

PARENT/CARER ROLES AND RESPONSIBILITIES FOR WORK PLACEMENT

The parent/carer should:

- Understand that **work placement is a mandatory component** of the course. If **not 'work ready'** your child will not be able to participate and they will receive 'Warning Letters' which could result in an 'N' Determination for the course. This means that units cannot be counted towards the HSC. Relevant documentation will be either presented at an information session conducted by the school or sent home to parents by the VET teacher.

Key indicators of work readiness are:

- Respects others, their property and follows WHS procedures at all times.
 - Is reliable, punctual, polite and behaves responsibly at all times.
 - Follows instructions.
 - Displays a keen interest and positive attitude in the industry and organisation.
 - Presents appropriately for the industry sector, this includes wearing safety gear as required.
 - Understands confidentiality and
 - Returns completed paperwork on time
- Ensure that your child has completed an online registration for Pathways Connect to ensure ability to participate in work placement. Please ensure that any special needs and medical details are identified.
 - Return this signed Parent/Carer Roles and Responsibilities for Work Placement checklist and retain a copy for reference.
 - Read the Parent and Carers Guide to Workplace Learning (provided by the school) before the placement and contact the school if there are any queries.
 - Advise the school, or where relevant the TAFE NSW institute or Private or Community RTO of any disabilities, medical condition, medication, allergies or restrictions affecting the student that should be taken into account, particularly if this might affect the safety and supervision of your child in the workplace.
 - Ensure that the scheduled date of the placement is on the family calendar to avoid clash of activities.
 - Understand that once the placement process has commenced (8 weeks prior to the placement) that your child cannot change their mind, apply for RPL or request a different placement or time. A fee of \$50 may be charged for the organisation of another placement.
 - Ensure that your child has contacted the employer at least three weeks before the work placement for an interview and completion of the employer section of the Student Placement Record.
 - Complete and sign the parent section on the Student Placement Record.
 - Ensure your child has handed in the completed placement records to their teacher at least one week before the placement.

No paperwork = no placement

- Ensure child has read and understood their roles and responsibilities that are outlined in the Student Checklist for Work Placement.
- Help your child to organise:
 - rescheduling of other activities to give priority to their work placement
 - appropriate clothing and any other requirements to undertake the placement, for example – enclosed footwear, steel capped boots or protective clothing.
 - travel arrangements and accommodation (where applicable)
- At the employer interview ensure that your child finds out about:
 - start and finish times (students are expected to work the normal hours of the position, but cannot be before 7 am or after 6 pm if the student is under 15)
 - what they need to know for the first day (time of arrival, contact person, clothing/ equipment requirements)
 - what meal facilities are available at the workplace, or do they need to take food and drinks with them.
- Ensure your child has their emergency contact card with them each day.
- Encourage your child to complete the workplace journal whilst on work placement
- Ensure employer and school are notified immediately if your child cannot make it to the workplace at the scheduled time due to illness or misadventure. (Missed hours will need to be made up at another re-negotiated time)
- Encourage your child to speak to their nominated workplace contact immediately if there are any difficulties, for example – safety concerns, accident, injury, industrial dispute, harassment or bullying. If there are still concerns contact the school immediately.
- Under no circumstances should parents approach an employer if there is an issue. The school must be advised immediately if there are any concerns or queries and they will respond appropriately either through the WPSP or directly to the employer.
- Ensure your child has given/sent a personal note of thanks to the employer at the end of the placement.

I have read, understand and will ensure that my child will follow the work placement process outlined above.

Name: _____
Parent/carer

Signature: _____ **Date:** _____
Parent/carer