

What is Connect?

Connect is a coordinated service that assists you to secure work placement for your VET course.

What is Work Placement?

Work placement is **not work experience**.



Work placement is **compulsory** if you wish to obtain a HSC.



You need to do **35 hours in Year 11** and **35 hours in Year 12**



NOTE: NO CHANGES WILL BE MADE IN THE TWO WEEKS PRIOR TO WORK PLACEMENT



How it all works



Step-by-Step

Fill out an application form and .



Your Work Placement Co-ordinator will try to secure you one of your preferences.



You will be issued with a Student Kit with all the necessary paperwork.



Obtain a copy of the *Parents & Carers Guide to Workplace Learning* from your VET teacher.



You will be required to ring your employer and attend an interview.



Your student placement record must be signed and returned to your VET teacher prior to your placement.



Complete the *Safety & Emergency Procedures-Student Card* & take it with you to your placement.

What you need to know:

Insurance

All parts of the student placement record are to be completed prior to commencement of your work placement.

Supervision

Your VET teacher is responsible for supervision during your work placement. Connect will call on the first day of placement.

Payment

Students are not paid during work placement. Any offers of payment must be refused as receiving money will affect the insurance policy.

Travel

Students are responsible for providing their own travel to and from work placement. If you intend to stay away from home for work placement, an additional form must be completed.

Your Safety: Accidents & Incidents

At all times your safety & protection is important.

All accidents and incidents need to be reported to your course teacher or school as soon as possible.

In general:

- 1 Attend to first aid immediately
- 2 Contact the school as soon as practicable.

Be organised

Don't leave everything to the last minute, students that are organised are more likely to achieve quality work placement in their preferred location. Familiarise yourself with the paperwork provided to you prior to your work placement.

Benefits to Students

By doing work placement you will :

- ➔ develop knowledge and skills which are relevant and recognised by employers or further educational/training organisations.
- ➔ gain maturity by experiencing adult roles and responsibilities in the workplace
- ➔ increase your understanding of local industry in a practical and realistic environment
- ➔ increase your job -seeking skills
- ➔ use the experience to help plan your future career goals.
- ➔ achieve or practice industry-accredited competencies. You may gain credit for further education and training courses.
- ➔ further develop your social and communication skills in a workplace environment.



Keys to successful work placement

- Have your Student Placement Record signed
- dress appropriately
 - be on time
 - be reliable
 - be enthusiastic
 - show initiative
 - ask questions
 - accept criticism as constructive
 - maintain good eye contact with people
 - attempt all tasks
 - avoid no-go areas, be aware of risks
 - act in a responsible & safe manner at all times

Contact Details:

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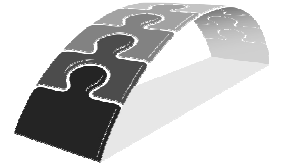
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CONNECT

The Northern Rivers Community Partnership for Young People



An Australian Government Initiative



CONNECT TO YOUR FUTURE
Career Advice Australia

Information for Students & Parents

*Providing a work placement service
for local Schools, TAFE and Industry*

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CONNECT WORK PLACEMENT