

Template 1 - Letter of Introduction for Work Placement

[LETTERHEAD IF AVAILABLE]

[DATE]

Dear Sir/Madam,

I am writing to you to enquire about the possibility of a work experience placement with your company/business.

I am a student enrolled in [COURSE NAME] at [PLACE OF STUDY].

This course includes a one/two week work placement, between the dates [DATE] and [DATE].

This work placement is an important part of my studies because it will help me to gain experience and knowledge required to work in Australia. The practical experience will also help me to improve my general communication skills as well as learn more about workplaces in Australia.

I will be supported throughout this placement by my teachers at [PLACE OF STUDY], [TEACHER'S NAME] and [TEACHER'S NAME]. If you accept me for a work experience placement, one of these staff members will ring or visit you and arrange a time to visit me during my placement.

All insurance is covered by [PLACE OF STUDY].

If you have any enquiries please contact one of the following: [TEACHER'S NAME], [EMAIL ADDRESS], [PHONE NUMBER] or [TEACHER'S NAME], [EMAIL ADDRESS], [PHONE NUMBER].

Thank you for your consideration of this request. I look forward to receiving your support.

Yours sincerely,

[SIGNATURE]

[STUDENT'S NAME]

Template 2 – Practical Placement Agreement – Selected Sections

PRACTICAL PLACEMENT AGREEMENT

SELECTED SECTIONS

Student Given Name:		Student Surname:					
Student ID:							
Placement Start Date:	___/___/___	Placement Finish Date:	___/___/___				
Total Number of Days the student will attend placement during this period:							
Hours of attendance on these days							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
WEEK 1							
WEEK 2							
Business name of placement							
Location address of placement							

RTO PROVIDER:		
SIGNED on behalf of the RTO	Name:	
	Title:	
Date: ___/___/___	Signature:	
HOST EMPLOYER		
SIGNED on behalf of the Host Employer	Name:	
	Title:	
Date: ___/___/___	Signature:	
STUDENT		
Signed by the student	Name:	
Date: ___/___/___	Signature:	
CONSENT OF PARENT <i>(only if student is under 18 years of age)</i>		
SIGNED by Parent / Guardian:	Name:	
Date: ___/___/___	Signature:	

RTO PROVIDER

Organisation Name:			
Address:			
Contact Person:		Phone:	
Facsimile:		Email:	

HOST EMPLOYER

Employer's (Business) Name:			
Address:			
Contact Person:		Phone:	
Facsimile:		Email:	

STUDENT

Surname:		Given Name:	
Student Phone No:			

STUDENT'S EMERGENCY CONTACT

Name:			
Phone No:		Relationship:	

ROLE AND POSSIBLE TASKS

Role of vocational placement: <i>Eg. Personal Care Assistant</i>	
Tasks to perform may include: <i>Eg.</i> <i>- communicating with the elderly</i> <i>- reading workplace documents</i> <i>- maintaining a clean and safe environment</i>	

Template 3 – Practical Placement - Preparation Checklist

PRACTICAL PLACEMENT - BEFORE YOU BEGIN CHECKLIST

- Have all your forms been signed by:
a) you, b) your organisation (RTO) or teacher, c) the host employer **yes / no**
- What are the start and finish dates of your practical placement period? _____
- What are the starting and finishing hours? _____
- Do you have appropriate clothes to wear? **yes / no**
- What is the name of the person you have to meet on the first morning? _____
- Where do you have to go to meet him/her? _____
- What do you need to find out on the first morning? What details do you need to tell your 'supervisor'? _____

Important Tips

- Your practical placement is very important for your future, so make sure you go every day.
- Make sure you arrive and leave on time each day.
- Set yourself a task to achieve every day. Do what you have been asked to do. Offer to help. Fill in your diary, collect information for your practical placement report.
- If, for some urgent reason, you cannot be present in the workplace, don't forget to inform your supervisor, immediately.
- On the first day, don't forget to ask your supervisor for their contact telephone number, in case of emergencies.
- Introduce yourself to the other workers if your supervisor does not introduce you.
- Be friendly, and take the opportunity at morning/afternoon tea breaks to meet and get to know other staff.
- Expect that some of your time may not be so interesting.
- If you have any problems during your practical placement, immediately contact your practical placement teacher.
- Remember to thank everyone before you leave on the last day.

