

The logo for South West Connect features the words "SOUTHWEST" and "CONNECT" stacked vertically in a bold, white, sans-serif font. The text is enclosed within a white, stylized swoosh that curves around the letters. The logo is set against a light green circular background, which is part of a larger graphic design consisting of overlapping circles in shades of orange, purple, and green.

SOUTHWEST
CONNECT

SOUTH WEST CONNECT WORK PLACEMENT GUIDE FOR TEACHERS

REVISED APRIL 2023

*This booklet has been produced by South West Connect to assist teachers and schools working directly with SWC.
It does not form part of OR replace any material, policies or guides developed by the Department of Education,
Catholic Schools NSW or The Association of Independent Schools NSW.*

This Guide for Teachers has been produced by
South West Connect (SWC).

South West Connect is a not for profit organisation, providing mandatory work placement opportunities for the students attending schools in Region E. Region E covers schools in Fairfield, Liverpool, and part of the LGAs of Holroyd and Merrylands. The students are undertaking Vocational Education & Training (VET) courses as part of their HSC.

South West Connect is funded by the Department of Education.

SWC proudly supports students and teachers from the Department of Education, Catholic Schools NSW, The Association of Independent Schools NSW and TAFE NSW.

SWC welcomes all feedback to enable us to maintain a high quality service.

These are the high schools and the TAFE colleges located in Region E to which we provide work placement services:

- Al Faisal College
- All Saints Catholic College
- Amity College
- Ashcroft High School
- Bonnyrigg High School
- Bossley Park High School
- Cabramatta High School
- Canley Vale High School
- Casula High School
- Cecil Hills High School
- Cerdon College
- Chester Hill High School
- Clancy Catholic College
- Fairfield High School
- Fairvale High School
- Freeman Catholic College
- Good Samaritan Catholic College
- Holroyd High School
- Holsworthy High School
- Hoxton Park High School
- James Busby High School
- John Edmondson High School
- Liverpool Boys High School
- Liverpool Girls High School
- Liverpool TAFE
- Lurnea High School
- Mary MacKillop Catholic College
- Merrylands High School
- Miller Technology High School
- Miller TAFE
- Moorebank High School
- Patrician Brothers College
- Prairiewood High School
- Salamah College
- Sefton High School
- St Johns Park High School
- St Joseph Trade Skills Centre
- St Narsai Assyrian Christian College
- Thomas Hassall Anglican College
- Westfields Sports High School
- Wetherill Park TAFE
- William Carey Christian School

CONTACT US



**South West Connect
Bossley Park Community Centre
Belfield Road
Bossley Park NSW 2176**

**PO Box 68
Edensor Park NSW 2176**

Ph: 9822 9370

Email: info@swconnect.org.au

TABLE OF CONTENTS

Yearly Cycle for work placement	1
VET course and work placement data collection form	2, 2a
Host Employer Induction	3
Employer Guides	3
Student Registration for work placement	4
Student Self Sourced work placements	5
School Holiday Placements	5
- Sample of of Self Source Request Form	5a
- School Holiday Permission Letter	5b
Work placement Allocation Process	6
- Sample of Blank Allocations Sheet	6a
- Sample of Employer Profile	6b
Allocation of Students to Work placement	7
- Sample of completed Allocation sheet filled out by Teacher	7a
SWC Confirmation Process	8
- Sample of confirmed student names on Allocation sheet	8a
- Sample DOE SPR	8b
- Sample of SCS SPR	8c
- Sample of AIS SPR	8d
- Sample of SPR Cover Page	8e
Changes & Cancellations	9
Student Follow Up	9
- Sample of Work placement Award	9a
End of Term Reports & Evaluation	10
Work Readiness	11
Work placement Contacts	12

YEARLY WORK PLACEMENT CYCLE

YEAR 12 ON WORK PLACEMENT

Term 1

- Week 1**
 - Term 1 work placement allocations are emailed to schools for Year 12 cohort
 - Schools confirm VET student numbers to SWC
 - SWC will email Class teacher Registration Details
- Week 4**
 - Teachers to return Term 1 Year 12 work placement allocations with student names
 - SWC will send a confirmation of names to the teacher with SPRs
 - Final date for teachers to send back confirmation of new year WP Data Collection Sheet
- Week 6**
 - **Term 2** Work placement allocations are emailed to schools for Year 12 and 11.
- Week 6-9**
 - Teachers to return Term 2 allocations with student names as soon as possible.
 - SWC will send a confirmation of names to the teacher with SPRs
- Week 10**
 - Final date to return names for Term 2 work placement allocations
 - All Year 11 students to have completed work placement registration
 - SWC send work placement statistics and work placement awards for students who have been nominated for an award by their host employer to your Principal

YEAR 12 WORK PLACEMENTS TO BE COMPLETED

Term 2

- Week 6**
 - **Term 3** work placement allocations are emailed to schools for Year 11
- Week 6-9**
 - Teachers to return Term 3 allocations with student names as soon possible.
 - SWC will send a confirmation of names to the teacher with SPRs
- Week 10**
 - Final date to return names for Term 2 work placement allocations
 - SWC send work placement statistics and work placement awards for students who have been nominated for an award by their host employer to your Principal

YEAR 11 ON WORK PLACEMENT

Term 3

- Week 6**
 - **Term 4** work placement allocations are emailed to schools for Year 11.
- Week 6-9**
 - Teachers to return Term 4 allocations with student names as soon possible.
 - SWC will send a confirmation of names to the teacher with SPRs
- Week 10**
 - Final date to return names for Term 3 work placement allocations
 - VET Course & Work Placement Data Collection Form for following year emailed to VET Co's
 - SWC send work placement statistics and work placement awards for students who have been nominated for an award by their host employer to your Principal

YEAR 11 ON WORK PLACEMENT SOME STUDENTS WILL COMPLETE THEIR 2ND WORK PLACEMENT

Term 4

- Week 3**
 - Completed VET Course and Work Placement Data Collection Form to be returned to SWC

OTHER IMPORTANT TIMELINES

STUDENT SELF SOURCED PLACEMENTS

- 4 weeks notice required for student self-sourced placements.
- Completed and signed SPR must be submitted to SWC 4 weeks prior to scheduled placement.

CANCELLATIONS/CHANGES

- Last notification for changes to work placement occurring on the following Monday is no later than Friday 3pm.



Work Placement Data Collection Sheet



VET COURSE AND WORK PLACEMENT DATA COLLECTION

Please give an indication of your VET courses and estimated enrolments for next year, including BECourses so that we can begin to approach organisations for work placements in _____.

Return to: SWConnect Office Email cathy@swconnect.org.au Due Date:

SCHOOL: _____ PRIMARY CONTACT: _____

PERSON COMPLETING FORM IF DIFFERENT TO CONTACT _____

VET Course	No of Classes	No. of Students in Course	Teacher / s	Work placement Dates
Yr 11 Business Services				
Yr 11 Construction Pathways				
Yr 11 Entertainment Industry				
Yr 11 Kitchen Operations				
Yr 11 Food & Beverage				
Yr 11 Info Digital Technology				
Yr 11 Retail Services				
Yr 11 Other				
Yr 11 Other				
Yr 11 Sport Coaching				
Yr 12 Business Services				
Yr 12 Construction Pathways				
Yr 12 Entertainment Industry				
Yr 12 Kitchen Operations				
Yr 12 Food & Beverage				
Yr 12 Info Digital Technology				
Yr 12 Retail Services				
Yr 12 Other				
Yr 12 Other				
Yr 12 Sport Coaching				

EXAMS AND OTHER UNAVAILABLE DATES

Yr 11 Exams	Yr 11 Other
Yr 12 Exams	Yr 12 Other

The coordination of structured workplace learning is funded by the State of New South Wales through its Department of Education under the Structured Workplace Learning Program and in conjunction with schools administered by Catholic Schools NSW and the Association of Independent Schools of NSW. South West Connect is proudly supported by Fairfield City Council.

The Youth Collective Impact Team is supported by the Fairfield Business Education Partnership Board.

Ph: 9822 9370 Fax: 9822 9502 E mail: info@swconnect.org.au

PO Box 68 Edensor Park NSW 2176 Bossley Park Community Centre, Belfield Rd Bossley Park

ABN: 45 399 482 621

HOST EMPLOYER INDUCTION

SWC is very appreciative of the continuing support given by our host employers. All host employers are given an induction into work placement before they host a student.

Potential hosts are identified through leads, cold calling, expressions of interest, word of mouth referrals, student contacts and in response to marketing activities.

During the initial contact stage, suitability and interest of the host employer is determined.

