



DAY 1: STUDENT INDUCTION

Starting day one with a good induction can dramatically raise student enthusiasm & overall success of the placement

- *Site tour*
- *Organisational structure*
- *Safety procedures*
- *Daily task schedule*



Education



**Catholic
Schools
NSW**



Induction & Orientation

A clear and solid induction supports a positive and productive placement

- Spend the first hours of the placement getting to know the student and going through a thorough introduction
- Provide basic information about your business, policies & procedures and all WHS information
- Discuss and explain your expectations with the student
- Encourage student to share their expectations of the placement
- Show them through the workplace, being sure to show them where key staff facilities and work areas are
- Introduce student to staff members and assign a staff member to be a buddy
- Ensure the buddy adopts best practice strategies as the student will be observing them performing tasks and learning correct procedures



Student Responsibilities

What expectations can you set for students?

- Dress appropriately
- Be punctual & have a good attitude
- Follow instructions & participate in work duties
- Act in accordance with Work, Health & Safety procedures
- Work within the team & listen to directives from fellow workers
- Demonstrate the skills they have developed as part of their course
- Have their work placement log book with them every day