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Hot Tips

Customise the checklists off the CD to suit your workplace.

Have each student update the checklist and jobs lists ready for future students.

The Safety Induction checklist is only a basic guide. Please add any specific worksite issues.

Getting Ready Checklist	Notes
<input type="checkbox"/> Arrange dates that are suitable for taking student placements	
<input type="checkbox"/> Talk to management and staff about the Work Placement Program and get their support	
<input type="checkbox"/> Organise a supervisor to support the student during Work Placement	
<input type="checkbox"/> Put together some information about your business, services, products or industry to discuss with the student	
<input type="checkbox"/> Ask staff to contribute information that could be put together in a Induction/ Orientation to be given to the student on the first day	
<input type="checkbox"/> Organise information to use for a safety tour	
<input type="checkbox"/> Organise a work space or a desk	
<input type="checkbox"/> List equipment that the student needs to use during the Work Placement	
<input type="checkbox"/> Identify initial tasks and place them in a Job List for the student to follow (Please refer to the sample Student Journals on the CD)	
<input type="checkbox"/> Familiarise yourself with the <ol style="list-style-type: none"> 1. Student's Work Placement Journal 2. Student evaluation sheet 3. Student skills list (if available) 4. All relevant contact details 	

The **Work Placement Made Easy** series also includes:

- A CD ROM Video presentation for managers and supervisors
- Industry information sheets with a list of possible tasks for students
- Student Safety requirements information
- Industry specific Work Placement Journals for the student to record their activities

Useful Links

Work Placement Made Easy
www.ezwp.det.nsw.edu.au

Managing Young Workers
www.employersguide.com.au

Career Options and Facts
www.myfuture.edu.au

Local Contacts

First Day Induction Checklist	Notes
<input type="checkbox"/> Talk to the student about your business and what services you provide to the local community or to other businesses. Encourage the student to ask questions	
<input type="checkbox"/> Check to see if student has got a note pad and pen, and takes notes	
<input type="checkbox"/> If applicable have the student go through your business Induction/Orientation process and expand on any points that you think are really important to an entry level person	
<input type="checkbox"/> Show student the location of any business manuals and policies	
<input type="checkbox"/> Talk to the student about the importance of confidentiality while working in your business	
<input type="checkbox"/> Show them around the work place pointing out key areas they will need to know including lunch rooms and toilets	
<input type="checkbox"/> Introduce them to staff members. - Get the student to write down the name of other employees they will have contact with	
<input type="checkbox"/> Let them know what is expected of them whilst on premises	
<input type="checkbox"/> Give them the job list of duties and discuss the different skills required to complete the job list	
<input type="checkbox"/> Ask students for any paperwork that needs to be completed by the supervisor	
<input type="checkbox"/> Explain how important safety is in your business including:	
<input type="checkbox"/> Safety policies and practices	
<input type="checkbox"/> Preventing slips and trips	
<input type="checkbox"/> Eliminating the chance of falling from a height	
<input type="checkbox"/> Safe lifting and moving techniques	
<input type="checkbox"/> Location and use of manual handling aids	
<input type="checkbox"/> Location of first aid, fire extinguishers and exits	
<input type="checkbox"/> Burns and electrical safety precautions	
<input type="checkbox"/> Chemicals and hazardous materials requirements	
<input type="checkbox"/> Student "No Go" areas and activities identified	
<input type="checkbox"/> Any powered or special equipment requirements	
<input type="checkbox"/> Other special requirements or practices	