Important points are outlined including the purpose of work placement, supervision of the student, WHS, insurance and indemnity and child protection. The role and benefits to the host employer are also discussed to encourage employer participation. A site tour is undertaken to ensure that it is a suitable work placement site.

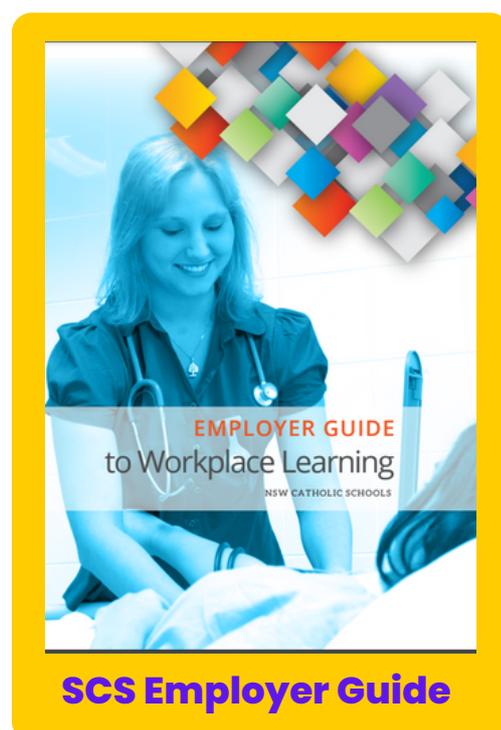
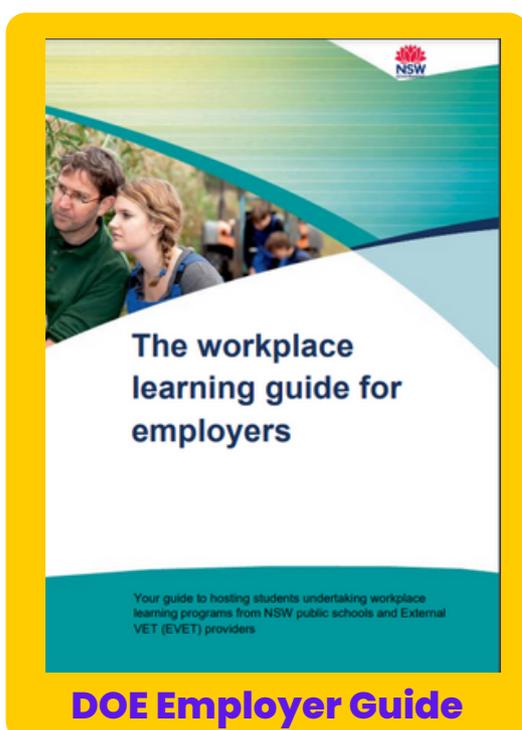
Questions are invited and answered and the level of commitment to the program is established. An employer information pack containing the Employer's Guides and other relevant information is left.

This is then followed up with another visit to the workplace to answer any further questions and sign up the Host. This is where the Host Employer will sign off on pages 2 and 3 of the student placement record (Host Employer Details section).

Once work placement commences, ongoing support is provided to the employer through weekly telephone calls, site visits, invitations to events and support whenever requested. Employers are asked to evaluate our program annually and invited to attend our Thank You Evening held at the end of every year, or participate in other aspects of the program.

EMPLOYER GUIDES

A copy of the Employer Guides can be found on the South West Connect website:
swconnect.org.au



STUDENT REGISTRATION FOR WORK PLACEMENT

ONLINE STUDENT REGISTRATION FOR VET WORK PLACEMENT

Student registration for work placement is an online system via Pathways Cloud. The process for student registration is outlined below.

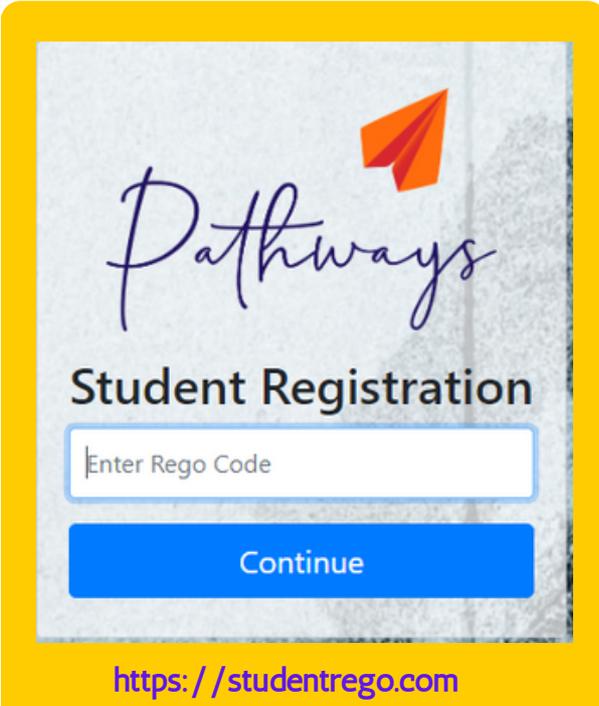
Referring to the work placement cycle on Page 1, teachers will receive class registration details once VET Data has been confirmed by the VET Co-ordinator. The students will use the class code to register in their VET Class. Students will need to register for EACH course they will be undertaking work placement for.

Please direct your students to <https://studentrego.com>

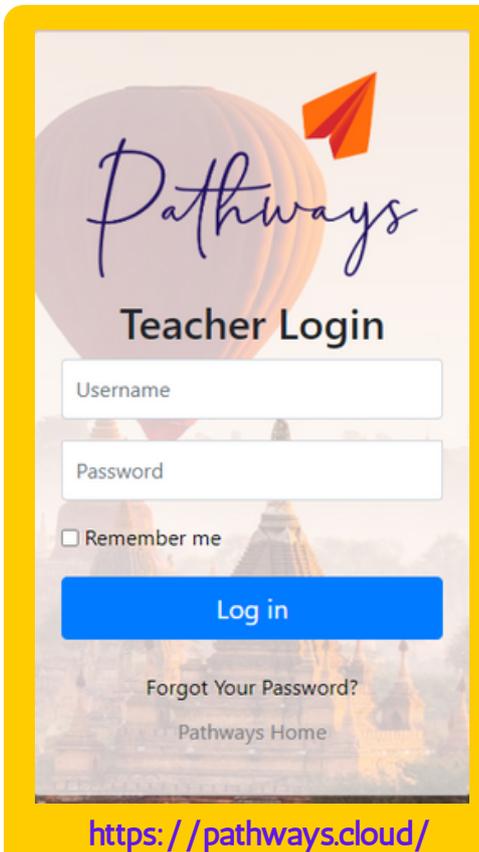
1. Students will be prompted to enter in their class code *e.g 28452*
2. Students then proceed to fill in the registration form
3. Once the form is filled in, the student will click on the orange Agree and Submit button

Once your students/class have registered, the class teacher can log in to approve the registration. To do this please go to <https://pathways.cloud/>

1. Click on School Teachers
2. Enter your username and password (this information is included in class registration details)
3. Click on your class on the right hand side of screen
4. Select students if you need to write any notes about the student such as medical or disability notes.
5. Approve the registrations by hitting the approve button.



<https://studentrego.com>



<https://pathways.cloud/>

STUDENT SOURCED PLACEMENTS

We understand that sometimes a student may like to self source their work placement, This may be due to many reasons, some examples are:

- the student has a close contact or friend who owns a business in a field that they are interested in;
- the student has a disability or illness and is more comfortable with a workplace that they are familiar with;
- the student needs to find their own due to not taking up a placement that was offered to them;
- the student did not complete their placement for behavioral reasons.

The procedure for self sourced placements are as follows:

1. The student needs to approach an employer and ask if they are able to assist them with hosting them for work placement. A date of attendance also needs to be negotiated.
2. The student needs to complete a Student Sourced Work Placement form (see example Page 5a) and the employer needs to complete and sign pages 2 and 3 (Host Employer Details section) of the SPR.
3. The student will then return the Student Sourced Work Placement form and the signed Host Employer pages of the SPR to their teacher for approval.
4. The teacher can then email the forms to SWC.
5. Once the forms are received by SWC, we will make contact with the employer and confirm the date and details of the placement.
6. If the Host Employer is in our area footprint, our Employer Liaison Officer will conduct a worksite visit. This visit is not a WHS visit as we are not qualified to make a decision regarding this, however the workplace is reviewed and a decision is made whether the work place is deemed appropriate for a student to attend. If the placement is out of area - a workplace visit will not be conducted.

SWC is continuously adding to its employer database to meet the needs of the local schools and TAFEs. Potential contacts you provide can be of great assistance.

SCHOOL HOLIDAY PLACEMENTS

Sometimes students will request that their work placement occur during the school holidays.

