

Frequently Asked Questions

1. **Q.** How long do I have to have a student in my workplace?
 - A. It is desirable for you to commit to at least a minimum of one school term (8- 10 weeks) however having the student for the number of hours required by his/her course of study would be appreciated.

2. **Q.** Do I have to pay the student?
 - A. Yes a minimum of \$5.00 is required. This covers the student for Work Cover by the Department of Education. You can pay the student more if you wish.

3. **Q.** What days will the student need to attend the workplace?
 - A. The student may require one day per week. The day will be nominated by the school. Or a one or two week block placement may be needed.

4. **Q.** How much supervision is required?
 - A. The student must be given adequate support and directly supervised at all times while undertaking work related activities.

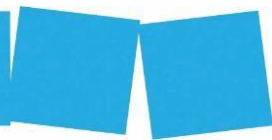
5. **Q.** If I decide to have a student what do I have to do next?
 - A. Once making the decision to take a student, the school will be notified and given your details. The student will be instructed by the school to make contact with you to arrange a short interview where you can decide if he/she is a suitable fit for your workplace.

6. **Q.** What information do I need to give at the interview?
 - A. This is an opportunity to let the student know the hours of work, appropriate dress for your workplace, the name of the person who will supervise him/her and the required duties. The LLEN can provide additional resources outlining suitable duties for your particular workplace.

7. **Q.** What hours should the student work?
 - A. The hours can be negotiated between you, the employer and the student however they should reflect a true work day.

8. **Q.** Do I have to sign anything?
 - A. Yes. At this interview it is necessary for you to sign the Structured Workplace Learning Arrangement form, that the student will bring to the meeting. This is to be signed by the student, parent, school and you the employer. You must be given a copy of this signed form before the student begins the placement.

9. **Q.** Are the students covered by insurance?
 - A. A minimum payment of \$5.00 per day is required and in return this covers them, by the Department of Education and Training, for Work Cover providing the Structured Workplace Learning Form has been completed and signed by the student, parents, employer and school. Employers should receive a copy of this paperwork.



10. Q. Do I need to write a report or anything?

A. Students should have a log book for you to fill out while they are on placement, the student will be asked to fill this out with their work hours and activities and you as the employer will be asked to sign it for each day they are on placement.

11. Q. What if the student is not working out?

A. If the placement is not working out you should contact the SWL coordinator to discuss it with them so any issues can be addressed.

12. Q. Can I meet the student before I make a decision?

A. Students will contact you by phone to organise a time to meet, this is treated like a job interview. You can then decide if you would like to take them for work placement and the paperwork can be filled out at this meeting.

13. Q. Will the student have completed OH and S units of their course?

A. YES, all students must have completed the OH&S units and/or the Work safe module relevant to the industry area they are doing a placement in PRIOR to starting in the workplace.

- Employers should also take them through their own OH&S procedures on the students first day.