

## Requirements of a Host Workplace

Thank you for agreeing to provide work experience for a student.

The purpose of work experience is to provide students with short term industry placements to broaden their experience and understanding of the world of work, and to assist them in better considering their career options. Work experience often includes observation, work shadowing and simple tasks under supervision.

To ensure a valuable and safe learning experience for the student that you host it is important that you commit to the following:

### Host workplace is responsible for:

- Host workplaces must ensure that the assigned supervisor/s is a fit and proper person who understands their obligations as outlined in the document identified in Section 6, titled Host Workplace Requirements.
- Host workplaces have a responsibility towards students which requires that all reasonable steps are taken to avoid foreseeable risks of loss or injury to students while on work experience and should work closely with the work experience coordinator to this end, both prior to and during placement.
- Host workplaces must ensure the privacy of students is protected and information provided about students is treated confidentially and only used for purposes directly related to the placement.
- Host workplaces must hold current public liability and workers compensation insurance.
- Host workplaces must ensure that students are given a workplace induction on their first placement day.
- Host work places are strongly encouraged to provide meaningful tasks for young people to investigate the world of work both general and industry specific.

### Pre placement

The host workplace will:

- inform staff when a placement will commence and end and what their involvement will be;
- make it clear to staff that students are not employees and students will have limited knowledge and experience of workplaces and must at all times be treated in accordance with their age, experience and abilities;
- discuss any special student requirements with appropriate staff and in doing so require staff to ensure that a student's privacy is protected and that confidential information is not unnecessarily disclosed;
- provide a range of opportunities for students to work shadow employees that will give students an insight into as many aspects of the workplace as possible;

- appoint a workplace supervisor and a back-up supervisor in case the workplace supervisor is away;
- determine which employee(s) the student will work shadow and ensure those staff are aware of their role in providing the student with insight into work practices; and
- organise work space for the student.

### **During placement**

- on the first day meet and greet the student, conduct an induction on the workplace and its practices to ensure risks to the health and safety of the student are minimised; discuss the types of tasks that a student will be expected to do;
- introduce the student to any supervisors and co-workers as appropriate;
- ensure that the student is appropriately supervised at all times;
- monitor the student's progress and discuss with the school staff member on their visit;
- conduct ongoing monitoring of risks and hazards to ensure the health and safety of the student;
- sign the time sheet/record of work sheet daily;
- give feedback to both the student and the school as necessary;
- inform the school of any unexplained student absences as a matter of urgency;
- inform the school immediately of any accidents or incidents involving the student;
- ensure that during a placement a student is not paid to perform any duties for the host workplace;
- ensure that students only travel in a comprehensively insured, registered company or departmental vehicle with an appropriately licenced driver.

### **Post placement**

The workplace supervisor should:

- discuss the work experience placement with the student to identify possible employment pathways;
- complete the host workplace evaluation form and return to school.