For such a work placement to go ahead, SWC requires a letter signed by the Principal of the school (on school letterhead) authorising the placement and including emergency contact information of a school representative (usually the VET Coordinator or the class teacher). (see sample on page 5b).

Placements in the Christmas holidays are not permitted.

If no one from the school is prepared to be "on call" in the event of an emergency, the work placement will not be able to proceed.



Student Sourced Work Placement form

STUDENT SOURCED WORK PLACEMENT

This form is to be completed only if a student has their own work placement with a specific employer and must be submitted to the SW Connect Office six weeks prior to the work placement date.
It must be accompanied with completed Host Pages 2 & 3 of the Student Workplace Learning

STUDENT'S NAME: _____

SCHOOL: _____

VET COURSE: _____ YEAR GROUP: _____

TEACHER: _____

WORK PLACEMENT DATE REQUIRED: _____

ORGANISATION: _____

NAME OF CONTACT PERSON: _____

POSITION: _____

STREET ADDRESS: _____

SUBURB: _____ POSTCODE: _____

PHONE: _____ FAX: _____ Mobile: _____

Email address: _____

STARTING TIME: _____ FINISH TIME: _____ BREAKS: _____

DRESS REQUIREMENTS: _____

SUMMARY OF DUTIES TO BE PERFORMED: _____

Briefly explain your reasons for choosing this employer. (eg family contact, etc)

NOTE: Do not submit this form unless you have already spoken with the employer regarding your work placement request.

Student's Signature: _____ Date: _____

TEACHER USE ONLY:

I have discussed the suitability of this work placement with the student and I am satisfied it would be an appropriate workplace for this student.

Teacher Signature _____ Date _____

The coordination of work placement is funded by the State of New South Wales through its Department of Education under the Work placement Coordination Program and in conjunction with schools administered by Catholic Schools NSW and the Association of Independent Schools of NSW. South West Connect is proudly supported by Fairfield City Council. The Youth Collective Impact Team is supported by the Fairfield Business Education Partnership Board.

South West Connect

Example Permission Letter

Put this on School Letterhead

16 March 2023

Cathy Pellegrino
South West Connect
PO Box 68
EDENSOR PARK NSW 2176

The school gives permission for ***insert student name*** to undertake workplacement during the week of *insert date*.

The supervising teacher will be *insert teacher name* and they can be contacted on telephone *insert phone number*.

Yours faithfully

Insert principal name
Principal

WORK PLACEMENT ALLOCATION PROCESS

SWC uses the information you provide on the **VET Course and Work Placement Data Collection form** to offer work placements as close as possible to your requests. As soon as this form is received, the information is combined with that from the other 38 schools and TAFEs to ensure a fair distribution of work placements is provided for all students.

Referring to the work placement Cycle on Page 1, SWC will email work placement allocations in Week 6 of each term for the *following* term. However, in Term 1 you will receive your Term 1 allocations in Week 1 as soon as you return to school after the holidays and we will send your Term 2 allocations in Week 6 of Term 1.

Your allocations email will contain relevant or important information pertaining to the allocations such as who the allocations are for e.g. Year 12 or Year 11, due date for returning names.

Attached to the email will be your Allocations sheet (see example on page 6a) together with the Employer Profiles (see example on page 6b).

SWC uses a "best-fit" approach to meet the work placement needs of the whole Fairfield/Liverpool region.

Things we consider are:

- access to public transport
- proximity to the school area
- quantity of placements required
- individual school preferences
- school calendars
- availability of work placements
- other schools requirements
- quality of work placements.

For these reasons the work placements you receive may require students to travel to neighboring areas.



Sample of Blank Allocation Sheet

MY HIGH SCHOOL - TERM 1 ALLOCATIONS – Automotive
Allocate Student Name against placement and return to SWConnect ASAP or by * due date *****

Host Details	Host Contact	Dates	Attendance	Tasks/Duties	Student Accepting Placement
David's Auto Repairs ^{^^} Cnr Enterprise Place & Rennie Street Wetherill Park NSW 2164	George Adam Ph: 9756 1717 Mb:	7 Nov 2022 to 11 Nov 2022	8.00 am - 4.00 pm Monday to Friday with a 30 min lunch break. Morning tea and lunchbreak at time to be negotiated with employer.	Assist tradesmen with mechanical repairs to cars.	
Peter Warren Automotive Group - Chrysler/Jeep/Dodge/Isuzu Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Haysam Alameddin Ph: 9828 8141 (RamiH Dannawe) Mb:	7 Nov 2022 to 11 Nov 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	
Peter Warren Automotive Group - Mercedes Benz ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Haysam Alameddin Ph: 9828 8008 (Mark Csillag) Mb:	7 Nov 2022 to 11 Nov 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	
Peter Warren Automotive Group - Suzuki/Kia/Fiat ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Haysam Alameddin Ph: Joseph Campion Mb:	7 Nov 2022 to 11 Nov 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	
Peter Warren Automotive Group - Toyota ^^ Cnr Hume Highway and Todman Road Warwick Farm NSW 2170	Haysam Alameddin Ph: 9828 8912 (Paul Ellul) Mb:	7 Nov 2022 to 11 Nov 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	

Sample of Employer Profile

South West Connect

Primary Contact	Heather Doyon
Position	Work placement Manager
Phone 1	9822 9370
Mobile	
Web Site	https://www.swconnect.org.au
Date Added	13 Jun 2006
Postal Address	PO Box 68 Edensor Park NSW 2176
Office Address	Bossley Park Community Centre Belfield Road Bossley Park NSW 2176
Host Notes	Look up www.131500.info for help getting to your work placement Report to SWConnect Office at Bossley Park Community centre
COMPULSORY	<i>Students must phone the employer ONE week prior to confirm their work placement and introduce themselves. Do not call employer on the weekend.</i>

Risk Management

Potential Placement Risks	Students may assist in some manual handling and repetitive tasks. Equipment used may include a hot glue gun, guillotine and similar equipment. Student will not perform any high-risk task that is not usually expected in a school, aged care facility or office environment. All equipment in the office carries some risk and consequently the student will be supervised at all times. Induction on day 1 will emphasise safety in the office.
How to Control Risks	Correct lifting procedure and/or use of trolley. Correct use of office equipment. Supervision and induction on day 1 will include training to identify potential risks associated with the use of all office equipment and Safe Operating Procedures will be shown to ensure the student has the knowledge to lessen potential risks.
Tasks Students to Avoid	Students must not use any tools or equipment that we have not trained the student to use.
Special Conditions	

Host Default Values

Attendance Details	Monday to Friday 9.00 am to 4.30 pm at SWC Off site travel to different projects depending on dates. Students still need to arrive at the SWC Office at 9am
Tasks & Duties	Administration tasks, creating personalised documents, filing, collating, printing etc. Use a range of office equipment and software. Basic paperwork, research, taking photos at different projects, and any other tasks as directed by SWC staff.
Student Requirements	Students must telephone by Thursday before the start of work placement to introduce themselves and confirm details.
Dress Requirements	Smart casual office attire (e.g., long pants, enclosed shoes). On project days, wear black pants, black shirt (no tights, branded t-shirts or singlets), enclosed shoes (no joggers or sneakers, unless shoe is all black including laces).
Work Safety Notes	Routine car travel to off-site projects.

ALLOCATION OF STUDENTS TO WORK PLACEMENT

Upon receipt of your work placement allocations, VET Coordinators and/or teachers should review the work placements offered and following school procedures, allocate students to each placement.

You may wish to present the work placements to your class and negotiate with students the most suitable work placement for them.

Things to consider are:

- Student preference
- Work readiness
- Prior work placements
- Ability to travel
- Commitments to other frameworks and subjects.

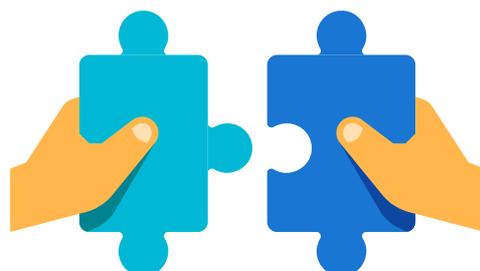
Write student names next to the work placement they have agreed to on the Allocation sheet (see sample on page 7a) and email the sheet back to the SWC office.

There are a couple of symbols next to employer names that you need to look out for when allocating students. These symbols are:

^^ - employer is unable to assist students who have additional needs. Reasons for this will vary and may include space, accessibility, staff ratios, however each case is different and we may be able to negotiate with the Host Employer. - please contact us in these instances.

If any placements are not required please indicate by writing "*not required*" or if you wish to keep any placements for students who are absent, please indicate by writing "*please hold*". Any placements left blank will automatically be placed back into the pool of available placements and may be offered to other schools.

