



SOUTH WEST CONNECT WORK PLACEMENT GUIDE FOR TEACHERS

REVISED JULY 2025

*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).**

SWC 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.

SWC 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
- Key College Merrylands
- 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
- Minarah College
- Moorebank High School
- Patrician Brothers College
- Prairiewood High School
- Salamah College
- Sefton High School
- St Anthony of Padua Catholic College
- St Francis Catholic College
- St Johns Park High School
- St Joseph Trade Skills Centre
- St Narsai Assyrian Christian College
- Thomas Hassall Anglican College
- Unity Grammar
- Westfields Sports High School
- Wetherill Park TAFE
- William Carey Christian School

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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
 - 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.



VET Course and Work Placement Data Collection Sheet

VET COURSE AND WORK PLACEMENT DATA COLLECTION FOR 2026

To assist us with planning work placements for your students, please give an **indication** of your VET courses and estimated enrolments for next year, including BEC courses so that we can begin to approach organisations for work placements in 2026. **The numbers you provide below will be confirmed early T1 2026.**

SCHOOL: _____ **VET CO:** _____

YEAR 11	No of Classes	No. of Students	Teacher / s	Preferred Work Placement Dates
Yr 11 Business Services				
Yr 11 Construction				
Yr 11 Entertainment				
Yr 11 Cookery				
Yr 11 Food & Beverage				
Yr 11 IDT				
Yr 11 Retail Services				
Yr 11 Other				
Please indicate below if you are running Yr 10 VET Early Commencement (EC)				
Yr 10				
Yr 10				
YEAR 11 EXAM DATES:				
OTHER UNAVAILABLE DATES (e.g. retreats, compulsory excursions etc)				
YEAR 12	No of Classes	No. of Students	Teacher / s	Preferred Work Placement Dates
Yr 12 Business Services				
Yr 12 Construction				
Yr 12 Entertainment				
Yr 12 Cookery				
Yr 12 Food & Beverage				
Yr 12 IDT				
Yr 12 Retail Services				
Yr 12 Other				
YEAR 12 EXAM DATES:				
OTHER UNAVAILABLE DATES (e.g. retreats, compulsory excursions etc)				

- Have you included ALL students from your school who may be undertaking an externally delivered VET Course and who will require a work placement** Y / N
- Do you intend on booking Nikki Heald to deliver the VET Work Placement Ready session to Yr 11 2026:** Y / N

Note: We will do our best to accommodate work placements in your "preferred" dates, however this is not guaranteed and is dependent on demand/number of students in the course.

We look forward a working with you again next year!

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.

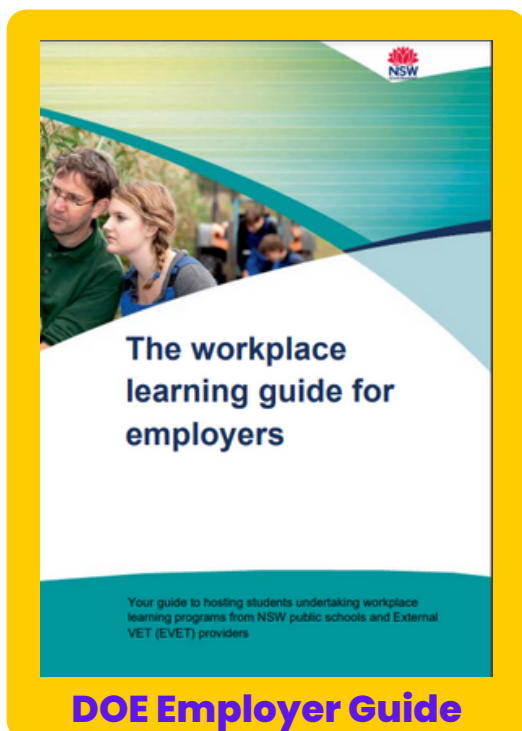
Questions are invited and answered and the level of commitment to the program is established. An employer information pack containing the Employer's Guides and other relevant information is left with the Host Employer.

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).

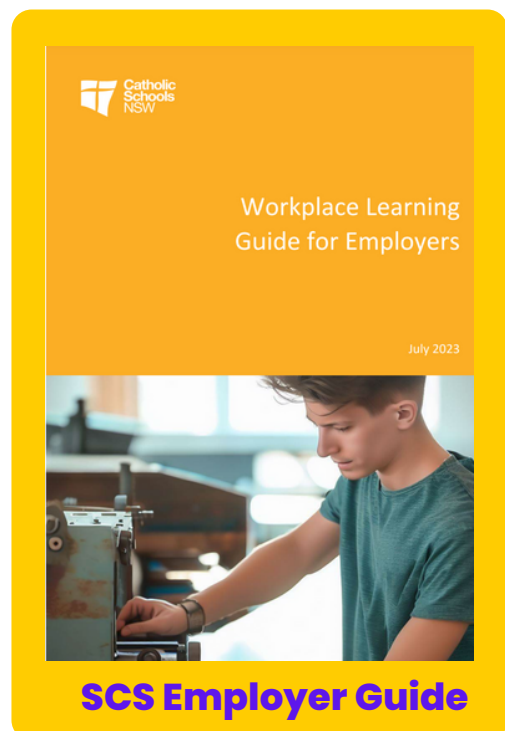
Once work placement commences, ongoing support is provided to the employer through weekly telephone calls, site visits, invitations to events and support whenever requested. Employers are asked to evaluate our program annually and invited to attend our Thank You Evening held at the end of every year,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



<https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2005-0016-01-04.pdf>



<https://www.csnsw.catholic.edu.au/resources/workplace-learning-guide-employers>

STUDENT REGISTRATION FOR WORK PLACEMENT

ONLINE STUDENT REGISTRATION FOR VET WORK PLACEMENT

STUDENTS

Student registration for work placement is an online system via **Pathways Cloud**.

