

Who are Western Student Connections?



We are a Work Placement Service Provider that arrange student work placements for VET and EVET students in schools and TAFEs all across Western NSW.

We are the link between school/TAFE and industry for work placement.

What is Work Placement?

Work Placement is a mandatory component of all HSC VET/EVET courses. Majority of VET courses require students to complete 70 hours of Work Placement. It is an unpaid, hands on experience in industry.

Work Placement Courses Include:

VET:

- Business Services
- Construction
- Entertainment
- Hospitality Food and Beverage
- Hospitality Kitchen Operations
- Information and Digital Technology
- Financial Services
- Manufacturing
- Primary Industries
- Retail

EVET:

- Automotive
- Human Services
- Tourism
- Electrotechnology
- Animal Studies
- Community Services
- Shearing
- Woolhandling
- Early Childhood Education & Care

For all inquiries please contact us on 02 6885 6144 or you can email us at reception@wsc.edu.au.

“The coordination of work placement is funded by the State of New South Wales through its Department of Education under the Work Placement Coordination Program and in conjunction with schools administered by the Catholic Education Commission NSW and the Association of Independent Schools of NSW”.

The 10-step Work Placement Process

- 1 Students enroll at www.studentrego.com in class using the class code provided by the Work Placement Coordinator.
- 2 Teachers complete and return the Student Placement Request Form, which indicates which Employer the student would like to complete their placement with.
- 3 Once the above has been completed, the Work Placement Coordinator will begin contacting the Host Employers to arrange the work placements.
- 4 Once the placement has been arranged with the Employer, the Work Placement Coordinator will generate all necessary documents; a Confirmation Letter which is sent to the Employer, and a Student Placement Summary and Student Placement Record (insurance document) which is sent to the School.
- 5 The school/TAFE contact distribute the paperwork to the student, who is then responsible for gathering all of the required signatures; parent/guardian, Host Employer and School/TAFE.
- 6 Student is to visit Host Employer to receive their signature, ask questions and to discuss any necessary arrangements. This is considered their pre-placement interview.
- 7 Once all signatures are received, the school/TAFE contact makes 3 copies - one for the parent/guardian, one for the Employer and one for the School/TAFE.
- 8 The Work Placement Coordinator will contact the Host Employer to confirm the student has shown up to their placement.
- 9 Student is to complete their Work Placement Journal daily and have signed off by the Employer (school to provide journal).
- 10 Employer to send an optional Evaluation Report to the Work Placement Coordinator. If these are received, the Coordinator will send it to the relevant School.

Remember - Students are prohibited to commence Work Placement without a fully signed Student Placement Record.