

Student Work Placement Journal

Student: _____

Subject: _____ Year: _____

School / TAFE Campus: _____

Course Teacher: _____

Teacher Contact No.: _____

Host Employer: _____

WP Dates: _____

NOTES TO STUDENT

- *Complete your time sheet each day and have your supervisor sign.*
- *Complete your journal entries every day.*
- *Ensure your workplace supervisor completes and signs your evaluation form.*
- *Return this booklet to your teacher on your return to school.*

IMPORTANT TIPS FOR A SUCCESSFUL WORK PLACEMENT

1. **Prepare before you start**

Prepare yourself mentally and physically for the work placement. Have your clothes and any equipment ready the night before. Think about what you have to do. Try to keep an open mind. Have confidence in yourself. Take it one day at a time and you will definitely succeed.

2. **Make a Good First Impression** as this will set the tone for your work placement. First impressions are based upon your actions, comments, appearance and non-verbal behavior.

3. **Body Language** can send a powerful message about what you are thinking and feeling, despite the actual words you are saying. Try to relax and ensure that your body language is showing the same message as your words. Here are a few ideas:

- Be an active listener
- Speak confidently, avoid mumbling
- Shake hands with confidence
- Look people in the eye when you are introduced and when speaking to them
- Don't forget the power of a genuine, warm smile
- Try to remember the names of the people you meet.

4. **Surviving the First Day**

- Expect that, despite your best efforts, you will feel a bit nervous. This is entirely natural
- Show, either verbally or non-verbally, that you sincerely want to be a part of the group and a contributing team member
- Do your very best to have a positive start
- Don't be too hard on yourself. Things will improve with time!

5. **How to be Part of the Team**

A major part of working is being able to get along well with colleagues. To help you do this, here are some tips on building relationships:

- Making a conscious effort to build rapport with workmates – doing so will help you to be accepted by others
- Accepting assistance graciously and ask for help if you need it
- Doing what is asked of you willingly; don't hang back and expect to be "coaxed" along
- Expecting to learn new tasks and take direction from a number of people
- Offering to help work colleagues with tasks.

6. **Be an Effective Listener**

- Listen carefully to any instruction you are given (make notes if needed). Listening carefully will help you avoid mistakes
- Don't interrupt
- Clarify immediately if you are not sure
- Pay attention to what is happening in the workplace.

7. **Characteristics of a person with a Good Work Attitude**

- Friendly, open, willing to learn, enthusiastic, a good listener, confident, prompt, courteous, hard working

- Communicates openly and freely
- Has a sense of humour
- Realizes that even the most exciting jobs have mundane, boring aspects. Does their share willingly and without complaint
- Admits to any mistakes straight away. Doesn't blame someone else or try to cover up as this only makes them look immature or dishonest
- Expect the unexpected.

8. What is Good Workplace Behaviour?

Work behaviour is the behaviour used in employment and is normally more formal than how you would act at school and home. Here is a basic guide for developing professional workplace behaviours:

- Treat all co-workers with respect and in return expect to be treated the same
- Positive 'Can Do' attitude
- Meet task deadlines
- Good attendance and punctuality
- Show initiative
- Avoid personal gossip and those who spread it. Make your own judgements about people
- Give people the benefit of the doubt if a misunderstanding arises. Don't immediately assume the worst or jump to conclusions
- Keep you temper in check and don't hold any grudges
- Avoid booking any personal appointments during your work placement.

9. Attendance

- Start on time each day
- Take only the allocated time for morning and afternoon tea and lunch and return to work promptly after all breaks
- Contact your workplace supervisor and the supervising teacher as soon as possible if you are unable to attend the placement
- Contact your workplace supervisor and the supervising teacher if you will be absence e.g. sick, school commitment. Remembering absence hours will need to be made up at another time
- Attend the placement for the normal hours of work for that workplace, unless you have negotiated otherwise.

10. What happens if I don't like it?

Give it a real go! Talk to your supervisor at work. If you have really tried to make it a positive experience and it's still not working for you, let your supervising teacher know as soon as possible. Remember that this is a new experience and you may find it takes a day or two to settle in. Talk to your nominated contact if you're having any problems. If things don't improve, your placement at the workplace might be postponed to another date.

11. Having Problems?

Helpful hints to solve problems in the workplace

- Talk to your Supervisor and ask for advice
- Use a positive attitude
- Accept people's differences
- Be patient with people who are under pressure
- Always ask questions to gain help
- Be aware of your own behavior and attitudes
- Approach problems in a mature manner.