The process for student registration is outlined below.

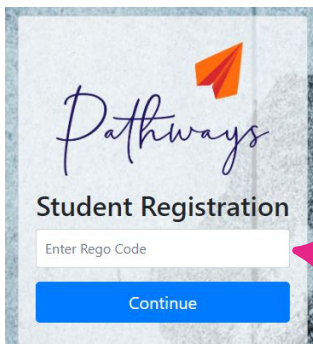
Each VET Class has their own unique class code. The students will use the class code to register in their VET Class. Students will need to register for EACH course they will be undertaking work placement for.

Please direct your students to <https://register.pathways.cloud/>

Alternatively, students can go the South West Connect website to complete their registration:

<https://www.swconnect.org.au/> then click on

STUDENT WORKPLACEMENT REGISTRATION

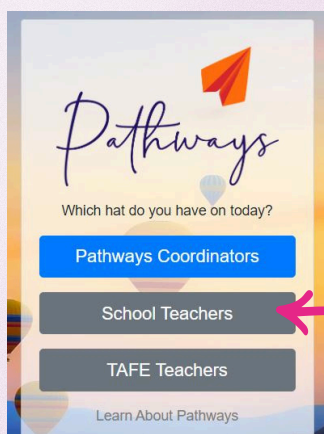


1. Students will be prompted to enter in their class code e.g **28452**
2. Students then proceed to fill in the registration form
3. Once the form is filled in, the student will click on **AGREE AND SUBMIT**

TEACHERS

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 (this information is included in class registration details)
3. Enter your password
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.
- this step is extremely important and enables us to inform the employer of student needs.
5. Approve the registrations by hitting the approve button.



STUDENT SELF 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 host 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).

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.

Placements in the Christmas holidays are **NOT PERMITTED**.



Student Sourced Work Placement form

STUDENT SOURCED WORKPLACEMENT

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

STUDENT'S NAME: _____

SCHOOL: _____

VET COURSE: _____ YEAR GROUP: _____

TEACHER: _____

WORKPLACEMENT 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 workplacement request.

Student's Signature: _____ Date: _____

TEACHER USE ONLY:

I have discussed the suitability of this workplacement 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

Ph: 9822 9370 Fax: 9822 9502 Email: info@swconnect.org.au Website: www.swconnect.org.au
PO Box 68 Edensor Park NSW 2176 Bossley Park Community Centre, Belfield Rd Bossley Park ABN: 45 399 482 621

Example School Holiday 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 45 schools and TAFE 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 **two** separate lots of allocations* - your Term 1 allocations in Week 1 as soon as you return to school after the holidays and then 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 neighbouring areas.



Sample of Host 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 workplacement Report to SWConnect Office at Bossley Park Community centre
COMPULSORY	<i>Students must phone the employer ONE week prior to confirm their workplacement 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 workplacement 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.

Sample of Blank Allocation Sheet

MY HIGH SCHOOL - Term #, Year 11, Business Services ALLOCATIONS

Allocate Student Name against placement and return to SWConnect

- Any placements left blank will be returned to pool of available placements for other schools to utilise
- **NA** next to an employer name means they are unable to assist students with special needs. * please call to discuss
- **V2/V3** next to an employer name means they require the student to be vaccinated for COVID and/or boosted.

Host Details	Host Contact	Dates	Attendance	Tasks/Duties	Student Accepting Placement	DIVERSE LEARNER NOTES OR MEDICAL REQUIREMENTS
Petra Equipment Unit 4 62 Hume Highway Lansvale NSW 2166	Abeer Sawaqed Ph: 9723 4555 Mb:	21 Jul 2025 to 25 Jul 2025	Monday to Friday 9.00 am to 5.00 pm - 30 minute lunch break at a time negotiated with Supervisor	Receive stock/invoices; learning about products; Customer service; arranging sales department; general office (cleaning and tidying) maintenance		
SummitCare Canley Vale - Business Services (V2) 47 Freeman Ave Canley Vale NSW 2166	Lyn Gumunyu Ph: 9728 1200 Mb:	28 Jul 2025 to 1 Aug 2025	Monday to Friday 9.00 am to 5.00 pm - 30 minute break at a time negotiated with Supervisor	Administrative duties, filing, scanning, printing, archiving, phone calls, COVID screening		
Officeworks (Wentworthville) - Business Services 323 Great Western Hwy Wentworthville NSW 2145	Danny Hong Ph: 8839 7000 Mb:	1 Sep 2025 to 5 Sep 2025	Monday to Friday 9.00 am to 5.00 pm. 30 minute break at a time negotiated with Supervisor.	Print and copy services, answering phone calls, click and collect, stocktaking, ticketing/signage, inventory control, customer greeting/valet, housekeeping		

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.

