THE STUDENT WORKPLAN

Please complete this workplan during the placement. Hand it to the supervisor at the beginning of the last day with everything you need to complete, completed. Return it to your teacher immediately after placement.

Name of Student_______________________________________

School_________________________________________

Dates of Placement___________________________________

Number of days attended  __________________________

Name of supervisor_____________________________

Signature of supervisor_________________________________
LETTER OF INTRODUCTION

Dear Employer,

Thank you for accepting this student for Workplacement. Your guidance and support for the student during this time is greatly appreciated.

Attached to this letter is an Employer’s Evaluation (on general work skills). Please complete and hand back to the student on the last day, as it is the student’s responsibility to return it to the teacher immediately after their placement. Also, could you please fill in the front cover at the completion of the placement.

The Student has the following documents:

- a Daily Journal for the student to complete each day, time permitting; and
- an Emergency Contact and Procedure Card and Accidents Involving Students and an Accident/Misadventure Form.

Following are the STUDENT & CONTACT DETAILS regarding this workplacement.

| STUDENT’S NAME: | ______________________________ |
| SCHOOL: | ______________________________ |
| SCHOOL PHONE NO: | ______________________________ |
| TEACHER NAME: | ______________________________ |
| TEACHER EMERGENCY NO: | ______________________________ |
| PARENT/GUARDIAN NAME: | ______________________________ |
| CONTACT NO in business hours: | ________________ after hours: ________________ |

Please do not hesitate to contact FBEP or the teacher if there are any concerns.

Yours sincerely

Carol Richardson
Executive Officer
Fairfield Business Education Partnership
9822 9370
EMPLOYER’S EVALUATION

Student’s Name: __________________________________________________________

Supervisor’s Name: ________________________________________________________

Company’s Name: _________________________________________________________

Dates of placement: _______________________________________________________

Please assess the student’s performance during the placement period by writing the appropriate performance level score against assessment criteria.

<table>
<thead>
<tr>
<th>Assessment Criteria</th>
<th>1 = High Standard</th>
<th>2 = Good</th>
<th>3 = Satisfactory</th>
<th>3 = Poor Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student was punctual.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student presented neatly to the work place.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student displayed an appropriate attitude towards the work assigned and undertaken.</td>
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<td></td>
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<tr>
<td>Student displayed the ability to understand instructions given and apply them to the work being carried out.</td>
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<tr>
<td>Student was able to work effectively without continual supervision and guidance.</td>
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<tr>
<td>Student worked well in the team and was a good team player.</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Student displayed good time management skills.</td>
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<tr>
<td>Student showed initiative in the work being carried out.</td>
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<tr>
<td>Student showed good leadership skills.</td>
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<tr>
<td>Student was able to communicate with other employees.</td>
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<tr>
<td>The student’s work was of a high quality in relation to accuracy, neatness and completeness.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

General Comments (Optional): ___________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Host Employer Signature: ___________________________ Date: _____________

FBEP Student Workplan 3/11/2010 3
ATTENTION: WORKPLACE SUPERVISOR

The audit has been completed by the student’s classroom teacher and below indicates the level of skills and experience the student may have demonstrated in the course to date.

BUSINESS SERVICES

SKILLS AUDIT

<table>
<thead>
<tr>
<th>SKILLS</th>
<th>Not Yet Attempted</th>
<th>Starting To Develop</th>
<th>Becoming Competent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Oral</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Written</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Numeracy eg. petty cash</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operate office equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Telephone</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Computer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Photocopier</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Facsimile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handle mail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record keeping</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

☐ Completed relevant HSC VET course OH&S units

☐ Satisfactorily participated in work readiness preparation for work placement

Teacher’s Name ___________________________ Date ___________________________

Teacher’s Signature ___________________________

FBEP Student Workplan 3/11/2010
THE STUDENT WORKPLAN

- EMPLOYER DETAILS

This is to be completed by student after receiving their copy of STUDENT PLACEMENT RECORD.

STUDENT’S NAME: ____________________________________________

HOST: ______________________________________________________

HOST’S ADDRESS: ____________________________________________

CONTACT PERSON: __________________________________________

YOUR SUPERVISOR: __________________________________________

CONTACT PHONE: ____________________________________________

DATES OF WORKPLACEMENT: _________________________________

Hours of work:____________________________________________

Breaks: Lunch ______________________________________________

Morning Tea ________________________________________________

Dress standard

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
**STUDENT DAILY JOURNAL**

Name: ___________________________      School: _______________________________

Employer: ________________________________

In your spare moments each day, write a summary of what you have achieved each day. **Things to write about are:**

- What tasks did you carry out today?
- What skills did you acquire today?
- What was good/bad about today?
- What is your general impression of the day and your achievements?
- In the last column, indicate with a Ph or V if your teacher phoned or visited today.

