



SOUTH WEST CONNECT WORK PLACEMENT GUIDE FOR TEACHERS

UPDATED NOVEMBER 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 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 our service region. Our Service Region 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, 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 our service region to which SWC 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

TABLE OF CONTENTS



Yearly Cycle for work placement	1
Host Employer Induction	2
VET Course and Work Placement Data Collection Form....	3
Student Registration for work placement	4
Work placement Allocation Process	5
- Blank Allocation Sheet	6
- Host Employer Profile	7
Allocation of Students to Work placement	8
- Completed Allocation sheet (filled out by Teacher)	9
SWC Confirmation Process	10-11
- Confirmed Allocation sheet	12
Blank SPR Links	13
Work Placement Checklist for Students.....	14
Sample of SPR Cover Page	15
Student Self Sourced work placements	16
Sample of of Self Source Request Form	17
School Holiday Placements	18
Changes & Cancellations	18
Student Follow Up	18
School Holiday Permission Letter	19
Sample of Work placement Award	20
End of Term Reports & Evaluation	21
Work Readiness	22
Work Ready Flyer	23
Work placement Contacts	24

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 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
 - 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 as 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

- minimum 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.



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).

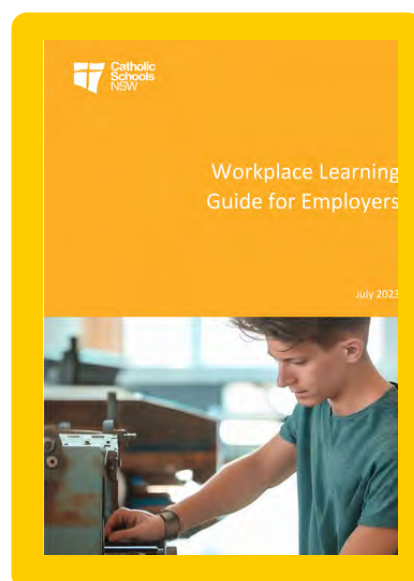
Once work placement commences, ongoing support is provided to the employer through weekly telephone calls, site visits, invitations to events and support whenever requested. Employers are asked to evaluate our program annually and invited to attend our Thank You Evening held at the end of every year,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



DOE Employer Guide



SCS Employer Guide

VET COURSE AND WORK PLACEMENT DATA COLLECTION

The form below will be sent to the VET Co-ordinator in **Week 8 of Term 3**. We understand that the information provided at this time is only an *indication* of numbers for the following year. This information will be confirmed after the holidays in Week 1, Term 1.



Please return to cathy@swconnect.org.au - Due Date: ~~xxxx~~

VET COURSE AND WORK PLACEMENT DATA COLLECTION FOR XXX

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 EVET & 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 ~~xxxx~~.

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)				

1. Have you included ALL students from your school who may be undertaking an externally delivered VET Course (EVET) and who will require a work placement Y / N
2. 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 to working with you again next year!

STUDENT REGISTRATION FOR WORK PLACEMENT

ONLINE STUDENT REGISTRATION FOR VET WORK PLACEMENT

Once SWC receive the confirmed data collection form from VET Co-ordinators in Term 1, SWC will email the Registration information outlined below to the VET Co-ordinator for distribution to VET teachers:

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/>

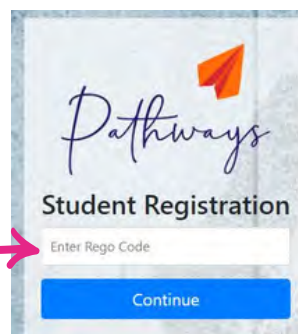
Alternatively, students can go the South West Connect website to complete their registration:

<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

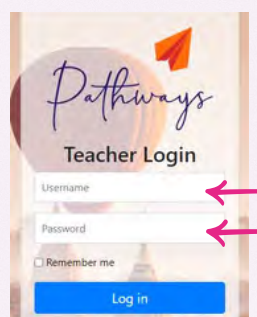
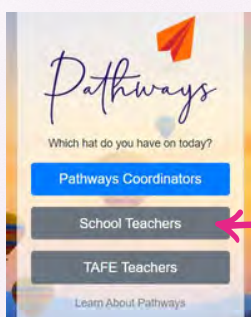
AGREE AND SUBMIT



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 the provided class registration details)
3. Enter your own set password
3. Click on your class on the right hand side of screen
4. Select students where additional information is required such as medical or diverse learning notes. - **this step is extremely important and helps us provide the most suitable placement opportunity for that student.**
5. Approve the registrations by clicking the approve button.