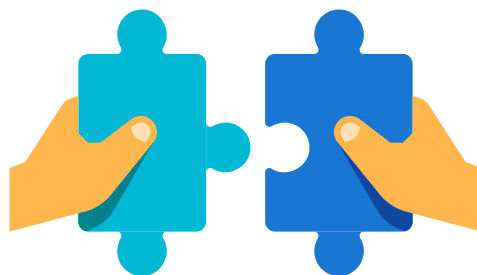
Write student names next to the work placement they have agreed to on the Allocation sheet (see sample on page 7a) and email the sheet back to the SWC office.

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 #, Year 11, Business Services ALLOCATIONS

Allocate Student Name against placement and return to SWConnect

- Any placements left blank will be returned to pool of available placements for other schools to utilise
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SummitCare Canley Vale - Business Services (V2) 47 Freeman Ave Canley Vale NSW 2166	Lyn Gumunyu Ph: 9728 1200 Mb:	28 Jul 2025 to 1 Aug 2025	Monday to Friday 9.00 am to 5.00 pm. 30 minute break at a time negotiated with Supervisor	Administration duties, filing, scanning, printing, archiving, phone calls, COVID screening	Jane Brown	
Officeworks (Wentworthville) - Business Services 323 Great Western Hwy Wentworthville NSW 2145	Danny Hong Ph: 8839 7000 Mb:	1 Sep 2025 to 5 Sep 2025	Monday to Friday 9.00 am to 5.00 pm. 30 minute break at a time negotiated with Supervisor.	Print and copy services, answering phone calls, click and collect, stocktaking, ticketing/signage, inventory control, customer greeting/valet, housekeeping	Bill 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, CSNSW & 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. At this time, you can also supply your students with a copy of the ***Work Placement Checklist for Students*** so that they can get organised and fully prepare for their work placement. You can find a copy of the Checklist on the next page as well as on our website: <https://www.swconnect.org.au/workplacement/forms/>

Each Monday, SWC will send an email to schools, with a placement summary attached, detailing which students are scheduled for work placement in two weeks' time. This gives you an opportunity to check that all those 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.

SWC provide Work Placement Folders to all schools. It is ***essential*** that each student receives a folder with a two copies of their signed SPR and a student log book / journal. ***The student will need to give the Host Employer a copy of the signed SPR on their first day of placement.***

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 AND give them a copy of the Work Placement Checklist for Students
- ➡ 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
- ➡ Ensure that the student takes a folder containing their signed SPR and journal to work placement



Please tick off the below checklist to ensure you are ready for a GREAT WEEK at Work Placement.

Please ask your class teacher if you are unsure of anything.

DATE OF PLACEMENT: _____

NAME: _____

WORK PLACEMENT CHECKLIST FOR STUDENTS

I HAVE CHOSEN A WORK PLACEMENT – NOW WHAT?

- ☐ My teacher has given me an **Student Placement Record (SPR)** to take home to be signed by my parent/guardian.
- ☐ My parents/guardian and I have **READ** and **UNDERSTAND** the contents of my SPR.
- ☐ I have returned my signed SPR to my teacher.

MY WORK PLACEMENT IS COMING UP – WHAT SHOULD I DO?

- ☐ I have received my work placement folder, which includes **two** copies of my **signed** Student Placement Record (SPR).
- ☐ I have carefully read and understand my SPR.
- ☐ I have contacted my Host Employer **one week** prior to my placement to introduce myself and confirm the details of my placement.
- ☐ I have planned and arranged my travel to and from the placement location to ensure I arrive on time each day.
- ☐ I have made sure that my clothing and footwear are appropriate for the workplace, adhering to any dress code or safety requirements.



IT'S TIME TO GO TO WORK PLACEMENT

- ☐ I have my work placement folder with two copies of my signed SPR.
- ☐ I have packed my lunch.
- ☐ I am wearing the correct footwear and clothing.
- ☐ I have contacted my Host Employer *if I am running late*.

I HAVE ARRIVED AT WORK PLACEMENT – WHAT NOW?

- ☐ I have introduced myself to my supervisor.
- ☐ I have handed my supervisor a signed copy of my SPR.
- ☐ I am ready to follow instructions.
- ☐ I am open to learning new skills throughout the week.
- ☐ I have turned my mobile phone to silent and will not use my phone while working.

**YOU'RE
DOING
GREAT**

MY WORK PLACEMENT WEEK IS FINISHED

- ☐ I completed my journal and submitted it to my Supervisor for review and signature.
- ☐ I thanked my Supervisor for hosting me during the week and for their support throughout the placement.
- ☐ I completed the **Work Placement Feedback Survey** that was sent to me via text by South West Connect.
- ☐ I have returned my completed and signed journal to my teacher.

