

The Summary

WORK
PLACEMENT
made easy!

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Hot Tips

Work Placement students are doing this course as an HSC subject.

They are keen to demonstrate their real skills.

This course may count towards the student's Universities Admission Index (UAI).

When giving feedback

Always start with the positive aspects of their performance.

Ask the student how they feel about their own performance.

Provide helpful advice and suggestions for improvement.

Be encouraging wherever possible.

Top Four Tips

1. Get your staff onside to **develop a list of suitable tasks**. An active student will feel a sense of achievement and pride as they demonstrate their true capabilities to a real employer.
2. Appoint a **supportive supervisor**.
3. Set the ground rules and expectations straight away with a thorough **Induction**. The first hour can set the standard for the rest of the week.
4. Use the tips from the whole series to **encourage and motivate** the student to succeed.

Ideas for a Student Jobs List

- Talk to the student to find out their current level of knowledge and skills
- Page 5 of the student's Work Placement Journal describes the industry skills the student should be able to demonstrate
- Whereas page 6 suggests some ideas for activities or tasks you may be able to have the student perform
- Give the students something simple to do and ascertain how they deal with this, and then decide if they are capable of going onto more difficult situations
- Some students are quite capable, but not yet confident to have a go. Your encouragement is vital
- Look at ways students can be rotated into a variety of activities and experiences
- Keep a list of simple tasks and odd jobs that may be suitable. If possible write down step by step instructions that can be used again and again for future students.

Student Responsibilities

- Dress appropriately and behave in an adult manner
- Maintain interest, participate in work duties and follow management instructions
- Be well mannered, punctual and work hard
- Act in accordance with OHS requirements
- Listen, take advice and be a team member
- Respect other people's belongings
- Keep a note pad and pen handy to take notes to refer back to
- Keep busy and look for things to do
- Work from the Work Placement Journal when quiet or when the supervisor is busy.

First Day Induction Checklist

Issue note pad and pen

Explain your services or products

Briefly explain company policies

Introduce to staff

Take a safety tour and complete the "Student Safety Induction Procedures"

Explain the importance of confidentiality, privacy & trade secrets

Draft and explain the jobs list

Day One

On the first day students may be shy and a little nervous. A few suggestions are:

- Buddy them up with one of the other employees for the day so they can observe them performing tasks and learn the correct procedures
- Give them information to read about your company, your products and services
- Start them straight into a job list
- If you have a company or industry training manual the student may be able to use this to learn simple tasks
- Ask the student if there is anything special they would like to learn or practice.

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

Being a Good Coach

Sometimes students are reluctant to try new things because they are afraid of getting into trouble.

Be clear in your instructions and offer to demonstrate skills for the student.

Get them to write down the details.

Ask the student to repeat the exercise or the instruction back to you.

Assess their skill level before going onto more complicated procedures and instructions.

Give them a chance to work it out and don't rush them through.

Give them constructive feedback.

Assess the students' capabilities as some have part time jobs, or are further along with the course.

Work Placement is not Work Experience

Work Experience is a less formal structure designed to introduce a student to a potential career, whereas, in **Work Placement** students are actually studying your industry as part of their HSC. Students are seeking the opportunity to apply their developing industry related skills as learnt in the classroom.

A Big Finish

Last day tasks include:

- Returning any finished or unfinished work
- Tidying up their work area
- Return of uniforms, badges or locker keys, tools or materials
- Completing any journal entries
- Asking you for feedback on their performance
- Thanking staff for their support and guidance during the week
- and most importantly completing the student's Evaluation Sheet.

Here to help

If you have any questions about work placement, or experience any difficulties, your local Work Placement Coordinator and the student's teacher are available to assist.

This leaflet is part of a series titled Work Placement Made Easy developed in conjunction with a range of experienced host employers.

The full series is available in printed form, or off the CD.

Thank you for your support of Work Placement.

A Coaching Technique

Tellthem about it

Show.....them how its done

Watch....them do it

Praise.....what they did well

Correct...any shortcomings

Repeat....for practice

Motivation Checklist

Sometimes student appear to lack motivation. We have gathered advice from a wide range of Host Employers and compiled a separate sheet in this series suggesting ways to manage issues such as:

◆ Tasks not challenging enough for student

◆ Tasks too repetitive

◆ Work is too hard

◆ Instructions not clear

◆ Student skill level is limited

◆ Not interested in Work Placement program

◆ Finds the work too difficult or does not understand

◆ Wants to be back at school

◆ Family or school troubles

◆ Problems associated with Work Placement

◆ Not listening carefully

◆ Taking down the wrong information

◆ Given the wrong information

CAN'T do it

◆ No tools

◆ No time

◆ Lacks skill

◆ Poor instruction

◆ Other reason

or WON'T do it

◆ Safety concern

◆ Fear of damage

◆ Doesn't like it

◆ Other reason