Please discourage students from making changes to work placements once allocated. If changes do occur, please advise our office in good time so we can adjust our records, prepare a new SPR for you and inform the employer of the change.



Matching students to placements is key to a successful placement

Sample of completed Allocation Sheet (filled out by Teacher)

My High School - Term 1 Business Services Allocations

Allocate Student Name against placement and return to SWConnect

Host Details	Host Contact	Dates	Attendance	Tasks/Duties	Student Accepting Placement
Peter Warren Automotive Group – Ford ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Haysam Alameddine Ph: 9828 8141 (Ramih Dannawe) Mb:	20 Jun 2022 to 24 Jun 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	John Citizen
Peter Warren Automotive Group - Ford ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Haysam Alameddine Ph: 9828 8008 (Mark Csillag) Mb:	7 Nov 2022 to 11 Nov 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	Jane Brown
Peter Warren Automotive Group – Mercedes Benz ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Haysam Alameddine Ph: Joseph Campion Mb:	30 May 2022 to 3 Jun 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	Robert Smith
Peter Warren Automotive Group - Toyota ^^ Cnr Hume Highway and Todman Road Warwick Farm NSW 2170	Haysam Alameddine Ph: 9828 8912 (Paul Ellul) Mb:	30 May 2022 to 3 Jun 2022	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	Assist tradesmen within service departments across Peter Warren Automotive.	Bil Jones

SWC CONFIRMATION PROCESS

Once SWC receives the completed allocation sheet with the allocated students, we will enter these students against the placements on our Pathways Cloud database.

We will then email to you, a *completed* allocation sheet as a confirmation that we have received your allocations (see example on page 8a). Attached to this email you will also find your SPRs - see examples for DOE, SCS & AIS on the following pages.

The attached SPR in your confirmation email will consist of two separate documents:

- pages 1, 2 and 4 of the SPR; and
- Page 3 of the SPR (Host Employer sign off page). This will be attached as a separate document. All you need to do is print off the pages and collate the SPR pages to form a complete document.
 - You will also find a Cover Page attached to the SPRs. This does not form part of the legal SPR. It is produced by SWC as an additional tool to assist in getting your students to work placement. You do not need to use the Cover Page. *It is optional.*

You will then follow your schools' procedure for giving your students their paperwork to obtain necessary signatures. It is a good idea to get this paperwork to your students **as soon as possible** so they can return it to you with signatures in good time before their placement begins.

Each Monday, SWC will send an email to schools, with a placement summary attached, who have students scheduled for work placement in two weeks' time. This gives you an opportunity to check that all students have completed their paperwork and are ready to go. If you need to make any changes, swaps or cancellations, please notify us as soon as possible.

Host employers are notified of a student's attendance two weeks prior to the placement taking place.

Points to Remember

- ➔ Allocate your students
- ➔ Return your Allocations to SWC by the due date (or earlier)
- ➔ Look out for a confirmation email with student SPRs
- ➔ Distribute SPRs to students to obtain signatures
- ➔ Look out for email from SWC to confirm students out in two weeks' time
- ➔ Notify SWC as soon as possible if there are any changes

Sample of Completed Allocation Sheet (confirmed student names)

(names as entered by SWC)



MY HIGH SCHOOL Confirmation of Students attending Wor kplacement

Term 1, Year 12 Automotive

Student Name / School	Grade / Hours	Host Details	Contact	Working Hours	Dates
John Citizen My High School	12 35	Peter Warren Automotive Group - Ford ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Nick Petrevski Ph: 9828 8836 (Nick Petrevski) Mb: Email: nick.petrevski@peterwarren.com.au	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	20 Jun 2022 to 24 Jun 2022
Jane Brown My High School	12 35	Peter Wairren Automotive Group - Ford ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Wayne Humphrey Ph: 9828 8836 (Nick Petrevski) Mb: 0418 761 508 Email: wayne.humphrey@peterwarren.com.au	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	7 Nov 2022 to 11 Nov 2022
Robert Smith My High School	12 35	Peter Warren Automotive Group - Mercedes Benz ^^ Cnr Hume Highway & Todman Road Warwick Farm NSW 2170	Gary Davenport Ph: 9828 8008 (Mark Csillag) Mb: 0427165276 Email: Gary.Davenport@peterwarren.com.au	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	30 May 2022 to 3 Jun 2022
Bill Jones My High School	12 35	Peter Warren Automotive Group - Toyota ^^ Cnr Hume Highway and Todman Road Warwick Farm NSW 2170	Wayne Humphrey Ph: 9828 8912 (Paul Ellul) Mb: 0438 437 073 Email: wayne.humphrey@peterwarren.com.au	8.00 am - 4.00 pm Monday to Friday Lunch break 30 minutes - time negotiated with Supervisor	30 May 2022 to 3 Jun 2022

Department of Education (DOE)
Sample of *Complete* SPR
(Student Placement Record)

Student Placement Record

The student placement record must be completed and signed by the student, host employer, parent or carer and school before workplace learning can start. A completed copy must be provided to the host employer, parent or carer and student. The original is to be held by the school.

Section 1: Student information

<input checked="" type="checkbox"/>	HSC VET work placement	VET course name	Business Services	<input type="checkbox"/>	Work experience
<input type="checkbox"/>	Accommodation away from home is required.				

Student's name	John Doe	School	My High School	Year (eg.10,11)	12
Date of birth	1 Mar 2005	Student's mobile number	0000 111 222		
Email	john.b.doe@xxxxxx.com.au	Medicare number	123456789		
Provide details of any medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy. Peanut Allergy					
Provide details of any support or adjustments to make the placement successful.					
<i>If more space is needed, please attach the information. Student to read and sign declaration.</i>					
<input type="checkbox"/>	<i>I have completed all preparation activities before attending placement</i>				

When on workplace learning I will:

- Carry my student safety and emergency contact card
- Inform the school and the host employer if I am unable to attend the placement
- Follow all reasonable directions and will not share host business or personal information with others
- Work safely and only in areas that I am allowed
- Stop work if I feel unsafe and report any issues or accidents to my supervisor and school as soon as possible
- Not use my mobile phone for any reason without permission
- Contact school or my emergency contact if I feel unsafe or have any concerns.

Student signature _____ Date _____

Section 2: School details

School	My High School	Email	myhighschool@det.nsw.edu.au
Contact number	02 9000 0000	Nominated contact	Mrs Teacher
Contact position	Business Teacher	Contact number	02 9000 0000

The school undertakes to ensure that:

- The student has been prepared for the workplace prior to the placement and has the appropriate skills and maturity to be safe in a workplace.
- Contact during business hours has been provided.
- The host employer has been provided a copy of The Workplace Learning Guide for Employers
- Student's parents/carers have been provided a copy of The Workplace Learning Guide for Parents and Carers

Section 3: Host employer details

If more space is needed please attach the information.				
Host business	South West Connect		Contact person	Heather Doyon
Address	Bossley Park Community Centre Belfield Road , Bossley Park, NSW 2176		Position	Work Placement Manager
Provide details of workplace learning location if different to the address above				
Contact number	9822 9730	Mobile		
Email	heather@swconnect.org.au	Website	https://www.swconnect.org.au	
Type of industry	Business Services	Main activity	Business Services	
Approx. years in current position	12	Approx. number of employees	10	
<input checked="" type="checkbox"/>	Tick if you have hosted students for work experience or work placement in the last 12 months			
<input type="checkbox"/>	Tick if you require contact from the school or student prior to placement commencement			

Supervision and student hours

Name of experienced supervisor, must not to be a trainee or apprentice		Heather Doyon			
Position	Work Placement Manager	Contact number	9822 9730		
Start date	27 Mar 2023	Finish date	31 Mar 2023		
Attendance Monday to Friday 9.00 am to 4.30 pm at SWC		Total no. of days	5	Total hours	35
Off site travel to different projects depending on dates.		If one day per week list day			
Students still need to arrive at the SWC Office at 9am					
For split shifts:	Shift 1 start time	Finish time	Shift 2 start time	Finish time	

Activities and risk management

Please note: These sections cannot be left blank

Please provide detailed responses to the following questions. This section details any risks, how they will be managed and assists the school to manage their duty of care and satisfy your workplace obligations. For more information see: [Completion of the student placement record to meet the department's standards](#). For a list of activities that students are **not to undertake** select the link : [Prohibited activities and activities that need special consideration](#)