WORK PLACEMENT ALLOCATION PROCESS

SWC uses the information provided on the **VET Course and Work Placement Data Collection form** (see page 3) to co-ordinate work placements as close as possible to your requests. Once received, this data is combined with submissions from all schools in our service region to ensure a fair distribution of work placements is provided for all students.

Please refer to the **Work Placement Cycle** on Page 1 for key dates and timelines.

Work placement allocations are emailed to all schools in Week 6 of each term outlining available placements for the *following* term.

*Please note in Term 1 you will receive **two** separate allocation emails:*

- your Term 1 allocations in Week 1 as soon as you return to school after the holidays
- then we will send your Term 2 allocations in Week 6 of Term 1.

Each allocation email will include:

- A summary indicating which students the placements are intended for (e.g. Year 11 or Year 12)
- The due date for submitting student names
- An **Allocation Sheet** (see example on Page 6)
- **Employer Profiles** (see example on Page 7)

SWC applies a “best-fit” approach to meet the diverse work placement needs across the Fairfield/Liverpool region. The allocation process considers multiple factors, including:

- Access to public transport
- Proximity to the school
- Quantity of placements required
- Individual school preferences
- School calendars
- Availability of work placements
- Other schools requirements
- Quality of work placements.

As a result, some placements may require students to travel to neighbouring areas to access suitable opportunities.



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 Sawaged 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 lunch break at a time negotiated with Supervisor	Reception duties, filing, scanning, printing, archiving, phone calls, CO ID 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		

HOST EMPLOYER PROFILE

HOST PROFILE

South West Connect



Primary Contact	Cathy Pellegrino
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.

ALLOCATION OF STUDENTS TO WORK PLACEMENT

Upon receiving your work placement allocations, VET Coordinators and/or teachers should review the work placements offered and allocate **one** student 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:

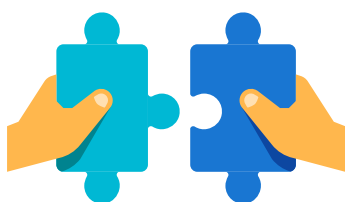
- Student preference
- Work readiness
- Prior work placements
- Ability to travel
- Commitments to other frameworks and subjects.

Write the student name next to the work placement they have agreed to on the Allocation sheet (see sample on page 9) and email the Allocation sheet back to the SWC office.

If you see this symbol ^^ after an employer's name, this means that the employer may not be able to support students with additional needs. Reasons for this include space, accessibility, staff ratios etc. 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 returned to the pool of available placements and offered to other schools.*

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



**MATCHING STUDENTS TO PLACEMENTS IS KEY TO A
SUCCESSFUL PLACEMENT**

COMPLETED ALLOCATION SHEET (BY TEACHER)

Please return this to SWC as soon as possible so that we can enter the student names against the placement and prepare the student SPR



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 Savaqed 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	John Citizen	student would benefit from a visual demonstration
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 lunch break at a time negotiated with Supervisor	Reception duties, filing, scanning, printing, archiving, phone calls, ID screening	Mary 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	Jane Friend	

South West Connect - Ph: 02 9822 9370
Printed: 7/07/2025 12:45 PM

SWC CONFIRMATION PROCESS

Once SWC receives the completed allocation sheet with student names, we will enter them against the placements on our Pathways Cloud database.

We will then send you a confirmation email attaching

- a **completed allocation sheet** (see example on page 12)
- **completed SPRs** and
- the **Work Placement Checklist for Students**.

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

- **Document 1:** pages 1, 2 and 4 of the SPR; and
- **Document 2:** Page 3 of the SPR (Host Employer sign off page).

All you need to do is print and collate these pages to form a complete SPR (pages 1-4).

