

Year 11/12

Information Technology

Student Work Placement Journal

Student: _____

School / TAFE NSW Campus: _____

School / TAFE NSW Campus Contact Phone No: _____

Course Teacher: _____

Host Employer: _____

Host Employer Address: _____

Dates: _____

NOTES TO STUDENT

- *Complete your time sheet each day and have your supervisor sign.*
- *Complete your journal entries*
- *Ensure your workplace supervisor completes and signs your evaluation form.*
- *Return this booklet to your teacher on your return to school.*

INTRODUCTION

To the workplace supervisor:

This journal provides a record of the student's HSC work placement with your company. Your guidance and support for the student during this time is greatly appreciated.

Suggested pre-placement and placement activities are indicated on page 2. Please also ensure that you read over and sign the following:

- The confidentiality Agreement (page 3)
- The Industry Induction (page 4)
- Attempted student competencies (page 7)
- Your evaluation of the student (page 8)

Students are required to maintain a daily record of their experiences and will ask you to sign off on their journal.

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AFTER HOURS CONTACT DETAILS

Contact Name: _____

Relationship to Student: _____

Contact Number: _____

EMPLOYER & WORK PLACEMENT DETAILS

Host Employer Organisation: _____

Host Employer Address: _____

Host Employer Contact Name: _____

Work Placement Dates: From: _____ To: _____

NOTES TO WORKPLACE SUPERVISOR/S

The workplace supervisor is asked to do the following:

Before the work placement / commencing the work placement

- Discuss the Confidentiality Agreement on page 3 with the student and then sign.
- Conduct an Industry Induction/Orientation at the beginning of the placement and complete the checklist on page 4.
- Read and consider the Skills Audit on page 5 before determining suitable activities for the student (NB the classroom teacher, student and student placement record should also be consulted)

During the work placement

- Consider suitable activities for students from the list on page 6.
- Complete the record of demonstrated competencies on page 7.
- Complete the Evaluation Report on page 8.
- Sign the student's Time Sheet each day on page 12.
- Sign the student's journal entries.

NOTES TO STUDENTS

- Complete the checklist on page 9 and read the student expectations on page 10 before placement.
- Make this booklet available to your supervisor at the beginning of your placement.
- Complete your Time Sheet every day and have your supervisor sign.
- Complete your journal entries
- Ensure your workplace supervisor completes and signs the appropriate pages in this booklet prior to completion of work placement.
- Complete your Workplace Case Study as discussed with your teacher (see page 11)
- Return this booklet to your teacher on your return to school.

ATTENTION: WORKPLACE SUPERVISOR/STUDENT

CONFIDENTIALITY AGREEMENT

This agreement concerns the WORK PLACEMENT:

Of: _____
Student Name

At: _____
Business Name

From: _____ to: _____

I understand that during this work placement I may have access to information that is private and confidential. I agree that I will not convey to any person outside the host employer's workplace any knowledge or information of a confidential nature which is gained in the course of this work placement.

I will at all times show loyalty towards the host employer. I understand the seriousness of any breach of this Confidentiality Agreement.

Failure to maintain confidentiality may result in immediate termination of the work placement, disciplinary action by the school and possible legal action by the employer, depending on the seriousness of the breach.

Student Signature: _____ Date: _____

Employers Signature: _____ Date: _____

ATTENTION: WORKPLACE SUPERVISOR

INDUSTRY INDUCTION / ORIENTATION

It is expected that each student will be given an induction or orientation to their particular industry work placement upon arrival, or prior to attending their work placement. As a minimum, the following should be included:

Note: Supervisor to tick each activity when completed, then sign below.

<input type="checkbox"/>	Demonstrate the activities undertaken by the organisation
<input type="checkbox"/>	Outline the management structure of the organisation
<input type="checkbox"/>	Discuss work behaviour requirements and expectations
<input type="checkbox"/>	Explain the dress standards applicable to the job and workplace
<input type="checkbox"/>	Demonstrate the safety requirements applicable to the job and workplace
<input type="checkbox"/>	Discuss relevant procedures in case of accident, emergencies, evacuation etc.
<input type="checkbox"/>	Show location of facilities, such as toilets, change room, kitchen or staff areas, etc.
<input type="checkbox"/>	Explain start and finish times, work breaks, work routines, etc.
<input type="checkbox"/>	Outline procedures to follow in the event of non-attendance
<input type="checkbox"/>	Introduce to staff with whom the student will be working
<input type="checkbox"/>	Show who to talk to regarding any problems

This induction / orientation will help to ensure the safety of the student, as well as assist them to make a quick and efficient transition into the workplace environment.

