

# Steps to a successful work placement

## Today

1. Call your host employer IMMEDIATELY to arrange a pre-placement interview. If you need assistance please let your teacher know. They can make arrangements for you to use the school phone.
2. Complete all necessary details on the Student Placement Record and sign.
3. Have your parent / guardian sign the Student Placement Record,
4. You are expected to have all student and parent / guardian sections completed prior to your pre-placement interview.

## At the pre-placement interview

5. Dress appropriately for your interview – first impressions are very important.
6. Take the Student Placement Record with you to the Interview.
7. Ask the host employer to complete and sign the Student Placement Record
8. Make sure you take the Student Placement Record with you at the end of the interview

## After the pre-placement interview

9. The Student Placement Record needs a school signature. This document must have your signature, your parent or guardian's signature, plus the host employer's signature before the school will sign it.  
If you are studying this subject at TAFE, you will need to take the Student Placement Record to your TAFE with the completed school signature.
10. Collect photocopies of the Student Placement Record from your teacher prior to work placement. Your teacher will make two copies of the Student Placement Record. The school keeps the original and the copies are given to you.
11. Give one to your parents and take the other copy with you on the first day of work placement to give to the host employer. (NB TAFE students: If you are studying this subject at TAFE, your TAFE teacher will keep the original and give you three copies of the Student Placement Record. You should give one copy to your school, one to your parents and give one copy to the host employer).
12. Make sure you have appropriate clothing for work placement and you have organised transportation to and from work placement.

## The first day of work placement

13. Take the following paperwork on the first day of work placement:  
(a) Copy of the Student Placement Record (to give to the employer) & (b). Paperwork provided by teacher

## During work placement

14. Notify the workplace & school/TAFE if you are late, unable to attend or experiencing difficulties. As work placement is an assessable task, a doctor's certificate is required if you are sick.

## The final day of work placement

15. Evaluation Certificate completed
16. Make sure that your supervisor signs the paperwork provided by teacher and your Evaluation Certificate. (Return paperwork and the Evaluation Certificate to your teacher at the conclusion of your work placement.)
17. Thank the employer for hosting you. Make sure that you follow up the verbal thank you with a card, letter or email addressed to your employer.