

# Frequently Asked Questions

**WORK**  
**PLACEMENT**  
*made easy!*

*More in this series...*

Executive Summary

The Business Case

Getting Ready

Checklists

Day One Induction

Motivation

FAQs

Last Day Wrap Up

Student Safety

## Hot Tips

Your Work Placement Coordinator and Teacher are available to help with any questions.

Work Placement students are doing this course as a HSC subject.

They are keen to demonstrate their real skills.

Students can be helpful to the business.

This course may count towards the student's Universities Admission Index (UAI).

### *What if my student is late or does not show up for work?*

Students are to be treated just like new employees and should comply with the same practices as other workers.

This includes notifying you at the first opportunity of their non attendance or late arrival.

Please remember that part of the aim is to prepare the students for the responsibilities of entering the workforce.

Turning a blind eye or taking a substantially softer approach will create the wrong impression for the student.

If a student fails to show up and does not contact you, please contact the Work Placement Coordinator or Teacher and they will deal with the situation.

### *What support is available to me during the Work Placement?*

You are fully supported by the students' Work Placement Coordinator and Teacher. If you have any questions or problems please feel free to contact them.

### *What if a student gets injured?*

Please make sure the student receives either first aid or medical attention.

The student's Medicare number should be quoted. Do not treat as a workers compensation claim.

Contact the Work Placement Coordinator or Teacher.

All students are covered by insurance. A copy of the "*Employers Guide to Workplace Learning*" brochure will be supplied to you prior to the start of the Work Placement.

This document provides details of the insurance coverage provided. Non-government schools may provide other documentation.

### *What procedures do I follow if the student is injured while on Work Placement?*

After the student has been treated or sent for treatment, please contact the school or TAFE and they will take care of the necessary paperwork and contacts for the student.

### *How much does Work Placement cost me?*

There is no charge to the employer for Work Placement as the students are unpaid volunteers.

The  
**Work Placement  
Made Easy** series  
also includes:

- A CD ROM Video presentation for managers and supervisors
- Industry information sheets with a list of possible tasks for students
- Student Safety requirements information
- Industry specific Work Placement Journals for the student to record their activities

#### Useful Links

**Work Placement  
Made Easy**  
[www.ezwp.det.nsw.edu.au](http://www.ezwp.det.nsw.edu.au)

**Managing Young  
Workers**  
[www.employersguide.com.au](http://www.employersguide.com.au)

**Career Options  
and Facts**  
[www.myfuture.edu.au](http://www.myfuture.edu.au)

#### Local Contacts

### *What if the student is rude or disrespectful to other staff members?*

You do not have to put up with any student behaving in a disrespectful or rude way as this is totally unacceptable.

If you wish you can deal with this matter yourself and handle the situation as you would with any of your own staff members or you may wish to involve the Work Placement Coordinator and teacher to deal with this matter. It is your decision.

### *What if the student is too slow and the job needs to be completed quickly?*

When giving a student tasks to complete give them a time frame in which it has to be completed.

If you find that a student is unable to accomplish this in the time frame you're setting it may be because the student:

- Is not sure what to do and is delaying the task
- Has forgotten there was a timeframe and has gone on to other areas of work
- Does not want to do the task and has a motivational issue
- Is at their full potential or might be a slow learner
- May have also been given extra work from another member of staff.

Remember, we all get quicker with experience.

You may need to remind the student about the timeframe or give the instructions again on how to complete the task. If there is an underlying problem you need to deal with it straight away.

This sheet is part of a series that has a range of tips from experienced host employers. Browsing the rest of this series may provide further assistance.

### *What if I am really busy today and cannot supervise the student?*

We understand that supervisors are busy people, and if this does occur, buddy the student up with another supportive staff member until you are able to come back to them.

Browse the Work Placement Journal and jobs list and decide what they can do without too much direct supervision.