Industry induction / orientation completed:

Supervisor Name: _____

Position: _____

Supervisor Signature: _____

Business Name: _____

Date of Induction / Orientation: _____

ATTENTION: WORKPLACE SUPERVISOR & TEACHER

The audit has been completed by the student's classroom teacher and below indicates the level of skills and experience the student may have demonstrated in the course to date.

INFORMATION TECHNOLOGY SKILLS AUDIT

SKILLS	NOT YET ATTEMPTED	STARTING TO DEVELOP	BECOMING COMPETENT
Using a word processing software package			
Using a spreadsheet software package			
Database			
Design a web page			
Integrate software packages			
Design a PowerPoint presentation			
Install software			
Connect local hardware devices			
Maintain Equipment			
Carry out file maintenance			
Using email			
Internet eg using search engine, locating resources			
Identify and replace computer components eg RAM, HDD, Video cards etc			

☐

Completed relevant HSC VET Course WHS units

☐

Satisfactorily participated in work readiness preparation for work placement

Teachers Name

Date _____

Teachers Signature

ATTENTION: WORPLACE SUPERVISOR

SUGGESTED STUDENT ACTIVITIES: IT

Teachers delivering this course and workplace supervisors who have hosted their students recommend any of the following activities for students to complete during work placement. This is not a finite list – you may wish to offer other equally suitable activities relevant to the course.

The skills audit completed by the student's teacher is a good starting point. Talking with the student should help reveal the student's level of confidence and maturity; their current strengths, their preferred competencies to work on and perhaps some areas to improve. The Student's Placement Record can also assist. **NB: the activities include degrees of independent work – instruction and supervision must still be provided for the student.**

- Create the following IT solutions for the current workplace: memos, faxes, letterheads, emails, reports, web pages.
- Obtain a copy of the WHS policy of the organisation, especially the section relating to ergonomics and minimum required space. Design an office plan, showing the most appropriate location of equipment and furniture.
- If practicable, follow the maintenance procedures for a piece of equipment while conducting maintenance.
- Install software and hardware components as directed by the supervisor.
- Design a procedure that can be used to assess the hardware and software requirements of the organisation. Use the internet to obtain information on the specific hardware and software items included in your list.
- Conduct a system check and perform an anti-virus check using the appropriate software tools.
- Prepare a maintenance schedule for a piece of hardware, in consultation with the supervisor.
- Prepare guidelines for the use and development of a company web page.
- Compile a hardware user's guide for one piece of hardware located in the workplace.
- Use a word processing program to prepare a mail merge document and prepare and send faxes, emails, memos and letters.
- Use a spreadsheet to produce graphs of product sales and stock supplies.
- Set up a database of the organisation's clients – use to produce reports on contracts, spare parts, client details etc.
- Undertake a stock take of paper, printers, cartridges etc. Decide on the fields and then use the data to compile a database.
- Where a computer is available create a PowerPoint, Flash or web presentation of the employer's choosing.
- Interview employees as to career paths and qualifications.
- Observe, follow and document WHS guidelines as well as signage for employees and customers.

ATTENTION: WORPLACE SUPERVISOR

WORKPLACE COMPETENCIES – INFORMATION TECHNOLOGY

Student's Name: _____ School/TAFE: _____

The Student may demonstrate some or all of the following competencies. Please indicate in the **Observed Box** if the student has performed the task competently at entry-level standard or better.
NB This page is intended to provide a record of workplace competencies attempted by the student. It can be used by teachers to gather evidence of the student's developing competency. It is not intended to be used by workplace supervisors as a formal competency assessment record.

ACTIVITY	OBSERVED
<ul style="list-style-type: none"> Communicate well with <ul style="list-style-type: none"> Staff Customers Suppliers Clients 	
<ul style="list-style-type: none"> Determine client computing problems and take appropriate action. 	
<ul style="list-style-type: none"> Use appropriate software <ul style="list-style-type: none"> Word processing Spreadsheets Database Multimedia Other 	
<ul style="list-style-type: none"> Install and configure software applications. 	
<ul style="list-style-type: none"> Access and search the internet. 	
<ul style="list-style-type: none"> Maintain equipment and consumables. 	
<ul style="list-style-type: none"> Operate computer hardware <ul style="list-style-type: none"> Use appropriate peripherals Operate and maintain a range of hardware Use keyboard and equipment 	
<ul style="list-style-type: none"> Connect hardware peripherals 	
<ul style="list-style-type: none"> Administer network peripherals 	
<ul style="list-style-type: none"> Follow WHS procedures 	
<ul style="list-style-type: none"> 	
<ul style="list-style-type: none"> 	

Optional Comments:

Signed: _____ Date: _____

WORPLACE SUPERVISOR'S EVALUATION REPORT

Student's Name: _____ School/TAFE: _____

Please comment on the performance of the student while at the workplace.

