

Requirements of a host workplace

Thank you for providing beneficial work experience that will enable a student to leave school with options that will allow them to achieve their ambitions.

Work experience provides students with short term placements to broaden their experience and understanding of work environments and assist them to evaluate their career options. Work experience placements incorporate observation, work shadowing and simple tasks under supervision.

To ensure an invaluable and safe learning experience for the student, it is important that you commit to the following actions.

Host workplace responsibilities

- Taking all reasonable steps to avoid foreseeable risks of loss or injury to students participating in work experience.
- Ensuring that the student is protected from any workplace harassment, discrimination or bullying.
- Working closely with the work experience coordinator both prior to and during placement.
- Possessing current public liability and workers compensation insurance.
- Preparing a safe and inclusive work space for the student.
- Providing meaningful tasks for students to investigate the work environment both generally and industry specific.

Pre-placement workplace actions

- Inform workplace staff when a student placement will commence and end, and what their role will be.
- Make it clear to staff that students are not employees. 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. In doing so, require staff to ensure that a student's privacy is protected at all times and that confidential information is not unnecessarily disclosed.
- Organise a range of opportunities for students to work shadow employees that will provide insight into as many aspects of the workplace as possible.
- Appoint a workplace supervisor and a back-up supervisor who is a fit and proper person, and understands their obligations.
- Determine the staff that the student will work shadow and ensure the staff are aware of their role in providing the student within insight into work practices.

During placement workplace actions

- Meet and greet the student on the first day. 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 the student will be expected to do.
- Introduce the student to any supervisors and staff as appropriate.
- Ensure that the student is appropriately supervised at all times.
- Monitor the student's progress and discuss with the school during a visit or a phone conversation.
- Conduct ongoing monitoring of risks and hazards to ensure the health and safety of the student.
- Sign the time sheet and 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.
- 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 workplace supervisor actions

- Discuss the work experience placement with the student to identify possible employment pathways.
- Complete the Host Workplace Evaluation Form and return it to the school.