- *Scan here for tips about reading your SPR!*
- *Check out our YouTube channel for more videos about work place expectations!*



SCAN HERE



Sample of Completed Allocation Sheet (confirmed student names as entered by SWC)

MY HIGH SCHOOL - Confirmation of Students attending Workplacement

Term # - Business Services

Student Name / School	Grade / Hours	Host Details	Contact	Working Hours	Dates
John Citizen ** My High School	11 38	Bossley Parkside Care Community - Business Services (V2) 56 Quarry Road Bossley Park NSW 2176	Pha Pham Ph: 9426 1500 Mb: Email: Pha.Pham@opalhealthcare.com.au	Monday to Friday 9.00 am to 5.00 pm. 30 minute break (time negotiated with Supervisor)	4 Aug 2025 to 8 Aug 2025
Jane Brown My High School	11 38	OM Real Estate - Fairfield 3/13 Nelson Street Fairfield NSW 2165	Simon Low Ph: 9726 9333 Mb: Email: omrealestatefairfield@gmail.com	9.00 am to 5.00 pm Monday to Friday. Half hour lunch break at a time negotiated with Supervisor	1 Sep 2025 to 5 Sep 2025
Bill Jones My High School	11 38	Town & Country Real Estate - Merrylands ^^ 3/254 Pitt Street MERRYLANDS NSW 2160	Elie Kaitoum Ph: 9897 7466 Mb: Email: info@townandcountryrealestate.com.au	9.00 am - 5.30 pm Monday to Friday. 30 minute lunch break - time negotiated with Supervisor	30 Jun 2025 to 4 Jul 2025

Department of Education

Student Placement Record

(SPR)

Student Placement Record

The Student Placement Record (SPR) 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 (Parent to complete if student is under 16 years old)

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

Student's name		School		Year (eg.10,11)	
Student Age		Student's mobile number			
Student email (school)					
Provide details of any medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy.					
Provide details of any support or adjustments to make the placement successful.					

Student Declaration:

If more space is needed, please attach the information. Student to read and sign declaration.

☐ **I have completed all preparation activities before attending placement**

When on workplace learning I will:

- Carry my student safety and emergency contact card
- Inform the school and the host employer as soon as possible if I am unable to attend the placement
- Follow all reasonable directions and will not share host's 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 from the host employer or supervisor
- Contact school or my emergency contact if I feel unsafe or have any concerns.

Student signature _____ **Date** _____

Section 2: School contact details

School Name		School Email	
School number		Nominated contact	
Contact position		Contact's number	

The school confirms 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 Employer		Contact person	
Address		Position	
Provide details of workplace learning location if different to the address above or if student travel is involved.			
Contact number		Mobile	
Email		Website	
Type of industry		Main activity	
Approx. years in current position		Approx. number of employees	
<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 <input type="checkbox"/> or student <input type="checkbox"/> prior to placement commencement		

Student supervision and hours to be worked

Name of experienced supervisor, must not to be a trainee or apprentice						
Position				Contact number		
Start date	Finish date		Total no. of days		Total hours worked	
Attendance (start time, finish time, breaks):						
			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 must be completed

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 non-delegable duty of care and satisfy your workplace obligations. For more information see: [Completion of the student placement record to meet the department's needs](#).

For a list of activities that students **must not undertake** click on the link : [Prohibited activities and activities that need special consideration](#)

List the activities to be undertaken by the student:

List activities that the student **must not 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.

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.

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

List any special conditions such as clothing, footwear, pre-training, vaccinations or student travel with host employer.

Host employer declaration: Read the following and sign the document. I declare:

- I have read the [Workplace Learning Guide for Employers](#) and am aware of my rights and obligations to provide a safe and positive work environment for the student.
- If applicable, the vehicle in which the student is travelling is registered, the driver is licensed for the vehicle they will be driving and provisional license holders comply with all their conditions.
- I will provide planned learning and skill development activities appropriate for the student under my supervision or that of 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.
- I will ensure that before the student commences their placement, they are 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.
- I will notify the school immediately if the student is ill, injured, absent without explanation or behaving inappropriately or I need to change sites or find asbestos on the site.
- 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 obligations 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 will provide the student with access to toilet facilities, drinking water and if required, first aid during the placement.
- I confirm my workplace is following the NSW government guidelines on COVID.
- I agree to all the above statements and will retain this document only for the period of the placement.

Host employer signature _____ Date _____

Print name _____ Company Name: _____

Privacy notice: The information requested on this form is being collected by the Department of Education (the department). The department will use the information for the following purposes:

- Coordinating a workplace learning opportunity for the school student.
- Meet student health, duty of care and child protection responsibilities
- Support the information needs of the student, host employer and the parent/carer.

Provision of this information is voluntary, however, if you do not provide all or any of the information requested the student may not be able to undertake the planned workplace learning. The department might share the information with a Work Placement Service Provider for the purpose of organising HSC VET work placements but only with the approval of the principal. You have the right to access and correct the information you provide. If you wish to do so, please contact the student's school. Information you provide will be stored securely and kept for a minimum of three years where there is no further action relating to the placement.

