. It gives you the chance to meet industry professionals and learn about future career pathway options while utilising the skills you've learnt and developed in the classroom.

There are many benefits to undertaking a Work Placement including:



GAIN INDUSTRY EXPERIENCE



Employers want to hire fresh talent with industry-specific skills. Undertaking Work Placement will look amazing on your resume and allow you to sell yourself to future employers!

UPSKILL YOURSELF!



Learn new skills, gain valuable insight from industry hosts and secure a VET qualification that will help excel your career.

EMPLOYMENT OPPORTUNITIES



Many students end up securing employment from their host employer - this could be a casual, part-time or full time role or even an apprenticeship or traineeship.

TRIAL YOUR PASSION



Work Placement provides the perfect opportunity for you to try out your career passion. It's a chance to experience working in your chosen industry which will help you decide if this is the right career path for you.

MAKE FUTURE CONNECTIONS



Meet business owners and other employees to establish your first industry connections - remember it's not what you know but who you know! These contacts could help you with your career path when you leave school.



02 4625 1863 | info@mwlp.com.au | www.mwlp.com.au

Follow Us

mwlp
linking youth

YOUR GUIDE TO WORK PLACEMENT

BEFORE WORK PLACEMENT...



Once you receive your class code visit www.mwlp.com.au to register - you **MUST** be registered for each subject before the end of Term 1. Scan the QR code to complete the online Go2workplacement modules to help prepare you for your Work Placement.



Talk to your teacher - they will provide you with important information and relevant paperwork. Discuss any issues or concerns you have about a potential placement - they will be able to guide you best.



SELECT THE RIGHT VENUE!

- Check the location - can you get to and from the venue?
- Can you work the hours the host requires?
- Consider the tasks - will you be able to physically do them?
- Be realistic - you are still learning and tasks will be basic.



Check **ALL** of your schedules - Work Placement takes **PRIORITY** - the dates are carefully selected by your teachers and MWLP to fit in with your other subjects, exam periods, school activities and the availability of your host employer. It is **YOUR** responsibility to check any other commitments you have (both personal and school related) to ensure you are available.

ONCE YOU COMMIT TO A WORK PLACEMENT YOU CANNOT CHANGE IT



Read your Student Placement Record (SPR) carefully - this contains useful information about your host employer and your placement requirements. Make sure you think about the location, the hours you will be working and consider the tasks / duties you will be asked to undertake. Check to see if there are any **OTHER** requirements for your host such as vaccinations, police checks, pre-placement interviews, online inductions, etc. Please note : your SPR must be signed before your placement commences.

INCORRECT OR NO PAPERWORK = NO WORK PLACEMENT

BE ORGANISED!

- Make sure you read your SPR carefully, and that all relevant paperwork is signed.
- Do you have the right clothing or equipment? Don't leave it until the last minute! You may need to purchase items before you start.
- How will you get there? Organise a lift or check public transport schedules - Tripview is a great app for bus and train timetables.
- Research your host employer - check their website and socials to gain a better insight to their workplace.
- Phone or visit your host the week before to confirm details and ask questions.



Make sure you phone or visit (not text) your host employer the week before you commence to confirm details and ask any questions. Write down your questions before you call so you don't forget anything. It is up to **YOU** to do this - not your teacher or your parents.



Use our checklist to ensure you are well prepared and ready for your first day!



DO I HAVE TO COMPLETE WORK PLACEMENT?

Yes - if you are studying a VET course as part of your HSC.

DO I GET PAID?

No - you are there to gain experience and put your skills to practice and are essentially a volunteer at the business.

REMEMBER! → Work Placement is **MANDATORY**. Non completion can jeopardise your HSC.

DURING WORK PLACEMENT...

REMEMBER TO ALWAYS..

- Ensure you have your SPR with you at all times - this contains your insurance and medical information that may be required should an incident occur during your placement.
- Be punctual and neatly dressed - EVERYDAY! First impressions count - you never know who you might meet that day!
- Be polite and respectful to your workmates and any clients or customers of the business that you may come in contact with.
- Listen and follow instructions at all times.
- Ask questions and show initiative - showing interest and enthusiasm impresses employers!
- Treat your placement as if it were an assessment task - do your best - you could be offered a job or nominated for an award!



