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## Hot Tips

Work Placement students are doing this course as a HSC subject.

They are keen to demonstrate their real skills.

Students can be helpful to the business.

This course may count towards the student's Universities Admission Index (UAI).

## Thank you

Thank you for sharing your industry skills and experience with a future member of the workforce. Work Placement students are learning real skills as part of their specialist industry studies at HSC level through school or TAFE NSW.

**Your role is a vital part** of the learning process as it highlights the relevance and practicality of the subjects studied.

Schools and the world of work can be miles apart. Work Placement provides an opportunity to bridge this gap by bringing school and the world of work closer together.

Employer support is having a very positive effect on our school leavers as they can use their newly learnt skills and apply them to the workplace, but more importantly they learn work ethics, team work and the meaning of responsibility.

The *Work Placement Made Easy* series has been developed as a guide for new and experienced Work Placement Hosts. It contains a wealth of tips and ideas for your consideration. However, if you ever experience any difficulty during work placement please talk with the teacher or work placement coordinator assisting you.

## The Benefits

Work Placement has benefits for both students and for local businesses.

### Benefits for Students

- Work Placement builds students' confidence and gives them an understanding of industry and the working environment
- Students from the local community gain skills that will increase their future employment opportunities
- **Students meet the HSC requirements for this subject**
- Students can demonstrate that they are becoming **work ready, mature, responsible and skilled** to the industry's entry level

### Benefits to Local Businesses

- Good PR for businesses
- Identifies and retains local talent
- Develops awareness between local businesses and young people
- Broadens the skills base for industry
- Creates opportunities for staff to develop leadership skills
- Previews potential new recruits

Employers often report stories of how impressed they were with a particular student, and of how helpful they proved to be for the week.

Once again, on behalf of the NSW Department of Education & Training thank you for your dedication and contribution to Work Placement.

The **Work Placement Made Easy** series also includes:

- A CD ROM Video presentation for managers and supervisors
- Industry information sheets with a list of possible tasks for students
- Student Safety requirements information
- Industry specific Work Placement Journals for the student to record their activities

#### Useful Links

Work Placement Made Easy  
[www.ezwp.det.nsw.edu.au](http://www.ezwp.det.nsw.edu.au)

Managing Young Workers  
[www.employersguide.com.au](http://www.employersguide.com.au)

Career Options and Facts  
[www.myfuture.edu.au](http://www.myfuture.edu.au)

Local Contacts

## Work Placement is not Work Experience

**Work Experience** is a less formal structure designed to introduce a student to a potential career, whereas in **Work Placement** students are actually studying your industry as part of their HSC. Students are seeking the opportunity to apply their developing industry related skills as learnt in the classroom.

These HSC courses have been developed in conjunction with each of the following industries to meet their needs for entry level employees:

- **Construction**
- **Business Services (office)**
- **Entertainment**
- **Hospitality**
- **Information Technology (computers)**
- **Metal and Engineering**
- **Primary Industries**
- **Retail**
- **Tourism**

Importantly these courses count as part of the student's Higher School Certificate result and Universities Admission Index (UAI). Students can also gain credit towards a nationally recognised Cert I or Cert II qualification in your industry.

### Here to help

If you have any questions about work placement, or experience any difficulties, your local Work Place Coordinator and the student's teacher are available to assist.

This leaflet is part of a series titled **Work Placement Made Easy** developed in conjunction with a range of experienced host employers.

The full series is available in printed form, or off the CD.

Thank you for your support of Work Placement.