Section 4: Parent/carer permission

Name				Relation to student			
Contact number			Work phone			Contact after business hours	
Parent/carers email address:							
<input type="checkbox"/> Tick if the placement includes out of normal business hours. If ticked, please respond to either 1 or 2 below:							
<p>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 and consent to their contact details being shared.</p> <p>2. Years 9 -10: Contact arrangements must be negotiated with the principal by the parent/carer and student. The arrangements are: _____</p>							

- I have provided evidence of vaccination compliance as required by host employer. *(For information contact school)*
I understand that if my young person is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the placement. I consent to my young person's ASCIA Action Plan or individual health care plan being provided to the host employer.
 - I understand that I am responsible for any expenses incurred by my young person as a result of accident or injury, prior to a claim submitted and processed under insurance provisions.
 - I understand that special approval and additional documentation is required if the placement includes **overnight accommodation away from home.**
 - 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 confirm I have read and understand the contents of the Privacy Notice on Page 3.
 - I confirm the details listed in the student information section on page 1 are correct if student is under 16 years old.
- ☐ 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 declaration and approval of the placement

- The school will report any student incidents within 24 hours including near misses, in accordance with the Department's incident reporting procedures within the [Work Health and Safety Policy](#).
- 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.
- Food handlers basic training certificate or equivalent units of competency to be 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 and 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/Delegate

Print name

Date

Position in school

Catholic Schools NSW

Student Placement Record

(SPR)

Student	
School	
Host Employer	

STUDENT PLACEMENT RECORD

The *Student Placement Record (SPR)* 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 DETAILS		(Parent/Carer to complete if student is under 16 years)			
Student Name		Work Placement		Work Experience	
Home School: <i>(if different from the study school below)</i>		VET Course Name <i>(if Work Placement)</i>			
	Contact:	Student school email			
	Email:	Student mobile			
	Phone:	Student age <i>(at time of placement)</i>		Year Level	
Overnight Accommodation Away from Home required		No / Yes <i>Please attach relevant documentation</i>			
Medical: Provide details of condition/s or medication/s required (e.g. severe asthma/allergy, type 1 diabetes, epilepsy, anaphylaxis). N/A or details (or attach)					
Support or adjustments: Provide details of provisions needed to ensure successful placement N/A or details (or attach)					

STUDENT DECLARATION

☐ I have completed all pre-placement activities, am aware of my rights and responsibilities, have read and understood [CSNSW Workplace Learning Guide for Students](#) and the Privacy Notice on page 3 of this SPR.

When I am undertaking workplace learning, I will:

- participate, learn, and perform my duties safely and **only** in areas that I am allowed
- follow all reasonable directions and will not share host's business or personal information with others
- inform both school and the host employer as soon as possible if I am unable to attend the workplace
- stop work if I feel unsafe and report any issues/accidents/near misses to my host supervisor and school contact as soon as possible if I have any concerns – *see emergency contact card*
- not use my mobile phone for any reason without express permission from host employer/supervisor
- safely undertake vehicle travel (if applicable) as a back-seat passenger (where possible) with the host employer and/or nominated supervisor/s as part of the workplace learning.

Student Signature _____ **Date** _____

SECTION 2: STUDY SCHOOL DETAILS			
School Name		School Email	
School Contact		School Phone	
Contact Position		Contact Work Phone	

The school undertakes to ensure:

- student is prepared, has appropriate skills and maturity to optimise safety and achievement during placement
- employer is provided with a copy of the [CSNSW Workplace Learning Guide for Employers](#)
- parent/carer is provided with a copy of [CSNSW Workplace Learning Guide for Parents & Carers](#)

Student	Brayden Ayres
School	
Host Employer	

SECTION 3: HOST EMPLOYER DETAILS

ORGANISATION TRADING NAME							
Host Employer Website							
Location of Placement							
Contact Person				Position			
Contact Email				Phone		or	
OVERVIEW				STUDENT SUPERVISION			
Type of Industry				Name of experienced employee who will provide ongoing supervision of the student. Note: The supervisor must not be a trainee or apprentice.			
Main Activity							
Approx. number of years in current operation				Name			
Approx. number of employees at proposed worksite				Position			
Travel with the host employer is required				Yes / No		School/student is to make contact/	
Has your business hosted school students for work experience or work placement in the last 12 months?				Yes / No		School/student is to arrange a pre-placement interview.	
STUDENT HOURS TO BE WORKED				Contact work phone		or	
Start Date		No of Days		Split shift 1 Start			
Finish Date		Start Time		Finish time			
Attendance Details:							
Placement pattern	Block	1 day/wk	Finish Time	Split shift 2 Start			
If 1 day per week,	what day?	Total Hours	Finish				

ACTIVITIES AND RISK MANAGEMENT – **This section must provide details, they cannot be left blank, nor N/A**

- [CSNSW Workplace Learning Guide for Employers](#) lists prohibited and high-risk workplace learning activities.
- Please provide **detailed** responses to the following questions. This section outlines potential risks, explains how they will be managed, and supports the school in fulfilling its non-delegable duty of care while ensuring you meet your workplace obligations.