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 work 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.

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.

EMPLOYABILITY SKILLS

All young people need a set of skills and attributes that will prepare them for both employment and further learning. The Employability Skills Framework includes what employers think makes a good employee. The personal attributes and key skills are shown in the table below

Personal attributes ... that contribute to overall employability:

- | | | |
|-------------------------|---|---------------------------------|
| • Loyalty | • Personal presentation | • Adaptability |
| • Commitment | • Common sense | • Ability to deal with pressure |
| • Honesty and integrity | • Positive self esteem | • Motivation |
| • Reliability | • A sense of humour | |
| • Enthusiasm | • A balanced attitude to work and home life | |

Skill	Element – (aspects of the skill that employers think is important. Note – the mix and priority of these aspects will vary from job to job)
Communication ... that contributes to productive and harmonious relations across employees and customers	<ul style="list-style-type: none"> • Listening • Speaking clearly • Reading correctly • Writing effectively • Using numbers correctly • Sharing information • Understanding the needs of other
Team work ... that contributes to productive working relationships and outcomes	<ul style="list-style-type: none"> • Working with people of different ages, gender, race, religion or political persuasion • Working as an individual and as a member of a team • Knowing how to define a role as part of a team • Applying teamwork skills to a range of situations, eg. Planning, problem solving
Problem solving ... that contributes to productive outcomes	<ul style="list-style-type: none"> • Identifying problems • Developing creative & practical solutions • Solving problems in teams • Showing independence and initiative in identifying problems and solving them
Initiative and enterprise ... that contribute to innovative outcomes	<ul style="list-style-type: none"> • Being creative • Adapting to new situations • Identifying opportunities not obvious to others • Initiating solutions
Planning and Organising ... that contributes to long and short term strategic planning	<ul style="list-style-type: none"> • Managing time & priorities • Making decisions • Participating in planning • Organising information • Being resourceful and taking initiative
Self-management ...that contributes to employee satisfaction and growth	<ul style="list-style-type: none"> • Taking responsibility • Having goals • Self confidence • Monitoring own performance
Learning ...that contributes to ongoing improvement and expansion in employee and company operations and outcomes	<ul style="list-style-type: none"> • Being willing to learn • Being open to new ideas & techniques • Using different learning activities • Appreciating learning for change • Having enthusiasm for ongoing learning
Technology ...that contributes to effective execution of tasks	<ul style="list-style-type: none"> • Having basic IT skills • Using IT to organise data • Willing to learn new IT skills

WORKPLACE INDUCTION / ORIENTATION

ATTENTION: Host Employer

It is expected that each student will be given an induction or orientation upon arrival, or prior to attending their work placement. We understand that you may have your own induction processes and as a minimum, the following should be included:

Note: Supervisor to tick each activity when completed, then sign below.

<input type="checkbox"/>	Demonstrate the activities undertaken by the organisation
<input type="checkbox"/>	Outline the management structure of the organisation
<input type="checkbox"/>	Discuss work behaviour requirements and expectations
<input type="checkbox"/>	Explain the dress standards applicable to the job and workplace
<input type="checkbox"/>	Demonstrate the safety requirements applicable to the job and workplace
<input type="checkbox"/>	Discuss relevant procedures in case of accident, emergencies, evacuation etc.
<input type="checkbox"/>	Show location of facilities, such as toilets, change room, kitchen or staff areas, etc.
<input type="checkbox"/>	Explain start and finish times, work breaks, work routines, etc.
<input type="checkbox"/>	Outline procedures to follow in the event of non-attendance
<input type="checkbox"/>	Introduce to staff with whom the student will be working
<input type="checkbox"/>	Show who to talk to regarding any problems

This induction / orientation will help to ensure the safety of the student, as well as assist them to make a quick and efficient transition into the workplace environment.

Industry induction / orientation completed:

Host Employer Name: _____

Position: _____

Signature: _____

Date of Induction / Orientation: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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Date: _____

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Equipment Used:

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Hours Worked: _____

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Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

WORK PLACEMENT TIMESHEET

Student Name: _____

Business Name: _____

Supervisor Name: _____

Record of Work Placement Hours

Date	Start Time	Finish Time	Lunch	Total Hours	Supervisor Signature
<i>Eg. 22.3.04</i>	<i>9.00am</i>	<i>5.00pm</i>	<i>1 hour</i>	<i>7 hours</i>	
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11.					
12.					
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Total hours completed:			Supervisor Signature:		