

Procedures & Time Lines

Co-ordinators to confirm placement with Host Employer within the time specified by the Employer.



Student to contact Host Employer two weeks before commencement to set up interview.



Student to attend interview bringing Student Placement Record to be signed.



Induction to be conducted either at interview or first day of placement (see opposite).



Employer to identify suitable tasks and supervisor for student placement.



Student to attend workplace for specified number of hours (usually 35hrs).



Teacher to visit &/or contact workplace to monitor student performance.



Employer to complete evaluation on student.



Host Employer Responsibilities:

- ★ Provide safe working environment for students and ensure OH&S guidelines are adhered to.
- ★ Provide meaningful tasks that relate to course competencies.
- ★ Negotiate shifts with students, taking part-time work and transport into consideration.
- ★ Regard student as a recruit not a visitor; supervise the student's training/enhancement program.
- ★ Notify the Teacher/Coordinator immediately of any problems or injuries during the placement.
- ★ Liaise with Coordinators & Teachers when necessary.
- ★ If applicable: Support students with special needs where appropriate.
- ★ Do not pay the student.
- ★ Refer to *An Employers Guide to Workplace Learning* for additional information.

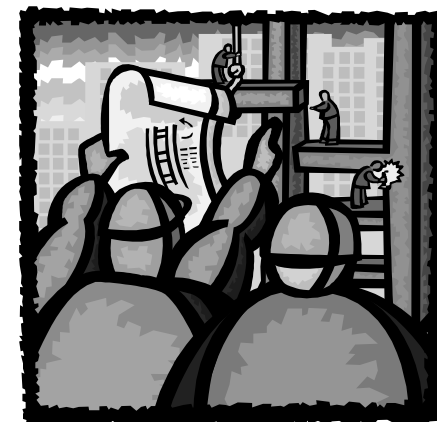


STUDENT INDUCTION:

- Explain what your organisation does, show the layout and facilities.
- Introduce student to other staff.
- Outline your work place policies and procedures.
- Explain OH&S in your workplace eg: protective clothing, no-go areas and risks, including what they should do in an emergency,
- Go through behaviour expected eg: grooming, confidentiality, personal phone calls, smoking.
- Agree on some specific goals that the student can aim for.

The Student Should:

- ◆ Contact the Host Employer prior to commencement of the work placement.
- ◆ Ensure the Student Placement Record is completed and lodged at school or TAFE before commencement.
- ◆ Be in possession of a *Safety & Emergency Procedures-Student Card*.
- ◆ Dress appropriately for the job.
- ◆ Attend workplace for required hours, be punctual at all times.
- ◆ Follow instructions, accept suggestions and ask for help.
- ◆ Act at all times in a safe manner in accordance with Occupational Health and Safety requirements.
- ◆ Avoid no-go areas, be aware of risks in the work place & not attempt any prohibited activities in accordance with the Workplace Learning policy.
- ◆ Behave on-the-job in a way that reflects well on the employer, the school and Connect.



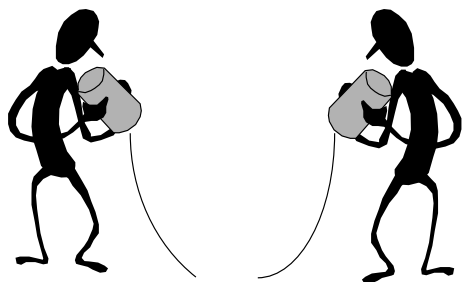
Duties & Responsibilities

Teachers Should:

- Prepare the student for work placement, complete OH&S training before commencement.
- Provide information about what the student is learning at school and discuss what skills might be developed or practised in the workplace.
- Ensure Student Work Placement Record is signed and lodged at school or TAFE.
- Attend &/or contact workplace to monitor students on work placement.

Coordinators Should:

- Act as a link between schools and employers.
- Work to ensure employers and workplace supervisors have an understanding of the program.



Contact Details:

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COORDINATING WORK PLACEMENT FOR:

SCHOOLS:

- | | |
|----------------------------|---------------------------|
| -ALSTONVILLE HS | -SOUTHERN CROSS K-12 |
| -BALLINA HS | -STEINER SHEARWATER |
| -BANORA POINT HS | -ST JOHN'S COLLEGE |
| -BONALBO HS | -ST JOSEPH'S COLLEGE |
| -BYRON BAY HS | -ST MARY'S CASINO |
| -CASINO HS | -TRINITY CATHOLIC COLLEGE |
| -EVANS RIVER K-12 | -TWEED RIVER HS |
| -EMMANUEL ANGLICAN COLLEGE | -TWEED VALLEY COLLEGE |
| -KADINA HS | -WOLLUMBIN HS |
| -KINGSCLIFF HS | -WOODENBONG CS |
| -KYOGLE HS | -XAVIER CATHOLIC COLLEGE |
| -LINDISFARNE SCHOOL | |
| -LISMORE HS | |
| -MT ST PATRICK COLLEGE | |
| -MULLUMBIMBY HS | |
| -MURWILLUMBAH HS | |
| -NIMBIN CS | |
| -RICHMOND RIVER HS | |
| -NORFOLK ISLAND HS | |

TAFE CAMPUSES:

- BALLINA TAFE
- CASINO TAFE
- KINGSCLIFF TAFE
- LISMORE TAFE
- MURWILLUMBAH TAFE
- WOLLONGBAR TAFE

CONNECT

The Northern Rivers Community Partnership for Young People

CONNECT WORK PLACEMENT

Information for Host Employers Duties & Responsibilities

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

CONNECT

The Northern Rivers Community Partnership for Young People