For further advice on completing this section, see the [CSNSW Workplace Learning Guide for Employers](#)

ACTIVITIES /duties to be undertaken by the student
NOT TO UNDERTAKE any activities or tasks? e.g., no-go areas, specific machinery/equipment.
RISKS: Indicate any risks to the student in the planned activities, please be specific. This includes manual handling, repetitive activities, exposure to sun, chemicals, fumes, and the use of dangerous tools or equipment, proposed horse care.
MITIGATION: How will the identified risks be eliminated or controlled? e.g. induction first day, close supervision, tasks demonstrated and supervised to completion by experienced employee
SPECIAL CONDITIONS: clothing, footwear, equipment, pre-training (including <i>WhiteCard</i> and <i>Food Handler Basics Training</i>), vaccinations, transport, multiple sites, routine car travel, individual student needs, first day arrangements.
(Other Conditions:)

Student	
School	
Host Employer	

SECTION 3: HOST EMPLOYER DECLARATION

I declare:

- I have read the [CSNSW's Workplace Learning Guide for Employers](#) and am aware of my rights and my obligations to provide a safe and positive environment for the student
- I confirm, if travel is noted on page 2 as a required part of work activities, the:
 - vehicle to be used is registered and covered by NSW/ACT compulsory third-party insurance or interstate equivalent. To the best of my knowledge the vehicle is roadworthy, safe for normal road use and suitable for the work-related purpose to which it will be put
 - proposed driver is currently licensed for the vehicle they will drive and is not subject to any impediment to their driving ability
 - number of passengers in the vehicle will not exceed the number of seatbelts. I have advised that good safety practice is for the student to travel in the **back seat of the vehicle** where possible
- I will provide planned learning and skill development activities appropriate to the student under my supervision or that of 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 requirements of the *Work Health and Safety Act 2011 (NSW)/(ACT)* [as applicable]
- 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. 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
- I will ensure that before the student commences their placement, they are provided 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 the student will not be paid during the placement, as this will transfer insurance to my responsibility.
- I will notify the school immediately if the student is ill, injured, absent without explanation or behaving inappropriately or I need to change sites or find asbestos on the site
- 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 these people from working with children/young people
- I have informed employees of their obligations when working with children/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 will provide the student with access to toilet facilities, drinking water, and if required, first aid during the placement
- I confirm my workplace holds appropriate Public Liability Insurance
- I confirm my workplace is following the NSW government guidelines on COVID.

☐ I agree with all the above statements and will retain this document only for the period of the placement.

Host Employer signature _____ Name _____ Date _____

PRIVACY NOTICE – FOR ALL PARTIES

- Information provided by students, parents/carers and host employers is collected by the school named in Section 2 of this SPR for the following purposes:
 - coordinating a workplace learning opportunity for the school student
 - meeting student health, duty of care and child protection responsibilities
 - supporting the information needs of the student, host employer and parent/carer
- The information may be shared with a Work Placement Service Provider, CSNSW or the Diocese for the purposes of:
 - organising HSC VET work placements, but only with the approval of the principal
 - approving an individual placement in an industry with increased risk, or when accommodation away from home is required
- Work Placement Service Providers may provide de-identified information about work placement to the Department of Education for governance purposes.
- Providing the requested information is voluntary. However, if you do not provide all or any of the information requested, the student may not be able to undertake the planned workplace learning. Information on the SPR may be corrected by contacting the relevant school representative, see Section 2.
- All information provided by and to all parties will be stored securely and kept for a minimum of three years where there is no further action relating to the placement.
- For further information about how the school collects, uses and discloses personal information, please see the school's privacy policy which is available on the school's website.

Student	
School	
Host Employer	

SECTION 4: PARENT/CARER PERMISSION

Contact Parent Name		Out of Hours Contact	
Relationship to Student		Relationship to Student	
Contact phone		Contact phone	
Parent contact email		<i>This is a reliable person who has accepted this responsibility and consents to their contact details being shared.</i>	

☐ Tick if the placement includes OUTSIDE normal business hours (e.g. 6-9 pm).

- I agree to be the contact for the student in the event of an emergency outside normal business hours (8am-5pm), or if unavailable, nominate the above contact; for Years 9-10, this is approved by the school principal (see signature below)
- I understand that if the young person has been diagnosed as being at risk of anaphylaxis, it is my responsibility to provide an adrenaline auto-injector for the placement
- I consent to my young person's ASCIA Action Plan/individual health care plan being provided to the host employer
- I have read [CSNSW Workplace Learning Guide for Parents & Carers](#), understand my role and responsibilities, and will notify the school promptly if I have concerns during placement for the school to follow up
- I understand parents/carers are responsible for any expenses incurred by their young person as a result of accident or injury prior to a claim submitted and processed under the school/diocesan insurance provisions
- I consent to my child undertaking vehicle travel with the host employer and/or nominated supervisor/s as part of the workplace learning arrangements (if included by host employer on page 2)
- 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 provided evidence of vaccination compliance as required by host employer (*for information contact school*)
- I have read and understand the Privacy Notice on page 3.