<table>
<thead>
<tr>
<th>DAY</th>
<th>JOURNAL</th>
<th>Teacher Ph or V</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY</td>
<td>JOURNAL</td>
<td>Teacher Ph or V</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>DAY 6</td>
<td></td>
<td></td>
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<tr>
<td>DAY 7</td>
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<td>DAY 8</td>
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<tr>
<td>DAY 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EMERGENCY PROCEDURES AND CONTACT DETAILS

WHAT DO I DO IF?

I am involved in an accident on the way to work or at work?
- Seek medical attention.
- Inform the employer and your school about the accident as soon as possible.

I am unable to attend the PLACEMENT due to illness?
- Contact the employer early in the morning and explain who you are, stating that you are attending for work placement and you will be unable to attend. You may need to leave a message on an answering machine.
- Contact your school and leave a message for your teacher.

I am unsure of the work I am being asked to do?
- Ask your supervisor questions.
- Contact your teacher.

EMERGENCY CONTACT DETAILS

STUDENT NAME: __________________________________________________________

VET COURSE (if applicable): _____________________________________________

SCHOOL: ______________________________________________________________

SCHOOL PHONE NO: _____________________________________________________

VET TEACHER’S NAME (if applicable): ___________________________________

PRINCIPAL’S NAME: ____________________________________________________

TEACHER EMERGENCY NO: ______________________________________________

PARENT/GUARDIAN CONTACT NO in business hours: ____________________ after hours: ______________

SCHOOL VET COORDINATOR: ___________________________________________
ACCIDENTS INVOLVING STUDENTS

In brief:
- Seek medical help immediately
- Ask the attending doctor for a medical certificate
- Contact the school /employer or emergency contact
- Complete the Accident/Misadventure Report and give it to your teacher
- Complete any school forms and return them to your teacher

Where the student is injured during a placement, including travel to and from the place of work:

1) The student receives the necessary medical attention.
   
   Note: As students are volunteers, not employees, such claims SHOULD NOT be classified as WORKERS COMPENSATION.

2) The Parent or caregiver claims on his or her Medicare and private health funds.

3) The parent or caregiver then forwards to the school advice of the amounts not recovered from the health funds.

4) The School then forwards the documents to the Department of Education, Treasury Managed Fund Section, or Catholic Education Office, which will deal with any claim for those amounts not covered by a health fund or Medicare.
ACCIDENT OR MISADVENTURE REPORT

Student’s Name: _________________________________________ Year: ________

School: ___________________________ Course: __________________________
(a copy is to be placed in the student records file).

Please record the details of any accident or incident that took place during the work placement period.

Date & Time of the Incident/Accident: ________________________________

Location of Incident/Accident: ________________________________________

Description of Incident/Accident: ______________________________________

Description of Action taken: __________________________________________

Employer’s Name: ________________________________________________

Address: __________________________________________________________

Telephone Number: ________________________________________________

Employer’s Signature: ________________________________ Date: ____________

Should any injury occur it is essential that the student:
• Inform the workplace supervisor immediately
• Contact the supervising teacher at school and if he/she is unavailable leave a message. Complete this form and, upon return to school, any school forms. Give all forms to your teacher. Your teacher will file copies and give originals to principal.

Teachers are reminded of their responsibilities relating to Duty of Care when students are on work placement.
STUDENT EVALUATION OF WORK PLACEMENT

STUDENT’S NAME: ___________________________ SCHOOL: ___________________________

Name of workplace site: ____________________________________________________________

Placement Dates: ___________________________ No. of days attended: ____________________

1. Were you given a folder by your teacher to keep your paperwork in? Yes □ No □

2. Did you find that your job was…. (Put a tick next to words that best describe your job)

   Challenging □ Interesting □ Difficult □
   Enjoyable □ Dirty □ Busy □
   Boring □ Tiring □ Too Easy □

3. Was your supervisor helpful? Yes □ No □

4. Did you have enough work to do? Yes □ No □

5. Did you get on well with other staff? Yes □ No □

6. Did your supervisor take time to show you skills you didn’t have? Yes □ No □

   Describe the tasks you completed while on work placement. What main skills did you learn?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

7. What did you like most about the work placement? ________________________________

_____________________________________________________________________________

8. What did you like least about the work placement? ________________________________

_____________________________________________________________________________

9. Do you hope to begin a career in this area when you leave school? Yes □ No □

10. Do you think you will work in this area while studying? Yes □ No □

11. Were you offered any employment by the company? Yes □ No □

   Please give details.

We would ask coordinators to please fax this sheet to FBEP on 9822 9502 after the placement has been completed.

FBEP Student Workplan 3/11/2010
PARENT / CAREGIVER EVALUATION

Please answer the following questions by ticking the appropriate box and/or writing a comment. These evaluations are kept confidential and are used to ensure satisfactory work placements will continue to occur.

Student’s Name: ____________________________________________

School: ______________________________________________________

1. Were there any transport problems your child encountered whilst doing their work placement?       Yes       No

2. Has your child developed greater confidence and skills after having completed work placement?       Yes       No

3. Do you have any recommendations regarding the work placement procedures?       Yes       No

Details: _____________________________________________________

_________________________________________________________________

_________________________________________________________________