

# School/TAFE VET Teacher Process

School/TAFE VET induction by teacher (early Term 1)  
Student Online Registration completed by year 11  
(2024 Registration must be completed in term 1)

Prior to Placement  
WSC Coordinator to visit school/TAFE for Work Readiness Presentation  
WSC Processes explained to students by teacher and WSC Coordinator

Schools/TAFE delivers pre-placement & Work Readiness activities  
Students complete Work Placement Ready Certificate  
[go2workplacement.com](http://go2workplacement.com)

6 weeks prior to placement - Placement Request Form completed by teacher/students  
Placement Request Form forwarded to WSC by Teacher (Form 3)

WSC Coordinators liaise with employers and generate the Student Placement Record (SPR)  
Paperwork is sent to the class teacher or VET Coordinator

School/TAFE to print off **one** copy of the SPR and organise students to gain the required signatures  
When complete Student returns SPR to Teacher

Teacher checks document has been signed by all required parties and makes a  
copy of the SPR for each of the signatories  
Teacher issues student with student, parent and employer copies of the SPR

Students receive Student Pack from the teacher (provided by WSC)  
Teacher to add Safety & Emergency Card, SPR and Placement Summary, Parent Information  
Brochure and Student Journal (if using) to the Student Pack

Teacher ensures students are prepared for their placement the week prior to starting  
eg. appropriate clothing, PPE, travel arrangements

WSC Coordinators to contact employer on the first day to ensure student has arrived  
Any issues will be reported to the class Teacher/VET Coordinator  
Teacher contacts employer and student during placement

Teacher to provide student with a post placement follow-up