Work Placement for Preliminary and HSC VET students

- Work placement is not work experience – students should be work-ready, actively involved in the business activity, and working in a safe manner that demonstrates awareness of OH&S legislation and regulations at all times.

- If for ANY reason you cannot attend work placement, you are to IMMEDIATELY contact the school, the employer and your VET teacher to explain the situation.

- If the reason for non-attendance is employer-related eg operations cease due to rain or industrial issues, then you return to school. If possible, it is preferable that you remain at the workplace doing alternative duties such as office work, as a full-time employee of the business would do.

- Students must be under the direct supervision of the person identified in the Student Placement Record at all times. If you have any concerns about supervision, or are put in an unsupervised situation, contact the school and your VET teacher IMMEDIATELY.

- The emergency contact card must be filled out before starting work placement and kept in the front of your workplace diary at all times. If you have any concerns during the placement, use the card.

- Approximately 15-20 minutes is to be allocated at the end of each day to complete your workplace diary. Times of starting, finishing and meal breaks are to be recorded on the Student Time Sheet. A copy of the completed time sheet is to be submitted to the VET Coordinator on return to school.

- Work placement is a mandatory part of all VET Frameworks courses. If a student does not meet the required number of hours, they are not eligible to sit the HSC exam in that subject or receive the associated Certificate II. The subject would be recorded as not satisfactorily completed, and they may be ineligible for the award of an HSC. A medical certificate is expected to be submitted to the school for any absences during the time allocated for work placement.

- Students may be consulted regarding preferred work placement locations, but the teacher must be satisfied that it is a workplace that meets the standards set by the school and regional RTO (Registered Training Organisation) with regard to industry standards, curriculum links, and child protection policies.

- The Student Placement Record must be completed by student, parent and employer, then signed by the school VET Coordinator before the placement commences. This should be completed at least two weeks before the starting date, to allow time for the student to contact the employer and arrange an interview. If it is impractical for the interview to be done in person, then a phone interview must be arranged.

G Smyth
VET Coordinator
June 2009