

## Attention: Workplace Supervisor

Senior high school students attend a business for a week to gain practical experience, skills and knowledge about the industry.

They learn to communicate with the staff and supervisors. Employers offer students a range of industry activities that suit their resources and their business.

## Benefits for Business

You can:

- Raise your profile within the community
- Access potential part-time & full-time employees
- Develop training programs and supervisory skills
- Participate in special events and receive media coverage

• • • Below are tasks that your workplacement student may be able to do in the workplace. They are designed to assist you with planning your student's workplace learning.

- ♦ Identify the company's policy for:
  - \* Visitors                      \* Telephone calls
  - \* Messages                    \* Leave.
- ♦ What types of forms are used – where possible ask for samples.
- ♦ Outline the mail processes both incoming and outgoing.
- ♦ Assist with the receipting, stamping and distributing of incoming mail.
- ♦ Produce simple documents, letters, reports etc. using the computer.
- ♦ Receive and relay telephone and other incoming messages.
- ♦ Observe and, if possible be part of petty cash handling procedures, invoicing and banking.
- ♦ Identify and retrieve documents from the computer, perform data entry, print monthly statements / prepare invoices using a computerised account system.
- ♦ Observe protocol for preparing and processing financial documentation for cashflow and accounting records.
- ♦ Observe and if practical perform bank reconciliations and other account duties.
- ♦ Copy, collate and file documents, in accordance with office protocols, as required.
- ♦ Document the methods used for file and storage of documents in the workplace.
- ♦ Draft simple correspondence with the aid / approval of the supervisor.
- ♦ Select, operate and maintain a piece of office equipment to complete a given task.
- ♦ Write the operating instructions for a piece of equipment used for the first time.
- ♦ Observe and document the OH&S measures in the workplace.



South West Connect  
PO Box 68

Edensor Park NSW 2176  
Ph 9822 9370 Fax 9822 9502