<p>List the activities to be undertaken by the student.</p> <p>Administration tasks, creating personalised documents, filing, collating, printing etc. Use a range of office equipment and software. Basic paperwork, research, taking photos at different projects, and any other tasks as directed by SWC staff.</p>
<p>List activities that the student is not to undertake. This includes no-go areas, specific machinery and equipment that is dangerous for new or young workers. Please note an extensive risk assessment must be completed for horse riding and the use of farm vehicles. Students must not use any tools or equipment that we have not trained the student to use.</p>
<p>List any risks to the student in planned activities, please be specific. This includes manual handling, exposure to sun, chemicals, fumes, repetitive strain injuries and the use of dangerous tools or equipment.</p> <p>Students may assist in some manual handling and repetitive tasks. Equipment used may include a hot glue gun, guillotine and similar equipment. Student will not perform any high-risk task that is not usually expected in a school, aged care facility or office environment. All equipment in the office carries some risk and consequently the student will be supervised at all times. Induction on day 1 will emphasise safety in the office.</p>
<p>How will the listed risks be eliminated or controlled, eg. induction first day, close supervision, tasks are demonstrated and supervised to completion. Correct lifting procedure and/or use of trolley. Correct use of office equipment. Supervision and induction on day 1 will include training to identify potential risks associated with the use of all office equipment and Safe Operating Procedures will be shown to ensure the student has the knowledge to lessen potential risks.</p>
<p>List any special conditions such as clothing, footwear, pre-training, vaccinations or transport. Smart casual office attire (e.g., long pants, enclosed shoes). On project days, wear black pants, black shirt (no tights, branded t-shirts or singlets), enclosed shoes (no joggers or sneakers, unless shoe is all black including laces). Student to arrive and leave from South West Connect office unless instructed differently in advance by SWC staff. Routine travel may be required to conduct various site visits and program delivery, includes moving materials and equipment. On project days, students will travel with a SWC employee by car.</p>

Host employer to read the following declaration and sign the document.

- I have read the Workplace Learning Guide for Employers the Catholic School's NSW Employer Guide to Workplace Learning and am aware of my rights and responsibilities and the need to provide a safe and positive work environment for the student.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee (not apprentice/trainee) briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the Work Health and Safety Act 2011 (NSW).
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of an emergency i.e. where the student will keep their medication or adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the school to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid during the placement and will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in Employer Guide to Workplace Learning. I understand students must report incidents to their school.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I will provide access to first aid, toilet facilities and drinking water.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this section you are confirming your workplace is following NSW Health COVID-19 safe guidelines, including a COVID-19 safety plan (or relevant state or territory COVID safety plans).

Host employer signature _____ Date _____

Print name _____ Company Name: South West Connect

Privacy notice - for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school/TAFE student. The NSW Department of Education, NSW Catholic Schools, Association of Independent Schools, or TAFE NSW will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected and be available only to appropriate personnel who are engaged in the authorisation or the supervision of the individual placement. You may correct any personal information by contacting the student's school.

Section 4: Parent/carer permission

Name	Peter Doe		Relation to student	Father	
Contact number	0000 111 222	Work phone		Contact after normal business hours	0000 111 222
<input type="checkbox"/>	Tick if the placement includes out of normal business hours. If ticked, please respond to either 1 or 2 below:				
1. Years 11-12: I agree to be the contact for the student in the event of an emergency or: I nominate _____ contact number _____ to be the reliable contact out of normal business hours. Their relationship to my child is _____ and they have accepted this responsibility.					
2. Years 9 -10: Contact arrangements must be negotiated with the principal by the parent/carer and student. The arrangements are: _____					

- I have provided evidence of vaccination compliance as required by host employer. *(For information contact school)*
- If the student is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the
- student for the placement. I consent to the student's ASCIA Action Plan or individual health care plan being provided to the host employer.
- Parents/carers are responsible for any expenses incurred by their student as a result of accident or injury, prior to a claim submitted and processed under insurance provisions.
- The placement includes **overnight accommodation away from home**. I understand this will need special approval and additional documentation.
- I have read [The Workplace Learning Guide for Parents/Carers](#) and understand my role and responsibilities.
- I will immediately notify the school if I have any concerns and the school will follow up.
- I am aware of the contents of the Privacy Notice on Page 3.

By signing I consent to the student undertaking the placement outlined on this Student Placement Record.

Signature of parent/carer

Date

Signature of student (if over 18)

Section 5: School approval of the placement

- The school will report any student incidents within 24 hours including near misses, in accordance with the Incident Reporting Policy and Procedures.
 - Proposed activities have been checked, are safe and appropriate to the capabilities of the student.
 - Documentation of medical information, vaccinations, support or adjustments will be provided and shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector to the student.
 - The school has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer as per parent/carers consent (see above).
 - General construction induction card (white card) has been sighted where applicable.
 - Where the placement involves accommodation away from home, relevant documentation is completed and attached.
 - The school has contacted the host employer where applicable. See check box page 2.
 - Arrangements are in place for a teacher to phone or visit the student or host employer to check on the progress of the placement.
- I am satisfied that all the above have been completed and all parts of this Student Placement Record are complete and signed as required and the placement is suitable for this student.

Signature of Principal/Nominee

Print name

Date

Nominee position in school

Sydney Catholic Schools NSW
Sample of *Complete* SPR
(Student Placement Record)



STUDENT PLACEMENT RECORD

The *Student Placement Record* must be completed and signed by the student, host employer, parent or caregiver and school before workplace learning can start. A completed copy must be provided to the host employer, parent or caregiver and student. The original is to be retained by the school.

SECTION 1 STUDENT AND PLACEMENT DETAILS

Student's Name John Doe Year Level 12 Date of Birth 1 Mar 2005

Student's Mobile Number 0000 111 222 Medicare No 123456789

Work Experience Work Placement VET Course Name Certificate III in Business Services

Start date 27 Mar 2023 Finish date 31 Mar 2023 Total number of days 5 Start Time 9:00 AM Finish Time 4:30 PM

Program Type Block Program One Day per Week Split Shifts, provide location details:

Location for split shifts _____

Accommodation Away from Home is required. Relevant documentation is completed and attached.

STUDENT DECLARATION

- I have completed all pre-placement activities and am aware of my rights and responsibilities.**
- I will perform my duties during the placement to the best of my ability and comply with all reasonable directions of the host employer and their employees.
 - I understand my responsibility to support work health and safety in the host workplace. I know I must not do anything to jeopardise the safety of myself or others.
 - I understand that if I feel unsafe during the placement, I have the right to not undertake the task and to report the issue as soon as possible.
 - I understand my safety is of the highest importance during the placement and there are no negative consequences to me in reporting health and safety issues to my school, the host employer or to my parent/caregiver.
 - I know I must contact my school if I have any concerns about my placement.
 - I will inform my workplace supervisor and school promptly of any injury or accident that involves me.
 - I will inform both the host employer and my teacher as soon as possible if I am unable to attend the workplace.
 - I know who to contact in case of emergency – see the *Student Safety & Emergency Contact Card*.
 - If I have access during the placement to business or personal information that is private and confidential, I will not convey this information to anyone outside the host employer's workplace. I will not use any mobile devices to record conversations, video or take photos without permission from the host employer or supervisor.
 - I have read and understand the Privacy Notice on page 1.

Student's Signature _____ Date _____

SECTION 2 SCHOOL DETAILS

School Name My High School Phone 02 9000 0000

School Address 10 My High School St, Bossley Park

School Email myhighschool@catholic.edu.au Front office hours 8am – 4pm

School Contact Mrs Teacher Position Business Teacher Phone 02 9000 0000

School Emergency Contact: _____ Position _____ Phone _____

The school undertakes to ensure that

- the student is prepared for the workplace to optimise the student's safety and achievement during their placement.
- the employer is provided with a copy of the *Catholic Schools NSW Employer Guide to Workplace Learning*.
- the parent/caregiver is provided with a copy of the *Catholic Schools NSW Student's/Parent's Guide to Workplace Learning*.

