



DAY 1: STUDENT INDUCTION

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

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

Induction & Orientation

A clear & solid induction supports a positive and productive environment

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



Student Responsibilities

What expectations can you set for student?

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



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