

# CHAPTER 5

## Other Workplace Learning Documents



# PRE-Workplacement Checklist

Students complete all details on the form, tick check boxes and, when completed, return to VET Leader...NO PLACEMENT UNTIL FORM RETURNED!



**NASSSA**<sup>28</sup>  
TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

Student's Name:	
School:	
Home/Care/Mentor Class:	
VET Course:	

## BEFORE I start my placement, I have:

Notified my VET Leader that I need to do a placement

Gained approval from the Trainer the workplace is appropriate and had my VET Leader agree on a particular employer

Collected my Workplace Learning Agreement Form from School

A clear understanding AND the documentation I need from my trainer about what I need to do on placement

Filled in as much of page 1 of the form as I can before approaching potential workplace

Made contact with the employer

Met my supervisor and recorded their name and contact details

Had the employer/supervisor sign the form

Discussed the training logbook with the employer/supervisor

Confirmed any special requirements eg clothing

Had my parents/caregivers sign the form

Returned the form to my VET Leader at my school with Sections A, B and C complete. ***It is a legal and DECD requirement, that this form is completed and returned BEFORE any Workplace Learning or Work Experience***

Discussed my absenteeism with my other teachers and arranged work/catch up activities

The Workplace Induction Checklist to complete with the supervisor either before placement or the first time I attend

The Workplace Logbook/Reporting materials I need to provide the supervisor the first day

Returned the Workplace Induction Checklist to my VET Leader

Name:	Date:
Signature:	

## FOLLOWING my placement, I have:

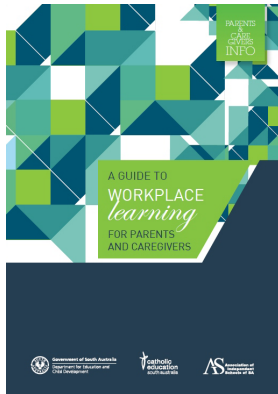
Returned the Workplace Induction Checklist to my VET Leader

Provided the Report/Logbook to my VET Leader to copy before handing to my trainer at my next training day

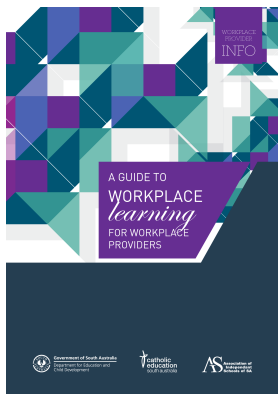
Sent a thank you letter to the employer

Name:	Date:
Signature:	

As well as you receiving the 'Guide to Workplace Learning for Students', before going on any work placement, the following documents MUST be provided to Parents/Caregivers and Employers.



<http://nassa.com.au/uploads/Parent-WPLG-brochure-1.pdf>



<http://nassa.com.au/uploads/Workplace-Provider-brochure-1.pdf>

# Workplace Induction Checklist

Complete all details on the form, tick check boxes when completed, inductor/employer signs, then return to VET Leader



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Student's Name:		
Manger/Supervisor's name:		
Workplace Name & Address (Location):		
Department/Section:		
Date of Induction:		
<b>Introduction: (explain and provide)</b>		<b>Specific health and safety information: (explain and show)</b>
<p>Nature and structure of organization</p> <p>Roles of key people in the organization (introduce supervisor if not the person doing the induction)</p> <p>Work times and meal/rest breaks</p> <p>Procedures for phone calls and collecting messages, including mobile phone rules</p> <p>Notification of absence procedure</p> <p>Explain confidentiality requirements</p> <p>Emergency contact details</p> <p>Dress/uniform/appearance requirements</p>		<p>Health and safety policy and procedures, including roles and responsibilities for health and safety</p> <p>Consultation &amp; communication procedures including function of health &amp; safety representative in student's area</p> <p>Harassment, bullying and workplace violence policies and procedures</p> <p>Safe work procedures</p> <p>Special safety requirements</p> <p>Hazard reporting procedures</p> <p>Incident reporting procedures</p> <p>Injury reporting procedures</p> <p>Location of forms that need to be completed when reporting hazards, incidents and injuries</p> <p>First aid procedures</p> <p>Fire safety procedures</p> <p>Other emergency/evacuation procedures</p>
<b>Work Environment: (show)</b>		<b>Reporting: (discuss)</b>
<p>Equipment used for job, hazards involved and control measures</p> <p>Locker and change rooms (if available)</p> <p>Wash and toilet facilities</p> <p>Dining/Staffroom facilities, or where to go during breaks</p> <p>Location of First Aid facilities, such as the First Aid kit / room</p> <p>Location of emergency exits, fire extinguishers and eye wash stations</p> <p>Prohibited or restricted areas</p> <p>Safety signage</p>		<p>Together, review the logbook/report to be used by the student during the placement</p> <p>Discuss activities to be done during the placement to reach the goals</p> <p>Agree on completion times of logbook and employer report</p>
<b>Security: (explain)</b>		<b>Any other site specific induction matters (please list)</b>
<p>Cash handling (only if required for competency verification)</p> <p>Building</p> <p>Personal belongings</p>		
<b>Conducted by:</b>	<b>Name:</b>	<b>Date:</b>
	<b>Signature:</b>	