WORK PLACEMENT INFORMATION FOR PARENTS/CARE GIVERS

Dear Parent/Care Giver,

All students studying a Vocational and Education Training (VET) course or TVET course for the HSC are required to complete a mandatory week of Work Placement for each year of study as required by the Board of Studies. During this week, students work towards achieving industry recognised competencies by applying the skills and knowledge learned in the class room to an industry setting.

Funded by the New South Wales Government, AusSIP works with over 300 businesses to provide Work Placement opportunities for students studying VET or TVET courses. AusSIP has a database of quality employers across all VET frameworks that is continually being updated to meet placement numbers requested by schools. Some of the frameworks covered by AusSIP are Automotive, Business Services, Construction, Entertainment, Hospitality, Information Technology, Metals & Engineering, Retail and Tourism/Events and Financial Services.

The Student Placement Record (SPR) needs to be read thoroughly as soon as received so that the student is familiar with all the information. Students, NOT the parent/care giver or teacher, MUST ring the employer on the Wednesday prior to the placement. This will confirm the placement and give everyone an opportunity to check details and ask any questions.

Transport needs to be arranged in advance to ensure the student arrives on time at the correct address. A useful website is [www.131500.com.au](http://www.131500.com.au). As a minimum number of hours must be completed in the placement week, a student needs to ensure the week is kept free of other commitments that overlap with the stated hours. The SPR, student journal and any other listed essentials should be gathered together so they are remembered for the first day.

Work Placement is an opportunity to learn new skills and to experience situations outside of the school environment that will assist them to become responsible adults. Arriving with a positive attitude will be noticed by the employer and ensure the best possible outcomes for all.

As a parent or care giver you can support your child by showing that you value the importance of Work Placement by being aware of the specific week set aside for this and being familiar with all the details in the SPR. The student should approach the placement like an actual entry level job where using public transport, travelling to an unfamiliar suburb, working industry hours, completing minor tasks and generally moving outside the comfort zone are all to be expected.

Learning continues after the placement particularly upon reflection with other peers and adults. We encourage you to have open conversations about the world of work both during and after the placement.

Kind Regards

The AusSIP Work Placement Coordinators

*Updated April 2013*