Switch off your mobile phone during work time - you will be able to check your phone during your break. You should also discourage friends from visiting your workplace. Your host employer is volunteering their time to teach you new skills so you should be giving them your full attention.

ATTITUDE IS EVERYTHING!



Talk to your host employer or teacher if you have any safety concerns or any other problems. You should have realistic expectations about your role during placement - you will not be the head chef or the site supervisor - you are there to learn and gain experience.



Make sure you complete your Work Placement Journal daily, and that your host completes their sections before you leave on the last day. Your journal is your record of how you went and provides feedback to your school.

**DONT
FORGET**



If you are sick or cannot attend your Work Placement for any reason - you **MUST** call your teacher and your host as soon as you can. Once your placement has been arranged for you and paperwork has been issued you must have a good reason for not attending.

AFTER WORK PLACEMENT

- Remember to **THANK** your host employer for their time.
- Make sure you return your signed journal to your teacher.
- Let us know about your Work Placement experience by providing feedback - <https://www.workplacement.nsw.edu.au/feedback.php>



WORK PLACEMENT vs WORK EXPERIENCE

Work Placement is undertaken by those students in years 11 & 12 studying a Vocational Education & Training (VET) course as part of their HSC. It is a mandatory requirement of the course that puts students into a real workplace to practice and demonstrate the skills they are learning in the classroom.

Work Experience is generally for students in year 10 to get a feel for the industry they are interested in working in. These students do not yet have any industry training and can only carry out basic tasks in the workplace.

THINGS YOU SHOULD KNOW...

- All host employers are visited by MWLP and assessed as a suitable venue for hosting Work Placement students.
- You can find your own Work Placement host if the offers you have aren't suitable - speak to your teacher first as they will provide the necessary paperwork and information.
- Employers tell us the hours that they are able to host students based on their busy periods, staffing and other factors. For this reason students are expected to work the hours requested and not make changes.
- Students must fit in with the host employer - not the other way around.
- Many students are offered some form of employment as a direct result of their Work Placement.
- Students who are outstanding during their Work Placement can be nominated for the MWLP Student of the Year Awards.

REMEMBER! →

Your host employer is volunteering their time with you - be **RESPECTFUL!**

WORK PLACEMENT CHECKLIST



IT IS REALLY IMPORTANT TO SELECT A WORK PLACEMENT VENUE THAT'S RIGHT FOR YOU

- What are your commitments during the work placement period - do you have exams, assignments due, sport training, part-time work or anything else that may interfere with your placement?
- What hours are you required to work? Am you able to work those hours?
- How will you get to and from the workplace? Can someone take you or do you need to use public transport?
- Once you've accepted your placement you cannot change your mind.

NOW THAT YOU HAVE CHOSEN YOUR WORK PLACEMENT IT'S TIME TO GET ORGANISED.

- Read your Student Placement Record (SPR) to ensure that you understand all the requirements.
- Ensure your SPR is completed and signed correctly. No paperwork = no placement.
- Visit or phone (not text) your host employer to introduce yourself. Do this the week before (no later than Wednesday), ask any questions that you may have and confirm the work placement details.
- Wear the correct clothing, footwear and take any other equipment that may be required. This will be outlined in your SPR - you may be required to purchase items so don't leave it to the last minute!

THINGS TO REMEMBER WHILE ON WORK PLACEMENT..

- Ensure you have your SPR with you at all times - this contains your insurance and medical information that may be required should an incident occur.
- Be punctual and neatly dressed each day.
- Listen and follow all instructions given to you.
- Be polite and respectful at all times to other staff and customers.
- Talk to your host employer or teacher if you have any safety concerns or other problems.
- Complete your journal each day and get it signed before you return to school.
- Notify your host employer and teacher immediately if you are unable to attend for any reason.
If you miss any hours / days it is your responsibility to make up the time with your host.

AFTER WORK PLACEMENT REMEMBER TO..

- Return paperwork - make sure you give your completed journal to your teacher as soon as you can.
- Provide feedback - let us know your thoughts about your work placement, good or bad.
- Thank your host - send a quick letter or email to your host employer to thank them for looking after you.

REMEMBER! →

ENJOY YOURSELF! Take the time to learn about the industry, improve your skills and find out if this will be the career path for you!