



# PREPARING FOR WORK PLACEMENT

*Getting prepared to host a student for work placement will ensure a planned & positive placement for all involved*

- **Supervision**
- **Staff on board**
- **Expectations of students**
- **Student tasks**

# Getting prepared to host

Have a clear picture of exactly what tasks a student may be conducting, or what may be required to meet the students needs will support a positive placement experience

- Use the Vocational Framework Flyers to identify suitable job tasks for students
- Have a detailed list of tasks and jobs for students to undertake while on placement
- Have a clear picture of your expectations for students & think about how you will share this with them clearly - this could include work times, attire or attitude
- Ensure all procedures around WHS & site specific procedures are clear and ready for discussion with student
- Identify suitable workplace mentors and have them briefed on the tasks students will be completing
- Identify possible issues or concerns, and problem solve solutions prior to the student arriving on placement



## Do you have any questions?

Your Work Placement Coordinator is there to help

- Do you need support to develop a suitable task list, taking into account your business and student placement needs?
- Unsure of your WHS obligations for students on work placement?
- Would you like to discuss host responsibilities further to better understand what is required of you?