

# 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: \_\_\_\_\_

# EMPLOYABILITY SKILLS

The following are skills that employers think are important for young people to learn so they can get a job and progress in the work place.

<b>SKILL</b>	<b>EXAMPLES</b>
Communication	<ul style="list-style-type: none"><li>• Listening</li><li>• Speaking clearly</li><li>• Reading correctly</li><li>• Writing effectively</li><li>• Using numbers correctly</li><li>• Sharing information</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Working with people of different ages, gender &amp; race</li></ul>
Problem solving	<ul style="list-style-type: none"><li>• Identifying problems</li><li>• Developing creative &amp; practical solutions</li><li>• Solving problems in teams</li></ul>
Initiative & Enterprise	<ul style="list-style-type: none"><li>• Being creative</li><li>• Adapting to new situations</li><li>• Initiating solutions</li></ul>
Planning & Organising	<ul style="list-style-type: none"><li>• Managing time &amp; priorities</li><li>• Making decisions</li><li>• Participating in planning</li><li>• Organising information</li></ul>
Self-management	<ul style="list-style-type: none"><li>• Taking responsibility</li><li>• Having goals</li><li>• Self confidence</li><li>• Monitoring own performance</li></ul>
Learning	<ul style="list-style-type: none"><li>• Being willing to learn</li><li>• Being open to new ideas</li><li>• Using different learning activities</li><li>• Appreciating learning for change</li></ul>
Technology	<ul style="list-style-type: none"><li>• Having basic IT skills</li><li>• Using IT to organise data</li><li>• Willing to learn new IT skills</li></ul>