





The NSW Work Placement Coordination program is supported by the NSW Department of Education, Catholic Schools NSW and the NSW Association of Independent Schools .

## BUSINESS SERVICES

## What tasks could a student on placement do?

- Direct customer service
- Teamwork & communication in the workplace
- Using a range of office equipment
- Develop understanding of, & follow Workplace Health & Safety policies.
- Create documents
- Document filing
- Scanning of documents
- Completing financial records
- Researching competitor websites/products/prices/ offerings etc
- Creating flyers for promotions or office posters
- Preparing name tags, signage & handouts for events

