

CONFIRMATION OF AVAILABLE WORKPLACEMENT DATES

What happens after you send us your completed “Employer Availability Form?”

STEP BY STEP

01. FINAL CONFIRMATION OF WORKPLACEMENT

Workplace Learning will inform the school of your commitment to the workplacements and confirm the students name with you once we have received this information from the school.

NB Sometimes a student will not be allocated to you on a week you have confirmed your availability, this is due to changes made by the school. (e.g. a reduction in class size)

02. OTHER DATES & CANCELLATIONS

We may request alternate dates with your organisation. Please advise if you are able or unable to assist on these dates. If you need to cancel a workplacement due to unforeseen circumstances, please contact our office so alternate arrangements can be made.

03. PRE-PLACEMENT INTERVIEW

Students are advised to contact you at least 2 weeks prior to their workplacement. If you haven't heard from the student to arrange a pre placement interview, please contact our office and we will follow this up.

04. STUDENT SUITABILITY FOR WORKPLACEMENT

If after the pre placement interview, or during the workplacement, you feel the student won't be suitable for the placement, the placement can be cancelled. You are not in any way obligated to host a workplacement student. Please contact our office to advise us if a placement needs to be cancelled.

05. STUDENT PLACEMENT RECORD AND INSURANCES

The student will bring the Student Placement Record (SPR) to the pre-placement interview for your signature. This provides full details of the placement and its completion ensures the appropriate insurance and indemnity arrangements are in place for you and the student. The school will provide you with a copy of this prior to the placement once it has been signed by all parties – the student, their parent/carer, the host employer and the school and/or TAFE.

06. DUTY OF CARE

A teacher will call or visit the worksite during the workplacement. This is called a “Duty of Care” visit. If you are concerned that a teacher hasn't contacted you in regards to this visit, you can contact us and we will follow this up with the school.

07. WORKPLACE LEARNING - EMPLOYER SUPPORT

If you would like somebody from our office to come out and meet with you or to meet with new staff, we will be more than happy to arrange a time suitable to you. We will be able to answer any questions you may have and provide you with updated information.

08. FURTHER INFORMATION

Please don't hesitate to contact our office if you have and concerns or questions with regards to Workplacement.

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