Each SPR has a **Cover Page**. This page 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.

Please issue the SPRs to your students **as soon as possible** so they can return it to you with signatures before their placement begins. At this time, you can also supply your students with a copy of the **Work Placement Checklist for Students** (see page 14).

You can find a copy of the Checklist on our website:

<https://www.swconnect.org.au/workplacement/forms/>

Each Monday, SWC will email a **Placement Summary** detailing students scheduled for work placement in two weeks' time. Please check that all scheduled students have completed and returned their signed SPR to you and are ready to go. If you need to make any changes, swaps or cancellations at this time, please notify us *as soon as possible*.

SWC will notify Host employers 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 two copies of their signed SPR and a student log book/journal.

The student MUST give the Host Employer a copy of the signed SPR on their first day of placement.

POINTS TO REMEMBER WHEN ALLOCATING STUDENTS

- ➡ Allocate your students
- ➡ Return your Allocations to SWC by the due date (or earlier)
- ➡ Look out for a confirmation email with completed SPRs for your allocated students
- ➡ Distribute SPRs to students to obtain signatures AND give them a copy of the Work Placement Checklist for Students
- ➡ Look out for an email from SWC confirming students out on work placement in two weeks' time
- ➡ Notify SWC as soon as possible if there are any cancellations or changes
- ➡ Prior to work placement, please ensure that the student has a Work Placement Folder containing:
 - TWO signed copies of their SPR
 - a work placement journal/logbook
 - a Work Placement Checklist for Students

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: omrealestate@fairfield@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 Kallour 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

STUDENT PLACEMENT RECORD (SPR)

Completed, full SPRs are provided to schools by SWC whenever a student is allocated to a placement. SWC will obtain the Host Employer signature on Page 3.

It is the student and school's responsibility to finalise the SPR before the student placement.

Blank copies of DoE, SCS and AIS student placement records can be found on our website [here](#):

Department of Education SPR

<https://www.swconnect.org.au/wp-content/uploads/2025/04/Blank-DoE-SPR-25v1.pdf>

Sydney Catholic Schools SPR

<https://www.swconnect.org.au/wp-content/uploads/2025/07/Blank-CSNSW-SPR-2025-v2.pdf>

Independent Schools SPR

<https://www.swconnect.org.au/wp-content/uploads/2025/04/Blank-AIS-SPR-Jan-2025.pdf>

EVET Provider SPR

<https://www.swconnect.org.au/wp-content/uploads/2025/04/Blank-EVET-SPR-Jan-2025.pdf>

You can also find copies of the blank SPR at the relevant sector websites:



Education

<https://education.nsw.gov.au/>



<https://www.csnsw.catholic.edu.au/>



<https://www.aisnsw.edu.au/>

WORK PLACEMENT CHECKLIST FOR STUDENTS

Please include this Checklist into the student's Work Placement Folder together with two copies of the SPR and the student logbook/journal.

NAME: _____

DATE OF 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.

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.

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

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





YOU'RE DOING GREAT

Page 14

OPTIONAL COVER PAGE (SPR)

This is the SPR cover page which is produced by SWC and sent with the SPR - this page does NOT form part of the legal SPR and is optional.

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.

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 is a diverse learner or has a medical issue 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 behavioural reasons.

The procedure for self sourced placements are as follows:

- 1.The student must choose and contact an Employer that aligns with the course they are undertaking (the host must NOT be an employer that is retained by SWC).
- 2.The employer must fully complete and sign sections 2 and 3 of the Student Placement Record.
- 3.The student must complete the Student Sourced Work Placement form (see page 17)
- 4.Once both forms are completed (Items 2 and 3 above) they should be returned to the teacher for approval and then forwarded to SWC for processing. Once processed, SWC will send you a completed SPR.
- 5.SWC will then contact the Employer to confirm details, attendance dates and duties. At this time, we will also email a copy of the Employers Guide for Hosting Work Placement Students to the employer.
- 6.We require minimum 4 weeks lead time from when we receive the self sourced placement forms to when the student wishes to attend. This allows us time to confirm the placement and conduct a pre-placement visit to the host employer. Please keep in mind that SWC are NOT safety inspectors, the visit is just to ensure that (a) it is a real employer and (b) that we feel that the place is suitable for a student to attend.
- 7.If the placement is out of our service region (meaning that is not the Fairfield/Liverpool footprint) a worksite visit will NOT be completed by SWC.
- 8.Placements with parents is NOT recommended but may be approved by the school principal. If the student wishes to attend work placement with their parent, it is recommended that the paperwork is signed by a supervisor who is someone other than the parent.