SECTION 3. HOST EMPLOYER DETAILS

Name of Organisation (Trading Name) South West Connect

Address Bossley Park Community Centre, Belfield Road, Bossley Park, NSW 2176

Postal Address (if different) PO Box 68, Edensor Park, NSW 2176

Contact Person Heather Doyon Position Work Placement Manager

Phone 9822 9730 Mobile _____ Email heather@swconnect.org.au

Website https://www.swconnect.org.au

Location of placement (if different to above address) _____

OVERVIEW

Type of industry Business Services Main activity Business Services

Approximate no. of employees at proposed worksite 10 Approx. no. of years in current operation 12

Government enterprise Private enterprise Self-employed Other (please specify) _____

Has your business hosted school students for work experience or work placement in the last 12 months? Yes No

SUPERVISION AND STUDENT HOURS

Name of experienced employee who will provide on-going supervision of the student. **Note: The supervisor would not be a trainee or apprentice**

Supervisor Name Ampha Mammone Position Supervisor

Supervisor contact details (if different from above) Phone 9822 9730 Mobile _____

Start Date 27 Mar 2023 Finish Date 31 Mar 2023 Total number of days 5 Start Time 9:00 AM Finish Time 4:30 PM

Lunch Break _____ Student's Total Hours 35 If one day per week list day _____

For split shifts: Shift 1 start time _____ finish time _____ Shift 2 start time _____ finish time _____

ACTIVITIES AND RISK MANAGEMENT – THESE SECTIONS CANNOT BE LEFT BLANK

- **Please provide detailed responses to the following questions.** This section details any risks, how they will be managed and assists the school to manage their duty of care and satisfy your workplace obligations.
 - There are several hazardous activities which are prohibited for students undertaking workplace learning. These are listed in the "Conditions and Exclusions" section of the Catholic Schools NSW insurance covers document that has been provided to you.
- For further advice on this section, see the *Employer Guide to Workplace Learning Appendix 1*.

Activities/duties to be undertaken by the student

Administration tasks, creating personalised documents, filing, collating, printing etc. Use a range of office equipment and software. Basic paperwork, research, taking photos at different projects, and any other tasks as directed by SWC staff.

Any activities or tasks the student is **NOT TO UNDERTAKE** e.g., no-go areas, specific machinery/equipment that is too dangerous for new/ young workers to operate.

Students must not use any tools or equipment that we have not trained the student to use.

Indicate any risks to the student in the planned activities, please be specific. This includes manual handling, repetitive activities; exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm vehicles.

Students may assist in some manual handling and repetitive tasks. Equipment used may include a hot glue gun, guillotine and similar equipment. Student will not perform any high-risk task that is not usually expected in a school, aged care facility or office environment. All equipment in the office carries some risk and consequently the student will be supervised at all times. Induction on day 1 will emphasise safety in the office.

How will the identified risks be eliminated or controlled? e.g. Induction, close supervision, demonstration by experienced employee and supervision to completion.

Correct lifting procedure and/or use of trolley. Correct use of office equipment. Supervision and induction on day 1 will include training to identify potential risks associated with the use of all office equipment and Safe Operating Procedures will be shown to ensure the student has the knowledge to lessen potential risks.

Other special conditions (clothing, footwear, equipment, pre-training, vaccinations, transport, multiple sites, routine car travel, individual student needs, first day arrangements)

Smart casual office attire (e.g., long pants, enclosed shoes). On project days, wear black pants, black shirt (no tights, branded t-shirts or singlets), enclosed shoes (no joggers or sneakers, unless shoe is all black including laces). (Other Conditions: Student to arrive and leave from South West Connect office unless instructed differently in advance by SWC staff. Routine travel may be required to conduct various site visits and program delivery, includes moving materials and equipment. On project days, students will travel with a SWC employee by car.)

SECTION 3. HOST EMPLOYERS DETAILS

continued

Which of the following facilities are available to the students

Essential:
Other:

first aid kit
 lunchroom

suitable toilet facilities
 staff canteen

drinking water
 locker

Yes No I require the student to arrange a pre-placement interview.

Yes No I request the student's school to contact me prior to the placement to provide information about the student such as their experience, skill level and any adjustment required, or for you to discuss aspects of the student's safety in the workplace.

HOST EMPLOYER DECLARATION

- I have read the Catholic Schools NSW's *Employer Guide to Workplace Learning* and am aware of my rights and responsibilities and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- I will provide planned learning and skill development activities appropriate to the student under the supervision of myself or a capable and trustworthy employee (not an apprentice or trainee) briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the requirements of the *Work Health and Safety Act 2011 (NSW)* as included in *Employer Guide to Workplace Learning Appendix 1*
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of an emergency or medical event. i.e., where the student will keep their medication, e.g., an adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the school to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement, and I will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in *Employer Guide to Workplace Learning*. I understand students must report incidents to their school.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this section, you are confirming your workplace is following NSW Health COVID-19 safe guidelines, including a COVID-19 safety plan (or relevant state or territory COVID safety plans)

Host employer/workplace supervisor: Print Name _____

Position _____

Signature _____

Date _____

PRIVACY NOTICE – FOR ALL PARTIES

- The information provided by students, parents/caregivers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school student. The school will use the information to meet student health duty of care and protection responsibilities and to support the information needs of the student, host employer and parent/caregiver. The Work Placement Service Provider might also access information related to HSC VET work placements but only with the approval of the Principal.
- Providing this information is voluntary. However, if you do not provide all requested information the student may not be able to undertake the planned workplace learning.
- All information provided by and to all parties should be stored securely and be available only to appropriate personnel who are engaged in the authorisation or the supervision of the individual placement. The school will store the information securely for a minimum of two years where there is no further action relating to the placement.
- Information on the *Student Placement Record* may be corrected by contacting the relevant school representative.

SECTION 4 PARENT/CAREGIVER PERMISSION

Name Peter Doe Relationship to student Father

Address 18 Rabbit Hole Parade, Rabbitville, NSW 25555

Telephone (home) _____ (work) _____ (mobile) 0000 111 222

Emergency Contact Name Peter Doe Relationship to Student _____ Phone 0000 111 222

Does the placement include out of normal business hours (e.g., 6-9 pm) No Yes, please provide out of hours contact details.

Out of Hours Contact Name Peter Doe Relationship to Student Father Phone 0000 111 222

For students in Years 9 and 10 the out of hours contact must be negotiated with the Principal by the parent/carer and student.

Does your child have a medical condition (e.g., severe asthma, type 1 diabetes, epilepsy, anaphylaxis, or other severe allergy), disability or learning support need that may affect their safety or learning during the placement? If so, please give details below (or attached) regarding medication, adjustments or support needed. No Yes, please provide details:

- I understand that if the student has been diagnosed as being at risk of anaphylaxis, it is my responsibility to provide an adrenaline auto-injector for the placement and a copy of the ASCIA Action Plan or individual health care plan.
- I have read the Catholic Schools NSW *Student's/Parent's Guide to Workplace Learning* and understand my role and responsibilities.
- I consent to the placement proceeding as outlined in this *Student Placement Record* and will notify the school promptly if I have any concerns during the placement.
- I have provided evidence of vaccination compliance as required by host employer. *(For information contact school)*
- I understand that special approval and additional documentation is required if the placement includes overnight accommodation away from home. Relevant documentation is completed and attached
- I have read and understand the Privacy Notice on page 1.

Parent/Caregiver Signature _____

Date _____

SECTION 5. SCHOOL APPROVAL OF THE PLACEMENT

- The school will keep records of incidents affecting the safety of students. Incidents that may result in an insurance claim must be reported to the Diocesan VET Office within 24 hours.
- The workplace learning activity is supported according to the Catholic Schools NSW *Workplace Learning Guidelines for Schools*.
- The student has been prepared for the workplace by the school to optimise the student's safety and achievement during their placement.
- Proposed activities have been checked, are safe and appropriate to the capabilities of the student.
- The school has gained documented approval for any activities that are listed by the insurer(s) as requiring special approval (e.g., working with animals).
- Where the placement mandates a General Construction Induction Training Card "White Card", it has been sighted.
- If medical information, adjustments, or support are to be provided this has been shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has provided the host employer with a copy of the ASCIA Action Plan or health care plan cover sheet and has confirmed that the parent/caregiver has provided an adrenaline auto-injector for the placement.
- The school has assessed any risk associated with car travel and gained documented approval.
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
- Where the placement requires and out of hours contact, for students in Years 9 and 10 negotiations have occurred with the Principal by the parent/carer and student.
- Copies of this fully completed *Student Placement Record* have been provided to all parties.
- If the employer has asked to be contacted by the school (see Employer Declaration page 3), the employer been contacted by phone / visit.

- I have checked that all parts of this *Student Placement Record* are complete and signed as required. I am satisfied that the placement as outlined is suitable for this student. (Where there are any concerns, the placement should not proceed).**

School Principal/Nominee Print Name _____ Position _____

Signature _____ Date _____

**The Association of Independent
Schools NSW**

Sample of *Complete* SPR

(Student Placement Record)

Student placement record

The student placement record must be completed and signed by the student, host employer, parent or carer and school before workplace learning can start. A completed copy must be provided to the host employer, parent or carer and student. The original is to be held by the school.

