

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



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 work placement.



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

Payment

Students are voluntary workers and should not be paid. Any payment to the student may invalidate the Department insurance and indemnity arrangements.

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. First aid should be given.
2. Contact the school as soon as practicable.

Be Organised

Don't leave everything to the last minute, students who 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 organizations.
- 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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CONNECT

The Northern Rivers Community Partnership for Young People

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Information for Students & Parents

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

CONNECT WORK PLACEMENT