

EXPECTATIONS OF STUDENTS

You will be expected to:

- Have your Student Placement Record signed by the relevant people, including your employer.
 - Attend the workplace on the designated days
 - Notify the **workplace & the school / TAFE NSW campus** if you are late, unable to attend or experiencing difficulties
 - Be punctual, both on arrival and after breaks
 - Show interest in the work and have a positive attitude
 - Dress appropriately for the workplace
 - Behave appropriately at all times
 - Apply your knowledge and skills as an entry level worker
 - Follow occupational health and safety requirements
 - Take care of your employer's property
 - Follow instructions and accept suggestions
 - Ask for help as required
 - Follow the routine of the workplace
 - Keep personal problems at home
 - Keep track of your progress by **completing your journal entries**
 - Arrange a time to discuss your progress with your workplace supervisor
 - Thank the workplace supervision and staff at the end of your work placement.
- NB: Host employers are not paid. Their time has contributed to your education, skill development and work readiness.

Employers have requested that students:

- Switch off mobile telephones during work time
- Discourage friends from attending the workplace.

I understand that while I am on work placement I am representing my school and am expected to behave in a professional manner at all times.

FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN STUDENTS BEING SENT BACK TO SCHOOL.

NB No changes to work placement arrangements will be made in the 2 weeks prior to placement except under extreme circumstances.

I have read and understand the above expectations:

Student Name: _____

Student Signature: _____

Date: _____