

## 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.

- ♦ Use hand tools to assist in a job.
- ♦ Measure a job with graduated devices and perform basic calculations based on this.
- ♦ Student's can:
  - × Perform manual production assembly.
  - × Perform sheet and metal plate assembly.
  - × Do basic soldering.
  - × Operate general machinery.
  - × Perform manual and mechanical cutting.
  - × Perform manual heating, thermal cutting and arc welding.
  - × Perform electronic and electrical assembly.
- ♦ Observe a job from start to finish and document the processes involved.
- ♦ Create an inventory of tools used, detailing which employee positions use each. Where possible create a data base of tools and their use.
- ♦ Stocktake the material used in the business.
- ♦ Produce a technical drawing, 3D / 2D drawing or model using CAD. Provide electronic / electrical detail and a sketch of the same.
- ♦ Collect safe operation data for a machine. This will be comparatively analysed at school.
- ♦ Familiarise yourself with the designs and products currently done by the company.
- ♦ Perform basic calculations necessary to complete a job.
- ♦ Operate basic machinery to complete tasks.
- ♦ Design and build own project, eg. Toolbox or sign.



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