Good Luck!

4A – Practical Placement – Daily Diary

Practical Placement – Daily Diary

Date: / /

What I did:

Positive things that happened today:

Things that could have been improved today:

One thing that I will try to do tomorrow:

People I worked with:

Duties I carried out:

Breaks – How many did I have? How long were they?

New Words and Expressions:

Template 4B – Practical Placement Diary

Practical Placement – Diary

Add to the following sections daily.

Start Date of Placement: / /	End Date: / /
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What I did:

Positive things that happened:

Things could have been improved:

One thing that I will try to do tomorrow:

People I worked with:

Duties I carried out:

Breaks – How many did I have? How long were they?

New Words and Expressions:

Template 4C – Practical Placement Experience Report

Student's Practical Placement Experience Report

Family Name: _____ First Name: _____

Name of Workplace: _____

Department /Section: _____

Workplace Supervisor's Name: _____ Supervisor's Title: _____

Your job title: _____

Time Management

Work Start time _____ Lunch Break Time _____ Work Finish Time _____

Workplace Address _____

Public Transport: Bus/Tram No _____ Departure time _____

Train Line _____ Departure time _____

Own transport _____ Travel time to work (in minutes) _____

My Duties at Work

1. _____

2. _____

3. _____

Equipment Used at Work

1. _____

2. _____

3. _____

The Workplace Team

Number of people in my team _____

Names of 3 people in my team _____

Background Information

Write 3 facts about this workplace (e.g. What does it do / produce / sell / make; number of employees, etc).

1. _____

2. _____

3. _____

Safety Rules

Safety rules I followed at work:

1. _____
2. _____
3. _____

Employability Skills

Employability skills I used in my job

1. _____
2. _____
3. _____

Workplace Language

New language, idioms and expressions I've learnt on the job

1. _____
2. _____
3. _____

Skills

New skills I've learnt in this workplace

1. _____
2. _____
3. _____

Future Employment

What do you need to develop further to be employed in this type of work?

1. _____
2. _____
3. _____

Next Steps

What do you plan to do after this placement?

1. _____
2. _____

Client Signature: _____

Date: _____

Template 4D – Workplace Observation Report, Basic – Before You Go

Workplace Observation Report – Before you go

Name: _____

Date: _____

Research the following questions before you go on your visit. Work by yourself, in a group or together with your class. You will need access to the internet.

What is the name of the workplace?

What is the address?

Use Google maps to find out how long it takes to get from your centre to the workplace by car and by public transport?

By car _____ By public transport _____

What is the contact phone number? _____

What is the website address? _____

What product or services does this workplace provide? _____

Workplace Observation Report – While you are there

Name: _____

Date: _____

Learner instructions: If permitted, take photos of such things as equipment, rosters, signs, workplace documents, work activities to add to your report. Fill in this form during your visit.

Name of workplace _____

Date of visit _____

Supervisor's/Guide's Name _____

Overview

What product or services does this workplace provide?

How many years has this workplace existed? _____

How many staff work there? _____

What is one rule you need to follow when visiting this worksite?

Work

What type of jobs are there at this workplace?

What types of equipment are there in this workplace?

Who did you meet during your visit? What is his or her job?

Safety

What WH&S (Work Health and Safety) procedures / signs did you see in the workplace?

What is one WH&S rule in this workplace?

Is there any special safety clothing or equipment needed to work at this workplace?

Conditions

What are the hours of work at this workplace?

Are there different shifts? What times?

What clothes do you need to wear at work?

Workplace Observation Report - After the visit

Write notes during your visit and discuss with your classmates after the visit.

What skills/activities did you observe staff performing? eg serving customers, using equipment

Would you like to work at this workplace? Why or why not?

Template 4E – Workplace Observation Report – Before you Go

Workplace Observation Report – Before you go.

