

Industry Guide to hosting Work Experience Students



South Australia's Technology Industry & Schools Working Together

*A guide prepared by the Technology Industry Association, adapted from DECS, Catholic Education & AISSA Employers Guide to Hosting Student Work Placements**

Workplace learning provides an invaluable opportunity for students to discover SA's exciting technology industry and develop an insight into the world of work.

Staff who work with the students further develop their own training and supervision skills and gain a sense of satisfaction from seeing the students progress in the work environment.

Benefits to Industry:

- ✓ Providing meaningful input into a young person's preparation for their life after school.
- ✓ Developing a realistic understanding of the education needs in young people.
- ✓ Giving your staff a valuable leadership experience.
- ✓ Recognition as a good corporate agency with an enhanced community image.
- ✓ The opportunity of being involved in making education more relevant to industry's needs.



Benefits to Students:

- ✓ Students leave school with a practical insight into the workplace as well as the operational side to the technology industry.
- ✓ An opportunity to "try out" a particular industry area, before they commit to further training or employment in that sector.
- ✓ Developing valuable networking and communication skills suitable for the corporate world.
- ✓ Gaining credit towards SACE for the work placement experience.



Insurance and Public Liability

Insurance cover is applicable to students who are on an UNPAID work

Non-government Schools

All work placement students enrolled in non government schools are covered for the duration of approved placements, as recorded on the *Workplacement Learning Agreement* form; by personal accident insurance policies, arranged annually by the school on behalf of all participating students and specially tailored for work placements.

Government Schools

All work placement students enrolled in government schools are covered for the duration of approved placements, as recorded on the *Workplacement Learning Agreement* form, by a personal accident insurance scheme which is funded and administered by the Department for Education and Children's Services (DECS).

Occupational Health, Safety & Welfare Work Placement Providers are responsible for:

- ✓ Conducting an OHS&W induction for each student on the commencement of their work placement.
- ✓ Ensuring specific tasks and responsibilities are negotiated with the student and school before any placement occurs, in line with skills and competencies outlined in the Work Placement Log Book.
- ✓ Ensuring negotiated outcomes are recorded and reported on by personnel in the workplace.
- ✓ Advising staff, including management and OHS&W representatives of the presence of work placement students at the workplace.
- ✓ Report any accident, incident or inappropriate behaviour to the relevant authority (where appropriate) and to the school Principal or designated school contact person.



Accident Procedure:

If an accident occurs involving a student while on a work placement with your business, you must adopt the following procedures:

- ✓ Normal arrangements for medical assistance must be made immediately. It is preferred to have the student attend a public hospital. Students are NOT workers' compensation patients and should not be treated as such by the Doctor.
- ✓ Employers should notify the school, who shall notify the parents.
- ✓ A medical certificate must be issued by the Doctor attending the student.
- ✓ For more details please contact the school or the Department of Education and Children's Services for a copy of the *Workplace Learning Guidelines*.



Note: All students MUST have their *Workplacement Learning Agreement Form* signed by their host work place employer, Principal and parent or guardian before commencing their placement. This must show the actual dates the student will be in your workplace.

Induction and Workplace Training

Prepare the Workplace

Before the student starts their work placement, discuss the following with relevant staff in your workplace:

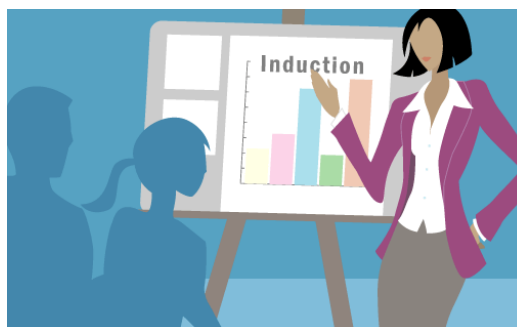
- 1 The purpose of the work placement.
- 2 Jobs and tasks that may be allocated to the student.
- 3 Appropriate duties for the student: A good match between the skills of the student and the jobs within your workplaces an essential ingredient for success. Identify student needs as early as possible by discussing with them the skills and competencies they need to gain, and the skills you can offer.
- 4 **Develop a program that suits both your needs.**
- 4 Who is to train and supervise the student. Supervision may be by a staff member who is a skilled trainer and supervisor, or shared between a number of staff for particular duties.
- 5 The different ways staff could assist the student.
- 6 How best to support the student. Their teacher will have a good knowledge of how best to support and train each student.



Induction of the student

On the first day of the work placement, welcome the student and induct them to your workplace (refer to the "Student Induction checklist" page 4). This includes the following:

- Give them a general induction; outline start and finish times, explain what happens at break times, show them their immediate work environment and the location of toilets, lockers, kitchen and exits.
- Explain any dress requirements (e.g. closed toe shoes).
- Discuss OHS&W requirements and show the student relevant safety and fire evacuation procedures.
- Advise the student of the tasks they will be performing during their placement.
- Introduce the student to co-workers by name and explain



Training the Student

- Each student will have a Log Book or Assessment Record Book which outlines the skills they are aiming to acquire during their time in the workplace (see "Evaluate Performance" page 5).
- Good social and interpersonal skills are the reason many students are successful in securing and maintaining a job. Encourage the student to interact with other workers and ensure they have someone to go to issues with.
- Structure jobs so that they have a variety of opportunities to work and learn from their co workers.



