**WORK PLACEMENT COORDINATION PROCESS 2016**

Schools/TAFE schedule work placements on the WSC SWL Calendar (Term 4)

Form 1: VET / TVET Work Placement Schedule Request

WSC notifies schools/TAFE of any issues

Form 3: SWL Placement Request Form

WSC provides school/TAFE with a copy of the Workplace Supervisor’s Evaluation Report

Student Placement Record

Student Placement Brief

Emergency Contact Info

Student Evaluation Report

Work Placement Record of Attendance

Letter to Employer

Workplace Supervisor’s Evaluation Report

Work Placement Record of Attendance

Suggested activities sheet

Students register for SWL

(early Term 1)

Online registration

studentrego.com

WSC generates documentation for schools / TAFE and employers

Emailed to each party

WSC contacts employers on the first day of placement

WSC SWL Coordinators organise the placements

Schools/TAFE provide a placement request – (6 weeks prior to placement date)

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| Western Student Connections Work Placement Coordination: General Process Year 11 2016*NB: This process may be adjusted for individual schools based on local needs* |
|  | School/TAFE responsibility |  | WSC responsibility |
|  |  |  |  |
| **Activity** | **Term 4** | **Term 1** | **Term 2** | **Term 3** | **Term 4** |
| **Preliminary Stage** | **Oct** | **Nov** | **Dec** | **Feb** | **Mar** | **Apr** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Update employer database |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Contact schools/TAFE for calendar dates |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepare draft calendar |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Publish draft calendar/adjusted |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stage 1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Calendar finalised and published |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| School/TAFE VET Induction |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WSC processes explained to students |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
| Student Online Registration completed by Year 11 – studentrego.com |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Student information checked |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employer lists to VET/TVET teachers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stage 2** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Schools deliver Pre-placement & Work Readiness activities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Students complete Work Placement Ready Certificate go2workplacement.com |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Placement Request Forms completed by students/teacher |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Placement Request Forms forwarded to WSC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WSC presentation at VET Network meetings |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stage 3** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| New employers receive Employer Pack & complete Employer Registration form |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Students’ first placements organised |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Students receive Student Pack and issued with Safety & Emergency Procedures Card |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Schools/TAFE receive Placement summaries, SPRs etc via email |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Schools/TAFE print documents and organise signatures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Arrangements confirmed with schools/TAFE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stage 4** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| WSC phones employer on first day of placements |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| VET teacher contacts employer during placements |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employer completes evaluation form and returns it to WSC / copy to school/TAFE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Post placement follow-up with student |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Certificate of Appreciation to employers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Students’ Second Placements** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Students register for Year 12 placement online |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Students details updated on Pathways |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Employer lists to schools if required |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Placement Request Forms completed & forwarded to WSC |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Placements organised |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Year 12 placements occur + T 1, 2 & 3 of following year |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Second placement:** Students’ second placements are organised for Term 4 or Term 1, 2 or 3 of following year and follow the same process as for their first placement.