

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.

- ♦ Create the following IT solutions for the current workplace: memos, faxes, letterheads, emails, reports, web pages.
- ♦ Obtain a copy of the WHS policy of the organisation, especially the section relating to ergonomics and minimum required spaces. Design an office plan, showing the most appropriate location of equipment and furniture.
- ♦ If practicable, follow the maintenance procedures for a piece of equipment while conducting maintenance.
- ♦ Install software and hardware components as directed by the supervisor.
- ♦ Conduct a system check and perform an anti-virus check using the appropriate software tools.
- ♦ Prepare a maintenance schedule for a piece of hardware, in consultation with the supervisor.
- ♦ Prepare guidelines for the use and development of a company web page.
- ♦ Compile a hardware user's guide for one piece of hardware located in the workplace.
- ♦ Use a word processing program to prepare a mail merge document and prepare and send faxes, emails, memos and letters.
- ♦ Use a spreadsheet to produce graphs of product sales and stock supplies.
- ♦ Set up a database of the organisation's clients – use to produce reports on contracts, spare parts client details etc.
- ♦ Undertake a stock take of paper, printers, floppy disks, cartridges etc. Decide on the fields and then use the data to compile a database.
- ♦ Where a computer is available create a PowerPoint, Flash or web presentation of the employer's choosing.



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