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## Hot Tips

Probably the best tip of this series is simply to do the preparation before the student arrives.

Save up odd jobs and keep a list of suitable work, ready for the next student.

Explain to your staff that the work placement is part of the HSC course, and the student is to demonstrate as many skills as possible.

## Get Your Staff on Board

There are a number of ways to get your staff involved in the Work Placement:

1. Involve them right from the start of the program
2. Explain to your staff that Work Placement is part of the HSC requirement and can go towards the student's Universities Admission Index (UAI)
3. Let staff select some duties they think would be suitable for students at various levels
4. If you have a few staff, let them take turns in supervising a student so they can demonstrate their valuable skills and knowledge
5. Promote the value of developing staff leadership skills and the opportunity to use these skills when supervising a student
6. Explain that the students are actively studying this industry and should have the ability to help staff out with some of their basic tasks.

## Appointing a Supervisor

When you are thinking about appointing an employee to supervise a student you may wish to consider some of the following points:

1. Is the person you've chosen willing to support a student during the week?
2. Do they have leadership qualities to demonstrate?
3. Can they minimise the jargon, and not assume too much base level knowledge?
4. Can you rotate the student amongst several of your staff to vary the duties and experiences?

Before the student arrives make sure you decide where they will be placed and what tools and equipment the student will need.

## Students Work Area

Let other staff know the date the student is arriving so the student is expected and welcomed, not treated like a sudden surprise.

By being prepared in advance your business will demonstrate professionalism and that the student is part of the team with real work expectations.

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](http://www.ezwp.det.nsw.edu.au)

**Managing Young Workers**  
[www.employersguide.com.au](http://www.employersguide.com.au)

**Career Options and Facts**  
[www.myfuture.edu.au](http://www.myfuture.edu.au)

Local Contacts

## What Work Can a Student Do?

Students are generally placed with a business for one week.

It really helps things to run smoothly if the student is aware they have plenty to do, and can look forward to some interesting work ahead.

You may like to schedule the student's job list into days of the week and possibly even times of the day to make it easier to follow.

Some of the tasks may be repetitive and this is okay, as many of our day to day work routines are.

To add extra variety you could also make up some **practice work**, for the student to do. For example:

- Getting the student to re-design a safety or recycling brochure or sign
- Doing a stock take of tools, equipment or materials
- Remeasuring and checking quantities against the plans or spec sheets.

Remember, it can also be a great experience if the student is given the chance to watch how a specialist task or procedure is performed.

## Designing Each Days Activities

On day one, **talk to the student** and ask them if there is anything special they would like to learn or practice.

The student's Work Placement Journal has **sample tasks** on page 6 for your consideration. In addition the Skills Audit on page 5 is an indication of the skills they may have achieved in the course thus far.

Give them something **simple to do and ascertain** how they deal with this before going onto more difficult situations. Sometimes students will be quite capable, but not yet confident to have a go. Your encouragement is vital to reassure the student that we all have to make a career start somewhere.

## How to Put Together a Job List

Having plenty of suitable work is a key to success. The big trick is to set aside odd jobs and entry level tasks ready for when the student arrives.

Ask your staff to help keep a list of all the **simple tasks and duties** they do, and if possible write down step by step instructions. It's a little up front effort, but will pay off time and time again for the different students that could pass through your business.

You could also keep a running list of "**odd jobs**" that may be suitable for students. Some Host Employers use a tray marked "Student" or keep a list in the back of the diary.

Seek everyone's help to add to this list and keep it handy.

Identify some interesting things for the student to observe or try out. Remember they are also here to learn.