With any self sourced placement – the final decision ALWAYS lies with the school whether to allow the placement to go ahead – this includes any last-minute requests from your students i.e. with a short turn-around time.

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.

STUDENT SOURCED WORK PLACEMENT FORM



STUDENT SOURCED WORKPLACEMENT

*This form is to be completed only if a student has their own workplace with a specific employer and must be submitted to the SW Connect Office **six weeks** prior to the workplace 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 workplace request.

Student's Signature: _____ Date: _____

TEACHER USE ONLY:

I have discussed the suitability of this workplace 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, Bellfield Rd Bossley Park ABN: 45 399 482 621

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 example on page 19.

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**.

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

Duty of Care of the student while on work placement is the **responsibility of the teacher/school**. Teachers should make contact with the Host Employer either by visiting in person or with a phone call.

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. We will report any absenteeism or issues to the school if we are made aware.

Please 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 page 20). 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.

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 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 "Chellema".

Work Placement Manager

on behalf of

Lily's Cafe Restaurant and Bar

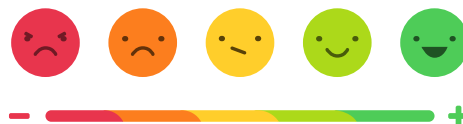
Connecting YOUNG to Success



END OF TERM REPORTS & EVALUATION

In 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 a 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 visit 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.

PARENT & CARERS GUIDE

SWC has developed a simple, easy to read **one page** parent/carer resource designed to support understanding of student work placement.

This resource has been translated into multiple languages to better support our diverse school communities.

This resource is an additional tool that you can use to assist students and their parents/carers prepare for work placement. You can find these resources on our website: <https://www.swconnect.org.au/workplacement/teachers>

Please refer to our website to view all downloadable links mentioned throughout this guide.

<https://www.swconnect.org.au/workplacement/teachers/>

VET WORK PLACEMENT READINESS

VET WORK PLACEMENT READY TALK

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

Each year, SWC will email the Work Readiness Session information pack to Principals and VET Co-ordinators at the end of Term 3.

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
Ph: 0409 662 281
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.

VET WORK PLACEMENT READY FLYER



Connecting YOUTH
to Success



swconnect.org.au

HAVE YOU BOOKED YOUR VET WORK PLACEMENT READY SESSION ?

WHAT IS VET WORK PLACEMENT READY?

VET Work Placement Ready information presentations provide Year 11 VET students important information relating to employer's workplace expectations prior to their first work placement and to encourage a positive work placement experience for students and host employers.

WHAT DO STUDENTS GET?

Students will receive a free SWC created resource when they attend the VET Work Placement Ready presentation.

We have endeavoured to make our presentation and resource engaging and relevant to VET students and their parents.

WHAT YOU NEED TO DO

1

Liaise with your Principal and fellow VET teachers to arrange a day and time suitable for all your VET Students.

2

To ensure as many students as possible can benefit from the presentation, we ask that you schedule your session to ensure the maximum number of students as possible attend.

3

Get in touch with Nikki to secure your booking.
No payment is required by the school.
The session is funded by South West Connect.

BOOK NOW

E: nikki@corptraining.com.au
Ph: 0409 662 281



FOR FURTHER INFORMATION

Call South West Connect

Ph: 9822 9370

E: cathy@swconnect.org.au



WORK PLACEMENT CONTACTS



Cathy Pellegrino - Work Placement Manager

cathy@swconnect.org.au

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

**PO Box 68
Edensor Park NSW 2164**

Ph: 9822 9370

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 Independent Schools NSW (AIS).*

SOUTH WEST CONNECT WORK PLACEMENT GUIDE FOR TEACHERS

UPDATED NOVEMBER 2025