☐ I consent to the placement proceeding as outlined in this *Student Placement Record (SPR)*

Parent/Carer Signature _____ Date _____ Student signature (if over 18) _____

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 within 24 hours using the school's usual reporting procedure within their Work Health and Safety policy
- has checked the proposed activities are safe and appropriate to the capabilities of the student
- will ensure documentation relating to 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/caregiver has provided an adrenaline auto-injector for the placement
- has provided a copy of the student's current ASCIA Action Plan or health care plan cover sheet to the host employer as per the parent/carers' consent (see above)
- has sighted a *General Construction Induction Training (WhiteCard)* or *Food Handler Basics Training Certificate*, where these are placement requirements
- has assessed and documented any risks associated with placements involving accommodation away from home and/or vehicle travel with the host employer
- understands the workplace learning activity is supported by [CSNSW Workplace Learning Guide for Schools](#)
- has contacted the host employer by phone/visit where applicable (see *Host Employer Details* page 2)
- will ensure arrangements are in place for a teacher to phone/visit student and host employer to check on the progress of the placement, student's safety and well-being, and undertake assessment where required by training package.

☐ I am satisfied all the above have been completed, that all parts of this *SPR* are complete and signed as required, and that the placement as outlined is suitable for this student. (*If concerned, the placement should not proceed.*)

Study school principal/delegate signature _____ Name _____ Date _____

Home school principal/delegate signature _____ Name _____ Date _____

**The Association of Independent
Schools NSW**
Student Placement Record
(SPR)

STUDENT PLACEMENT RECORD

The Student Placement Record (SPR) 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.

Student Name		School	
Host employer			

Section 1: Student information (Parent to complete if student is under 16 years of age)

☐ HSC VET work placement VET course name

☐ Work Experience

☐ Accommodation away from home is required

Student name		Year (eg. 10, 11)	
Student School Email		Student mobile number	

Provide details of **any** medical conditions or medication required eg. severe asthma, type 1 diabetes, epilepsy, anaphylaxis or other severe allergy.

Provide details of any support or adjustments to make the placement successful.

If more space is needed, please attach the information. Student to read and sign declaration.

☐ I have completed all preparation activities before attending placement

When on workplace learning I will:

- ☐ Carry my student safety and emergency contact card
- ☐ Inform the school and the host employer as soon as possible 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 host supervisor and school as soon as possible
- ☐ Not use my mobile phone for any reason without permission from the employer or supervisor
- ☐ Contact school or my emergency contact if I feel unsafe or have any concerns..

Student Signature		Date	
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Section 2: School details

School Name		School number	
Nominated contact		School Email	
Nominated contact position		Contact's number	

The school confirms that:

- ☐ the student has been prepared for the workplace prior to the placement and has the appropriate skills and maturity to be safe in the work place.
- ☐ 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 employer		Contact person	
Address		Position	
Provide details of work location if different to the address above or if student travel is involved:			
Contact number		Mobile	
Email		Website	
Type of industry		Main activity	
Approx. years in current operation		Approx. number of employees	
<input type="checkbox"/> Tick if you have hosted students for work experience or work placement in the last 12 months Tick if you require contact from the school <input type="checkbox"/> or student <input type="checkbox"/> prior to placement commencement			

Supervision and student hours

Name of experienced supervisor (must not to be a trainee or apprentice)			
Position		Contact number	
Start date		Finish date	
Total number of days		Total hours	
Start time		Finish time	
Attendance Details		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 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.

For more information and a list of activities that students are **not to undertake**, download the [AISNSW Employer Guide to Workplace Learning](#) and the [Prohibited Activities Work Placement / Work Experience Guidelines](#) from the AISNSW website

List the activities to be undertaken by the student.

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.

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.

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

List any special conditions such as clothing, footwear, pre-training, vaccinations or student travel with the host employer.

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

- I have read the [Employers 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.
 - If applicable, the vehicle in which the student is travelling is registered, the driver is licensed for the vehicle they will be driving and provisional license holders comply with all their conditions.
 - 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.
 - I will ensure that before the student commences their placement, they are provided 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.
 - I will notify the school immediately if the student is ill, injured, absent without explanation or behaving inappropriately or I need to change sites or find asbestos on the site.
 - 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 obligations 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 will provide access to toilet facilities and drinking water and if required, first aid during the placement.
 - I confirm my workplace is following the NSW government guidelines on COVID-19.
- ☐ I agree to all the above statements and will retain this document only for the period of the placement.

Host employer signature	Print name	Date

Privacy notice - for all parties

- Information provided by students, parents/carers and host employers is collected by the school for the following purposes:
 - coordinating a workplace learning opportunity for the school student
 - meeting student health, duty of care and child protection responsibilities
 - supporting the information needs of the student, host employer and parent/carer
- The information may be shared with a Work Placement Service Provider for the purposes of organising HSC VET work placements, but only with the approval of the principal
- Work Placement Service Providers may provide de-identified information about work placement to the Department of Education for governance purposes.
- Providing the requested information is voluntary, however, if you do not provide all or any of the information requested, the student may not be able to undertake the planned workplace learning. Information on the SPR may be corrected by contacting the relevant school representative, see Section 2.
- All information provided by and to all parties will be stored securely and kept for a minimum of three years where there is no further action relating to the placement.

