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Hot Tips

First time Host Employers usually find lots of things they'd do differently next time. Write them down while it's still fresh.

Work Placement becomes easier with practice.

This is a HSC subject so your feedback may assist them achieve better performance in the future.

Get the student to write a list of any unfinished work, so it can be passed on to others.

How did you get a start in this industry? Share some practical advice.

Feedback for Students

Feedback helps students make the most of their Work Placement. All students should have a sheet for this purpose.

It provides them with an opportunity to find out how well they have performed and if they are suitable for employment within this industry.

If there is an area of the student's performance that needs to be corrected or improved, please aim for constructive feedback with suggestions on how they might be able to achieve this.

The teacher will review the feedback to help them understand how the student has performed.

In preparing to give feedback on the student's performance you may like to:

- Firstly talk to other staff members involved with the student
- Ask the student how they feel their performance went during the week
- Review the student's Journal
- Review the Jobs List that you have set out for them.

Tips for Giving Feedback

1. Always start with the positive aspects of their performance
2. Talk to the student and find out how they feel about their performance
3. Provide helpful advice and suggestions for improvement
4. Be encouraging wherever possible
5. If the opportunity exists allow the student to have another try.

Before the student finishes

Before the student finishes the Work Placement with your business it always a good idea to ensure they are aware they are responsible for:

- Handing back any finished or unfinished work
- Tidying up their work area
- Returning uniforms, badges or locker keys, tools or materials
- Completing any relevant sections of their Workplace Journal
- Asking you questions on any matter of interest or concern
- Ensuring their supervisor has completed the student assessment or report sheet
- Seeking advice on career paths or job opportunities within your industry.

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

A Time to Reflect

There are three key areas of Work Placement that you may like to reflect upon:

1. **The induction / orientation**
2. **The supervision of the student**
3. **The jobs list**

If you wanted to evaluate how well your business went you may wish to try:

- Talking to the staff members involved
- Reviewing the jobs list
- Checking with the supervisor on how they feel they went with the student
- Asking the student to provide you with some feedback or share ideas on how to improve the work placement in your business.

Like most things in life, work placement also becomes easier and smoother with practice. Many hosts agree to take students on a regular basis and develop their own routine that suits the needs of their business.

Employment

If you would like to know more about school-based part time traineeships or other work placement opportunities please contact your Work Placement Coordinator for details.

You may also be entitled to employment incentives through the various schemes that may be applicable to your industry.

If you can find the time, a few words of encouragement on how to get a start in your industry would probably be greatly appreciated by the student.

A Huge Thank You

On behalf of the NSW Department of Education & Training, local high schools and TAFE NSW colleges, your Work Placement Coordinator, students and teachers, we thank you for your valuable experience, knowledge, time and dedication to work placement.

We are glad you have chosen to be a part of work placement and wish you and your staff all the best for the future.

We also look forward to your continuing support and ongoing participation in providing work placements opportunities for students.