Section 1: Student information			
<input type="checkbox"/>	HSC VET work placement	VET course name	Certificate III in Business Services
<input type="checkbox"/>	Work Experience		
<input type="checkbox"/>	Accommodation away from home is required <i>(leave blank if not required)</i>		
Student's name	John Doe	Year (e.g., 10, 11)	12
Date of Birth	1 Mar 2005	Student's mobile number	0000 111 222
Email	john.b.doe@xxxxxx.com.au	Medicare Number	123456789
Provide details of any medical conditions or medication required e.g., severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy.			
Peanut Allergy			
Provide details of any support or adjustments to make the placement successful.			
<i>If more space is needed, please attach the information. Student to read and sign declaration.</i>			
<input type="checkbox"/> I have completed all preparation activities before attending placement			
When on workplace learning I will:			
<input type="checkbox"/> Carry my student safety and emergency contact card <input type="checkbox"/> Inform the school and the host employer if I am unable to attend the placement <input type="checkbox"/> Follow all reasonable directions and will not share host business or personal information with others <input type="checkbox"/> Work safely and only in areas that I am allowed <input type="checkbox"/> Stop work if I feel unsafe and report any issues or accidents to my supervisor and school as soon as possible <input type="checkbox"/> Not use my mobile phone for any reason without permission <input type="checkbox"/> Contact school or my emergency contact if I feel unsafe or have any concerns.			
Student Signature		Date	
Section 2: School details			
School Name	My High School	School number	02 9000 0000
Address	10 My High School St, Bossley Park		
Nominated contact	Mrs Teacher	Nominated contact number	02 9000 0000
Nominated contact position			
The school undertakes to ensure that:			
<input type="checkbox"/> the student has been prepared for the workplace prior to the placement <input type="checkbox"/> contact during business hours has been provided <input type="checkbox"/> the host employer has been provided a copy of The Workplace Learning Guide for Employers <input type="checkbox"/> student's parents/carers have been provided a copy of The Workplace Learning Guide for Parents and Carers			

Student Name John Doe	School My High School	Host employer South West Connect
------------------------------	------------------------------	---

Section 3: Host employer details *If more space is needed, please attach the information.*

Host business	South West Connect	Contact person	Heather Doyon
Address	Bossley Park Community Centre Belfield Road, Bossley Park, NSW 2176	Position	Work Placement Manager
Provide details of workplace learning location if different to the address above			
Contact number	9822 9730	Mobile	
Email	heather@swconnect.org.au	Website	https://www.swconnect.org.au
Type of industry	Business Services	Main activity	Business Services
Approx. years in current operation	12	Approx. number of employees	10
<input type="checkbox"/> Tick if you have hosted students for work experience or work placement in the last 12 months <input type="checkbox"/> Tick if you require contact from the school or student prior to placement commencement			

Supervision and student hours

Name of experienced supervisor (must not to be a trainee or apprentice)	Ampha Mammone		
Position	Supervisor	Contact number	9822 9730
Start date	27 Mar 2023	Finish date	31 Mar 2023
Total number of days	5	Total hours	35
Attendance Details: Monday to Friday 9.00 am to 4.30 pm at SWC Off site travel to different projects depending on dates. Students still need to arrive at the SWC Office at 9am			If one day a week, list day
For split shifts:	Shift 1 start time	Finish time	
	Shift 2 start time	Finish time	

Activities and risk assessment

Please note: These sections cannot be left blank

Please provide detailed responses to the following questions. This section details any risks, how they will be managed and assists the school to manage their duty of care and satisfy your workplace obligations. For more information and a list of activities that students are **not to undertake**, download the AISNSW Employers Guide to Workplace Learning, and the Work Placement / Work Experience Guidelines Prohibited Activities document from the AISNSW website

List the activities to be undertaken by the student.

Administration tasks, creating personalised documents, filing, collating, printing etc. Use a range of office equipment and software. Basic paperwork, research, taking photos at different projects, and any other tasks as directed by SWC staff.

List activities that the student is **not to undertake**. This includes no-go areas, specific machinery and equipment that is dangerous for new or young workers. Please note an extensive risk assessment must be completed for horse riding and the use of farm vehicles.

Students must not use any tools or equipment that we have not trained the student to use.

List any risks to the student in planned activities, please be specific. This includes manual handling, exposure to sun, chemicals, fumes, repetitive strain injuries and the use of dangerous tools or equipment.

Students may assist in some manual handling and repetitive tasks. Equipment used may include a hot glue gun, guillotine and similar equipment. Student will not perform any high-risk task that is not usually expected in a school, aged care facility or office environment. All equipment in the office carries some risk and consequently the student will be supervised at all times. Induction on day 1 will emphasise safety in the office.

How will the listed risks be eliminated or controlled, e.g., induction first day, close supervision, tasks are demonstrated and supervised to completion.

Correct lifting procedure and/or use of trolley. Correct use of office equipment. Supervision and induction on day 1 will include training to identify potential risks associated with the use of all office equipment and Safe Operating Procedures will be shown to ensure the student has the knowledge to lessen potential risks.

List any special conditions such as clothing, footwear, pre-training, vaccinations or transport.

Smart casual office attire (e.g., long pants, enclosed shoes). On project days, wear black pants, black shirt (no tights, branded t-shirts or singlets), enclosed shoes (no joggers or sneakers, unless shoe is all black including laces). (Other Conditions: Student to arrive and leave from South West Connect office unless instructed differently in advance by SWC staff. Routine travel may be required to conduct various site visits and program delivery, includes moving materials and equipment. On project days, students will travel with a SWC employee by car.)

Host employer to read the following declaration and sign the document.

- I have read the Workplace Learning Guide for Employers the Catholic School's NSW Employer Guide to Workplace Learning and am aware of my rights and responsibilities and the need to provide a safe and positive work environment for the student.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee (not apprentice/trainee) briefed for the task.
- I confirm that the activities assigned are suitable for the student and that WHS risks have been assessed and managed in accordance with the Work Health and Safety Act 2011 (NSW).
- I will check any health care concerns with the student and ensure they and their supervisor know what to do in the case of an emergency i.e. where the student will keep their medication or adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the school and will notify the school immediately of any health and safety incidents involving a student while on placement, including near misses, to enable the school to fulfil its WHS obligations.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid during the placement and will notify the school if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the school immediately if I need to change sites or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in Employer Guide to Workplace Learning. I understand students must report incidents to their school.
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.
- I will provide access to first aid, toilet facilities and drinking water.
- I have informed employees of their responsibilities when working with children and young people.
- I am aware of the specific restrictions and prohibited activities for students and will ensure students are not asked to carry out any of these activities.
- I agree to all the above statements.
- By signing this section you are confirming your workplace is following NSW Health COVID-19 safe guidelines, including a COVID-19 safety plan (or relevant state or territory COVID safety plans).

Host employer signature _____ Date _____

Print name _____ Company Name: South West Connect

Privacy notice - for all parties

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the school/TAFE student. The NSW Department of Education, NSW Catholic Schools, Association of Independent Schools, or TAFE NSW will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/caregiver. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the principal.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected and be available only to appropriate personnel who are engaged in the authorisation or the supervision of the individual placement. You may correct any personal information by contacting the student's school.

Section 4: Parent/carer permission

Name	Peter Doe	Relation to student	Father
Contact number	0000 111 222	Contact after hours number	0000 111 222

Tick if the placement includes out of normal business hours. If ticked, please complete either 1 or 2 below

1. Years 11-12: I agree to be the contact for the student in the event of an emergency or:

I nominate _____ contact number _____ to be the reliable contact out of normal business hours. Their relationship to my child is _____ and they have accepted this responsibility.

2. Years 9 -10: Contact arrangements must be negotiated with the principal by the parent/carer and student. The arrangements are:

Parent/carer to read the following declaration and sign the document.

- I have provided evidence of vaccination compliance as required by host employer. *(For information contact school)*
- I understand if the student is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the student for the placement. I consent to the students ASCIA Action Plan or Individual Health Care Plan being provided to the host employer.
- Where the placement includes **overnight accommodation away from home**. I understand this will need special approval and additional documentation.
- I have read **The Workplace Learning Guide for Parents/Carers** and understand my role and responsibilities.
- I will immediately notify the school if I have any concerns and the school will follow up.
- I am aware of the contents of the Privacy Notice on Page 3.

By signing I consent to the student undertaking the placement outlined on this Student Placement Record.

Signature of parent/carer		Date	
Signature of student (if over 18)			

Section 5: School approval of the placement

School to read the following declaration and sign the document.

- The school will report any student incidents within 24 hours including near misses.
- Proposed activities have been checked, are safe and appropriate to the capabilities of the student.
- Documentation of medical information, vaccinations, support or adjustments will be provided and shared with the host employer. If the student is diagnosed as being at risk of anaphylaxis, the school has confirmed that the parent or carer has provided an adrenaline auto-injector to the student.
- The school has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer as per parent/carers consent (see above).
- General Construction Induction Card (White Card) has been sighted where applicable.
- Where the placement involves accommodation away from home, relevant documentation is completed and attached.
- The school has contacted the host employer where applicable. See check box page 3.
- Arrangements are in place for a teacher to phone or visit the student or host employer to check on the progress of the placement

I am satisfied that all the above have been completed and all parts of this **Student Placement Record** are complete and signed as required and the placement is suitable for this student.

