



## WORKPLACEMENT PROCEDURE CHECKLIST

1. School VET Coordinator is to forward **Whole School Application for Workplacement form** for all framework areas to COMPACT office via fax or email.
2. Vet Coordinator to contact COMPACT Workplacement Coordinator to agree on suitable workplacement times for the VET classes during the year. These should not coincide with Work Experience.
3. As early as possible, **VET teacher** to complete the **Application for Workplacement form** with the final list of students requiring a workplacement. Please ensure that statistics are completed and include any special student details e.g. disability, learning difficulty, transport issues and particular requests etc.

**N.B. VET teacher or School VET Coordinator must advise COMPACT of any students who have dropped out of the course, or are not work ready. This will avoid any unnecessary placements and inconveniencing employers. Requests for RPL are to be made at the same time as the Application for Workplacements.**

4. COMPACT will send you an **Employer Workplacement List** with the precise number of employers for your class. We will include as much information as possible about relevant employer requirements.
5. Carefully allocate each student to an **appropriate** employer. e.g. Do not send a vegetarian to a steakhouse, Can student do split shifts? Are there transport problems?
6. On the **Employer Workplacement List**, please fax or email details of allocated students to COMPACT as soon as possible, so that the official paperwork can be sent out to employers.
7. VET teacher to phone COMPACT to arrange a suitable time (**usually two weeks prior**) for the workplacement coordinator to conduct a Workplace Readiness session at the school.
8. COMPACT will provide the student with the **Workplacement Made Easy Manual. Student Placement Records are provided by the SCHOOL/ TAFE/ RTO.**

**N.B.** Under **NO** circumstances is a student to go on workplacement without the Student Placement Record signed by all parties, and have it returned to the school. This form covers Workers' Compensation and the student is not covered without it. The student also must have completed all mandatory OH & S and whitecard requirements before entering a workplace.

9. Provide **ALL** signatories with a copy of the Student Placement Record.
10. Ensure that students visit the employer **at least** one week prior to workplacement, to have paperwork signed and to finalise details. E.g. work times, travel arrangements, appropriate clothing etc.
11. Phone the employer early in the placement and visit the student in the workplace **at least once** during the placement.
12. Mark off competencies that student has attained in the workplace.
13. Send an official thank you note to the employer from the school. Please ensure that the student sends a personal note of thanks to the employer.
14. Forward the student evaluation forms to the Workplacement Coordinator within two weeks of their placement.