

Employer Expectations

Students are expected to:

- Attend the workplace on rostered days provided by your employer.
- Notify the **Employer & School/TAFE** if you are late, unable to attend or experiencing difficulties. As work placement is an assessable task, a Doctors certificate is required if you are sick.
- Be punctual, both on arrival and after breaks.
- Show interest in the work and have a positive attitude.
- Dress appropriately for the workplace.
- Behave appropriately at all times.
- Apply your knowledge and skills as an entry level worker.
- Follow occupational health and safety requirements.
- Take care of your employer's property.
- Follow instructions and accept suggestions.
- Ask for help as required.
- Follow the routine of the workplace.
- Keep personal problems at home.
- Keep track of your progress by **completing your journal entries**.
- Arrange a time to discuss your progress with your workplace supervisor.
- If you have any concerns about your work placement ring your teacher or discuss those concerns with your teacher on their visit to your workplace.
- Thank the workplace supervisor and staff at the end of your work placement

NB: Host employers are not paid. Their time has contributed to your education, skill development and work readiness.

Employers have requested that students:

- Switch off mobile telephones during work time.
- Discourage friends from attending the workplace.

I have read and understand the above expectations, I am aware that the employer may call my school, parent / guardian should I not meet the above expectations:

Student Name: _____

Student Signature: _____ Date: _____