Name: _____

Date: _____

Research the following questions before you go on your visit. Work by yourself, in a group or together with your class. You will need access to the internet.

What is the name of the workplace? _____

What is the address? _____

Use Google maps to find out how long it takes to get from your centre to the workplace by car and by public transport?

By car _____ By public transport _____

What is the phone number? _____

What is the website address? _____

What product or services does this workplace provide? _____

How many years has this workplace existed? _____

How many staff work there? _____

Does the company have other work locations in Australia? Where?

Is the company International (in other countries)? What countries?

Go to SEEK website and enter the company name in the keywords section. List three jobs currently advertised (if any). Choose 1 job and list 3 job requirements.

Workplace Observation Report – While you are there

Name: _____

Date: _____

Learner instructions: If permitted, take photos of such things as equipment, rosters, signs, workplace documents, work activities to add to your report. Fill in this form during your visit.

Name of workplace _____

Date of visit _____

Supervisor's/Guide's Name _____

Overview

What rules do you need to follow when visiting this worksite?

Work

What type of jobs are there at this workplace? _____

What types of equipment are in this workplace? _____

What training or qualifications do you need to work at this workplace?

Who did you meet during your visit? What is his or her job? What is he or she required to do?

Safety

What WH&S (Work Health and Safety) procedures / signs did you see in the workplace?

What are some WH&S rules in this workplace?

Is there any special safety clothing or equipment needed to work at this workplace?

Conditions

What are the hours of work at this workplace? _____

Are there different shifts? What times? _____

Is there a dress code for workers? _____

Workplace Observation Report - After the visit

Write notes during your visit and discuss with your classmates after the visit.

Which employability skills did you see demonstrated?

What skills/activities did you observe staff performing? eg serving customers, using equipment

Describe a communication activity you observed between staff in the workplace.

Would you like to work at this workplace? Why or why not?

What skills or qualifications would you need to get before working there?

Other questions or comments?

Template 5 – Practical Placement Student Evaluation

PRACTICAL PLACEMENT STUDENT EVALUATION

Name of Student:	<input type="text"/>
Name of Workplace:	<input type="text"/>
Name of Supervisor:	<input type="text"/>

Please fill in this evaluation form to help us improve our practical placement service.

CIRCLE the number on the scale to show if you agree or disagree.

Remember 1 means you disagree and 7 means you agree.

	Disagree		Neutral			Agree	
a) The workplace was suitable	1	2	3	4	5	6	7
b) I am improved my workplace communication skills	1	2	3	4	5	6	7
c) I improved my understanding of Australian workplaces	1	2	3	4	5	6	7
d) I was supported by staff during placement	1	2	3	4	5	6	7
e) My expectations of the placement were met	1	2	3	4	5	6	7
f) The placement helped me to feel more confident about getting a job	1	2	3	4	5	6	7
g) I am more motivated to get a job	1	2	3	4	5	6	7
h) I am satisfied with my practical placement	1	2	3	4	5	6	7

i) What were the best things about your practical placement? _____

j) Would you recommend this organisation to any future interested students? Why / Why not? _____

k) How could we improve the practical placement program? _____

Template 6 – Practical Placement Supervisor’s Report

Workplace Supervisor’s Report

Name of student:					
Name of company:					
Name of contact person:					
Address of company:					
Name of supervisor:					
Length of placement:					
Student’s duties:					

PLEASE COMPLETE AND COMMENT WHERE NECESSARY ON THE FOLLOWING AREAS

Please tick in the appropriate boxes where applicable

	Excellent	Good	Satisfactory	Needs support in this area
Can communicate with staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can communicate with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can follow instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can manage time and meeting deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can work efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has neat personal appearance and grooming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is polite and professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is always on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can co-operate with other staff and clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is confident	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asks for help if doesn't understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can talk to others in casual conversations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can give messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can make requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can be understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works at a reasonable speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Completes assigned work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can work without supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has ability and skills for this work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responds to advice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: (include strengths and areas to be improved)

Supervisor

____ / ____ / ____
Date

Thank you for your co-operation.