Section 4: Parent/carers permission

Name		Relationship to student	
Contact number		After hours number	

☐ **Tick if the placement includes out of normal business hours (8am -5pm). If ticked, please complete 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 and consent to their contact details being shared.

2. Years 9 -10: Contact arrangements must be approved by the principal. The arrangements are _____

- I have provided evidence of vaccination compliance as required by host employer. *(For information contact school)*
- I understand if my young person is diagnosed as being at risk of anaphylaxis, I will provide an adrenaline auto-injector for the placement. I consent to my young person's ASCIA Action Plan or Individual Health Care Plan being provided to the host employer.
- I understand that I am responsible for any expenses incurred by my young person as a result of accident or injury, prior to a claim submitted and processed under insurance provisions.
- I understand that special approval and additional documentation is required if the placement includes **overnight accommodation away from home**.
- 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 confirm I have read the contents of the Privacy Notice on Page 3.
- I confirm the details listed in the student information section on Page 1 are correct if the student is under 16 years of age.

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

Signature of parent/carers	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 school's incident reporting 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.
- Food handlers basic training certificate or equivalent units of competency to be 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.
- 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/delegate	Print Name	Date	Position in school

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

Work Placement Summary



NAME: Bil Jones

SCHOOL: My High School

COURSE: Business Services

Return your signed SPR by:

Dear Bil, please READ and ACKNOWLEDGE the following:

- ☐ Host Employer: **Town & Country Real Estate - Merrylands ^^**
- ☐ Address: **3/254 Pitt Street , MERRYLANDS NSW 2160**
- ☐ Phone No: **9897 7466**
- ☐ Date of Placement: **1 Sep 2025 to 5 Sep 2025** ☐ Time: **9:00 AM to 5:30 PM**
- ☐ Number of Days: **5 days**
- ☐ Dress: **Smart casual, Business wear - enclosed shoes**
- ☐ **I will phone my Host Employer 1 week prior to placement to introduce myself and confirm my placement.**
- ☐ **I will give the Host Employer a copy of my SPR on Day 1.**
- ☐ **I have read the full copy of my SPR.**

Student signature: _____

Parent signature: _____

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.
2. Follow your teacher's instructions on taking your SPR home to obtain your parent/guardian's signature.
3. Remember that the SPR is a legal document - No insurance is in place until ALL signatures have been obtained..

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 Elie Kaltoum?"

This is Bil Jones 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 WORKPLACEMENT

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 **9897 7466** 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

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.

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

It is strongly recommended that teachers make contact with the Host Employer and the student whilst the student is on work placement. Duty of Care of the Student rests with the school.

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

proudly presented to

Bil Jones

Of

My High School

In recognition of your outstanding performance
during your work placement at

Lily's Cafe Restaurant and Bar

30th June 2025 to 4th July 2025

A handwritten signature in black ink, appearing to read "C. Pellegrino".

Work Placement Manager

on behalf of

Lily's Cafe Restaurant and Bar

Connecting YOUTh to Success



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 course. This report is sent to the Principal of your school to make them aware of the work placement service being provided by SWC.

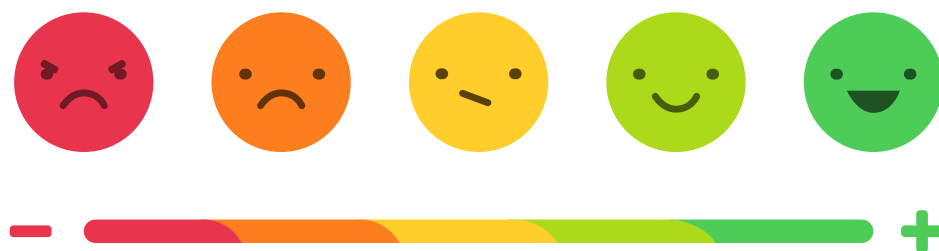
Teacher Evaluation:

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. If your comments and ratings of these employers are low, we act on this by a visits to the employer. If problems cannot be resolved the employer will not be used for future work placements.

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.



VET WORK PLACEMENT READINESS

VET Work Placement Ready Talk

SWC offer the VET Work Placement Readiness program to all schools.

The VET Work Placement Ready talk is presented by Nikki Heald from Corp Training and all students are given a relevant resource to take away with them to show their parents or guardians.

To book in a VET Work Placement Ready talk, please phone or email Nikki Heald to arrange a suitable time for her to deliver the talk. The VET Work Placement Ready program is funded by SWC and is provided at **no cost to your school**. The program is an **essential, 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.

Please contact:

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

Go2 Work Placement

Students also need to complete the **Go2Workplacement** online program as part of their work readiness preparation. The students register online for this at **<https://www.go2workplacement.com/auth/login>**. Once registered, they select their course 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

Maryanne Riviera - Work Placement Officer
maryanne@swconnect.org.au

Harley McGregor - Employer Liaison Consultant
harley@swconnect.org.au

Annie Dang - Business Development
annie@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), Catholic Schools NSW (CSNSW) or The Association of Independent Schools NSW (AIS).

SOUTH WEST CONNECT WORK PLACEMENT GUIDE FOR TEACHERS

REVISED JULY 2025