Signature of Principal/Nominee		Date	
PRINT NAME		Nominee position in school	

**Sample of Optional Cover Page produced by
SWC for SPR**
(Student Placement Record)

Dear **John Doe**

Your **Business Services** placement is scheduled for **27 March to 31 March**

At **South West Connect**

Attached is your Student Placement Record (SPR). **Your work placement cannot go ahead if this form is not fully completed.**

1. Please read your SPR carefully and note any special requirements. e.g, check your personal details, check dress requirements, attendance requirements, start and finish times. Bring water and your lunch. There may not be shops or cafes nearby. Notify your teacher straight away if there are any issues.
2. Follow your teacher's instructions on taking your SPR home to obtain your parent/guardian's signature.
3. Return your SPR to your teacher by _____ so the final signature can be obtained from your school. Your teacher will provide you with photocopies for yourself, your host employer, and your parent/guardian.
4. Remember that the SPR is a legal document, and no insurance is in place until ALL signatures have been obtained.

IMPORTANT: You must telephone your host employer the week prior to your work placement to introduce yourself and confirm your attendance.

TIPS FOR CONTACTING YOUR HOST EMPLOYER

- Phone your host employer during the week prior to your work placement.
- Here is an example of what you can say when you phone:



*"Hello, can I please speak with **Ampha Mammone** or **Heather Doyon**?
This is **John Doe** from **My High School**
I am calling to confirm my attendance for work placement next week.
Thank you for your time. See you next week."*

- If you do not contact your host employer you may be at risk of being sent back to school on arrival to work placement.
- If you are unable to reach the nominated supervisor, ask to speak to another staff member in charge.
- If you leave a message, follow up the next day if they have not called you back. Employers are very busy and may not always have time to return your call.
- If you cannot reach your employer by phone, you may send an email or ask your teacher for assistance.

10 TIPS FOR WHEN YOU ARE ON WORK PLACEMENT

1. The week prior to your placement you will receive an SMS from South West Connect. The message contains a "placement postcard" link which contains all the details of your placement.
2. Check your travel arrangements and ensure that you are on time. Try using www.131500.com for assistance if catching public transport.
3. If you are running late, have travel issues or you are unwell, please phone your employer on **9822 9370** to let them know
4. On arrival to work placement give your host employer a copy of your SPR.
5. Always be on time when returning from your breaks.
6. If you finish a task, tell your supervisor, and ask for another task.
7. If your supervisor is busy, be proactive and look for something to do, this could be tidying up an area near you, asking other staff members if they need assistance.
8. Fill out your logbook daily with the tasks that you have been doing. Your supervisor will sign your logbook at the end of the week.
9. Have a positive attitude and a willingness to learn something new.
10. At the end of the week, thank your host employer for hosting you for the week



AFTER YOUR PLACEMENT - TELL US WHAT YOU THINK

Hi John, SWC will send you an SMS message at the end of your placement to get your feedback. Alternatively, you can scan the QR code to answer some very simple questions about your experience. Thank you.

Date SPR given to student: _____

Date SPR returned to teacher: _____

CHANGES AND CANCELLATIONS

We understand that sometimes it may be necessary to make changes to the student allocated to a work placement.

If you need to make a change or a cancellation, please advise the SWC office as soon as you are aware. You can either phone the office on 9822 9370 or send an email to the work placement staff.

If it is a last minute change (ie. after 2pm on a Friday afternoon, please phone the employer to let them know in case we do not receive your notification.

If you do need to cancel a student, we appreciate your efforts in trying to find another student to fill the placement. This will avoid wasting a placement.

If placements are cancelled without good reason, SWC may not be able to offer those students further placements especially in courses that are in high demand. Please ensure your students are aware of this prior to cancelling the work placement.

STUDENT FOLLOW UP – DURING THE WORK PLACEMENT

Teachers are encouraged to make contact with the Host Employer and the student whilst the student is on work placement.

Depending on your school, time may be available to visit the student. Students really appreciate contact from someone from their school (someone they are familiar with). A phone call or visit can solve any concerns that the employer or student may have.

SWC also contact the Host Employer mid-week to follow up on how the week is going. Our Employer Liaison Consultant is also out and about visiting employers and will check on a student if there is one there. We will report any absenteeism or issues to the school if we are aware.

Remember that the most accurate record of a student's hours on work placement will be found in the work placement journal/logbook that the employer signs off. The student needs to bring this back to school for your records.

Also, as part of our follow up, if a Host Employer informs us that the student is performing in an outstanding manner, we will ask the employer if they would like to nominate the student for a Work Placement Award (see example on following page). A certificate is prepared by our office on behalf of the employer and will be forwarded to your Principal at the end of each term.



✓ *Call*



✓ *Visit*



✓ *Reward*

Sample Work Placement Award



Work Placement Award

Presented to

John Doe

Of

My High School

In recognition of your outstanding
performance during your
work placement at

South West Connect

27th March 2023 – 31st March 2023

Work placement Manager

*For and on behalf of
the aforesaid company*

END OF TERM REPORTS & EVALUATION

By week 10 each term SWC will put together a statistical report of the work placements offered, taken up and cancelled for each framework. This report is sent to the Principal of your school to make them aware of the work placement service being provided by SWC.

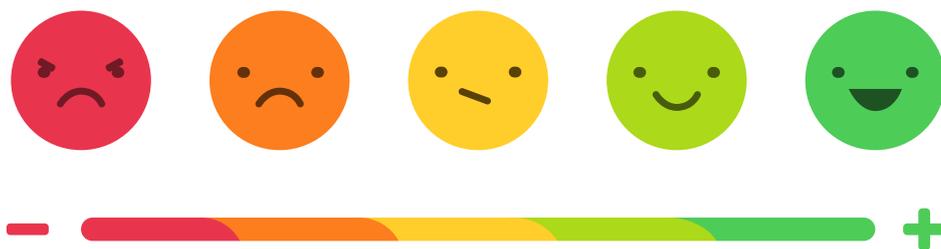
Teacher Evaluation:

At the end of each term, SWC will send an email to the teachers who have had work placements completed by their students with an link to complete an online survey. We would appreciate if the survey could be completed to help us ensure the service we provide meets the requirements of all stakeholders.

We use the information on these surveys to maintain high quality work placements for your students.

Student Evaluation:

After work placement each student will receive an SMS containing a link to a student satisfaction survey. Please encourage your students to complete the survey. Alternatively, students can find a QR code on their SPR cover sheet which will take them to the survey as well.



WORK READINESS

Work Ready Talks

SWC offer Work Readiness programs to all schools.

The Work Ready sessions are presented by Nikki Heald from Corp Training and all students are given a handout to take away with them and show the parents or guardians.

To book in a Work Ready session, please phone or email Nikki to arrange a suitable time for her to deliver the program. The work ready program is funded by SWC and is provided at no cost to your school. The program is a valuable tool for you and your students to assist them with preparing for work placement.

The sessions are usually run in Terms 1 and 2 for Year 11 students.

Nikki Heald
Corp Training
email: nikki@corptraining.com.au

Go2 Work Placement

Students should also complete the Go2Workplacement online program. The students register online for this at <https://www.go2workplacement.com/auth/login>. Once registered, they select their framework and work through the modules. They will receive a certificate upon completion.

Your school may also have other work readiness programs for students to participate in.



WORK PLACEMENT CONTACTS



Cathy Pellegrino - Work Placement Manager

cathy@swconnect.org.au

Deborah Cross - Work Placement Officer

deborah@swconnect.org.au

Jennifer Mercuri - Work Placement Officer

jennifer@swconnect.org.au

Rosa Reddy - Work Placement Officer

rosa@swconnect.org.au

Harley McGregor - Employer Liaison Consultant

harley@swconnect.org.au

Nikola Nicoski - Business Development Manager

nikola@swconnect.org.au



**South West Connect
Bossley Park Community Centre
28 Belfield Rd
Bossley Park NSW 2164**

**PO Box 68
Edensor Park NSW 2164**

Ph: 9822 9370 option 1

Office Hours: 8.00am to 4.30pm



www.swconnect.org.au

This booklet has been produced by South West Connect to assist teachers and schools working directly with SWC. It does not form part of OR replace any material, policies or guides developed by the Department of Education (DOE), Sydney Catholic Schools NSW (SCS) or The Association of Independent Schools NSW (AIS).