

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.

- ◆ Remove vehicle body system components
- ◆ Tag vehicle body components
- ◆ Carry out panel repairs
- ◆ Clean components prior to repairs and/or storage
- ◆ Remove protector moldings, transfers and decals
- ◆ Replace/fit protector moldings, transfers and decals
- ◆ Prepare vehicle body surfaces by masking
- ◆ Prepare surfaces for rust prevention and sound deadening materials
- ◆ Apply special treatments and/or materials
- ◆ Prepare vehicle surfaces for painting
- ◆ Clean vehicle/component/ equipment for delivery
- ◆ Deliver/hand-over vehicle/ equipment/component to customer
- ◆ Clean up work area and maintain equipment
- ◆ Wash/clean vehicle body exterior
- ◆ Wash/clean door jambs, boot and bonnet surrounds and inner sill panels
- ◆ Clean up work area and maintain equipment.
- ◆ Prepare vehicle/equipment for delivery to customer and/or storage
- ◆ Wash/clean engine compartment and components
- ◆ Wash/clean vehicle underbody, units and system components
- ◆ Clean vehicle internal and external plastic trim and fittings
- ◆ Clean and finish vehicle interior trim and seats.
- ◆ Clean and polish vehicle body exterior paint



South West Connect
PO Box 68
Edensor Park NSW 2176
Ph 9822 9370 Fax 9822 9502