The Student Induction Checklist

It is suggested you induct your student using this checklist on their first day

- Describe the services that your business provides.
- Introduce the staff members who will be supervising them, as well as other staff members that the student is likely to come in contact with.
- Outline the key policies and procedures in your workplace (i.e. phone usage, punctuality, confidentiality).
- Explain Occupational Health & Safety policy and procedures in your workplace.
- Emergency procedures explained and demonstrated.
- Emphasise the importance of confidentiality in the workplace.
- Show the student/s how to find their way around and feel part of the workforce quickly.
- Remind the student of any special requirements like dress standards or code of conduct they are expected to adhere to.
- Remind the student of their start, finish and break times.
- Examine the Work Placement Log Book together to be clear about the skills to be attained in your workplace.
- Clearly define the activities and tasks for the student to complete while on work placement including explaining procedures for any equipment that will be used.



The "Post –Work Placement" Checklist

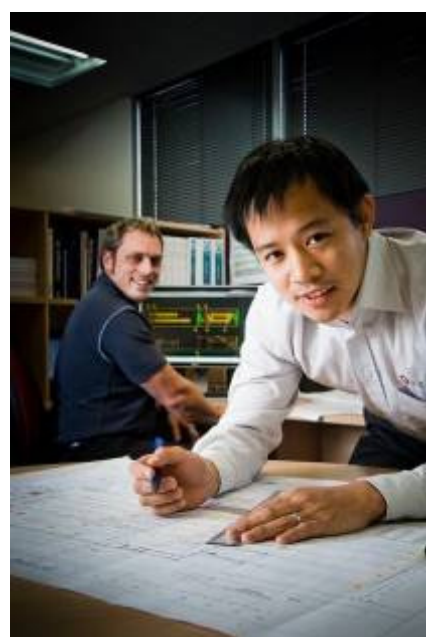
- Logbook completed: comments about the student's placement and performance recorded.
- Supervisor meets with student to provide feedback on their performance.
- Complete and return a Work Placement Host Employer Feedback Form (provided by the student or school).
- Contact the School VET Coordinator for information about School Based New Apprenticeships (SBNA).

Provide Feedback

It is very important that employers and supervisors assist students to perform well on their work placement. If there are ANY issues with your work placement student (attendance, safety etc), please contact the Schools Vocational Education and Training (VET) Coordinator immediately. Liaise with them to establish the reason for the problem and how to solve it.



Evaluate Performance



On entering the workplace, your work placement student will have a VET *Work Placement Log Book*. This booklet is for their workplace supervisor to record their achievement against pre-determined skills or competencies.

The student should be encouraged to record tasks completed and general info in their log book each day.

- ✓ Make sure the student is able to demonstrate, to the workplace standards, the skills listed in their Log Book. They need to demonstrate skills listed, on several occasions without assistance over time spent in the workplace. You may be asked to mark them as "competency achieved" in their Log Book or to verify a task was completed.
- ✓ Attendance should be signed off daily by the supervisor in the Log Book.
- ✓ When you undertake an assessment of the students' performance, record honestly how you have seen the student perform.
- ✓ At the completion of the placement you may be requested to make a short, general comment about the student in their Log Book. Record and provide the student with constant helpful feedback on their performance to assist in further developing their skills.
- ✓ Complete and return the Employer Work Placement Feedback form to the school (the school or student should provide this), with your honest feedback and comments.
- ✓ Contact the School VET Coordinator if you need clarification about what you need to do with regards to Assessing students for achieving competencies. The process should be quick and easy for you.



About The Technology Industry Association

The Technology Industry Association (TIA) is the peak body for the technology industry in South Australia and the official voice for the technology industry. The industry has an estimated 2010 turnover of \$9 billion and is forecast to reach \$10 billion in 2011. TIA is a non-profit, member based organisation that delivers tailored networking events, business advice and lobbying opportunities.

Facilitating the technology industry to thrive both domestically and internationally is of prime concern to TIA. The activities of this industry have a flow on impact to the economic prosperity of South Australia in terms of employment, future growth and social well being. In this sense TIA serves not only the technology industry but also the wider community who benefit from having a home grown flourishing high tech industry.

Currently the technology industry employs around 30,000 people in 1,200 companies and generates \$1.3 billion in export revenue. TIA is committed to enabling this dynamic industry to increase in size and has a mandate to ensure it lobbies government, other industry bodies and institutions.

Follow the TIA, the technology industry and TIA members on [Twitter](#), [LinkedIn](#) or [Facebook](#) and our website www.tia.asn.au.



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