

# HOST EMPLOYER FAQs

SOUTHWEST  
CONNECT

## Who is South West Connect?

- Government funded to coordinate work placements for Year 11 and 12 HSC students studying Vocational Education & Training (VET).
- We coordinate work placements for schools, arranging host employers for around 7,300 students per year in a variety of occupations.

## Work Placement

- Different to work experience as students receive a nationally recognised industry qualification.
- Work placement directly relates to a course of study.
- Work placements are not restricted to school hours.
- Minimum of 35 hours compulsory placement required.

## Student Placement Record (SPR)

- The SPR is a document that records essential information about the student's placement, including details of the host employer, educational providers and emergency contact details.
- All signatures must be recorded on the SPR document prior to placement commencing, as this ensures the student is fully insured.
- Students can only attend on dates specified on the SPR, otherwise insurance is invalid.
- If a student misses a day in their work placement, the student can negotiate another time, however a new SPR must be issued for insurance purposes. Students must contact their teacher to arrange this.

## Insurance

- Insurance coverage is provided by the relevant education provider- DOE, SCS, ISNSW. Certificates of Currency are held statewide and are renewed annually. For Independent Schools each school has its own certificate of currency, and are available on request.
- No payment is to be made to students.

## WH&S

- All students undertake WH&S training aligned to their course prior to undertaking work placement.
- All construction students have Work Cover Construction Induction (White Card).

## Accidents/Emergencies

- If there is an accident – notify teacher/parent immediately (details are listed on the SPR).
- If you need to seek immediate medical help for a student, treatment is under the student's medicare.
- Work placement students do not qualify for Workers Compensation.

## Role of Supervisor

- Employer's should read the Workplace Learning Guide for Employers (provided in this pack) to understand their role as supervisors and the expectations of the students' while undertaking work placement.

## Orientation

- Employer to provide general induction, using Student Booklet (student will have this) as a guide where no official induction procedures are in place.

## Duty of Care

- Teacher will make a duty of care contact, whether it be in person or by telephone.
- SWC will undertake a work site visit to provide support to employers throughout the course of the year.

## Benefits for Employers & Students

- Recruitment opportunities: casual staff, future trainees, apprentices.
- Students get an idea of industry and are mentored by experienced employees.
- Great for resumes & references for students.
- Student receives industry qualifications at completion of HSC.

## SWC's Role

- If any issues arise during the student's work placement, you can contact SWC on 9822 9730 for advice.
- SWC will assist with resolving any issues or concerns that arise during work placement.
- Please advise SWC if a student doesn't attend, is disinterested, or is not following instructions during work placement. Placements can be cancelled at any time.



*thank you!* for providing this invaluable experience  
for students within your local community.

