

# Teacher Work Placement Checklist

Please tick ✓

- Check that your students have successfully completed the OH&S module prior to entering upon work placement.
- Determine that your students are work ready.
- Assist students to complete work placement application form.
- Forward completed application to coordinators.
- Receive and distribute student kits and placement information from Connect Work Placement Coordinator.
- Assist students to complete Student Placement Record - signed by employer, student, parent/care giver, and principal/nominee. (TAFE students need to have TAFE teacher's signature also.)
- Ensure students have contacted their Host Employer for an interview and signing of Student Placement Record and Induction/Orientation form.
- Make relevant copies of completed Student Placement Records (copy for; employer, parent/care giver and student)
- File completed Student Placement Records accordingly on school/TAFE premises.
- Ensure student has all relevant documentation needed to take on work placement including; the student kit - journal, evaluation, student contact card, brochure for students/parents, student feedback and a copy of the completed student placement record signed by all four parties (TAFE five signatures)
- Telephone employers on the first day of work placement to check on students and to arrange a time for the supervisory visit.
- Visit the student during the work placement to check on progress and completion of the student diary.
- Collect students' journals and evaluations on completion of work placement.
- Notify Workplace Coordinators of employment obtained, issues or concerns.
- Assist students in forwarding their completed student feedback forms.

**NB: The completed student kit remains the property of the school/TAFE**