

# 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!