If appropriate, mark more than one square in each of the following groups:

Attitude to the job

- ☐ Enthusiastic
- ☐ Interested
- ☐ Appears indifferent

Persistence with tasks given

- ☐ Highly motivated
- ☐ Persistent
- ☐ Needs encouragement
- ☐ Not applicable to this position

Appearance and dress

- ☐ Appropriate
- ☐ Well groomed and neatly dressed
- ☐ Inappropriate

Punctuality

- ☐ Always on time
- ☐ Satisfactory
- ☐ Unsatisfactory

Ability to work with others

- ☐ Shows flexibility
- ☐ Works well in a team environment
- ☐ Prefers to work alone

Ability to communicate

- ☐ Outstanding communication skills
- ☐ Communicates well
- ☐ Has difficulty

Ability to work unsupervised

- ☐ Shows initiative
- ☐ Readily seeks further advice
- ☐ Needs encouragement
- ☐ Waits to be told what to do
- ☐ Not applicable to this position

Ability to follow instructions

- ☐ Shows good understanding
- ☐ Willing to seek clarification
- ☐ Needs close supervision

Adjustment to the work environment

- ☐ Settled immediately
- ☐ Settled in well after a while
- ☐ Experienced difficulty

Attention to safety

- ☐ Excellent
- ☐ Adequate
- ☐ Could take more care

General comments (optional)

Supervisors Name: _____

Position: _____

Signature: _____

Date: _____

ATTENTION: STUDENT WORK PLACEMENT CHECKLIST

It is your responsibility to:

- Make this journal available to your supervisor
- Complete journal and work placement report
- Return this journal to your teacher at the conclusion of your work placement.

Please complete details

The name of your employer	
The name of the person you are to contact	
The address and telephone number of the employer	
How will you get to and from work?	
If travelling by public transport, do you have current timetables?	
How long will it take you to get to your work placement?	
The length of your work placement	
The hours you must work and the meal breaks you will take	
Special clothing/equipment requirements	
The procedures in the event of an accident in the workplace	
Access to shops/canteen for meals	
The school/teacher contact phone number in case a problem arises	
List the materials/information you need to take with you on your first day	

Please tick if you have:

	Telephoned the employer/supervisor before starting the work placement.
	Organised details of pre-placement induction with the employer: Date: _____ Time: _____ Contact : _____
	The relevant forms and information to be passed on to the employer ie: Student Placement Record.

ATTENTION: STUDENT EXPECTATIONS OF STUDENTS

You will be expected to:

- Attend the workplace on the designated days
 - Notify the **workplace & the school / TAFE NSW campus** if you are late, unable to attend or experiencing difficulties
 - Be punctual, both on arrival and after breaks
 - Show interest in the work and have a positive attitude
 - Dress appropriately for the workplace
 - Behave appropriately at all times
 - Apply your knowledge and skills as an entry level worker
 - Follow occupational health and safety requirements
 - Take care of your employer's property
 - Follow instructions and accept suggestions
 - Ask for help as required
 - Follow the routine of the workplace
 - Keep personal problems at home
 - Keep track of your progress by **completing your journal entries**
 - Arrange a time to discuss your progress with your workplace supervisor
 - Thank the workplace supervision and staff at the end of your work placement.
- NB: Host employers are not paid. Their time has contributed to your education, skill development and work readiness.

Employers have requested that students:

- Switch off mobile telephones during work time
- Discourage friends from attending the workplace.

I understand that while I am on work placement I am representing my school and am expected to behave in a professional manner at all times.

***FAILURE TO COMPLY WITH THESE CONDITIONS MAY RESULT IN
STUDENTS BEING SENT BACK TO SCHOOL.***

Student Name: _____ Date: _____

Student Signature: _____ Date: _____

ATTENTION: STUDENT/TEACHER

WORKPLACE REPORT

During the Work placement you may be required to produce a case study that will include the following information:

<input type="checkbox"/>	A flow chart showing the names of the staff and their positions
<input type="checkbox"/>	A description of at least two different types of career opportunities available in this workplace. Identify the qualifications and skills required for each career.
<input type="checkbox"/>	A list of activities which involve working as part of a team.
<input type="checkbox"/>	A description of equipment used, a range of their functions and safety features
<input type="checkbox"/>	Dress code of this establishment
<input type="checkbox"/>	The names of the people involved in the management of WHS.
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<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

ATTENTION: WORKPLACE SUPERVISOR/STUDENT WORK PLACEMENT TIMESHEET

Student Name: _____

Organisation Name: _____

Supervisor Name: _____

Record of Work Placement Hours

Date	Start Time	Finish Time	Lunch	Total Hours	Supervisor Signature
<i>Eg. 22.3.04</i>	<i>9.00am</i>	<i>5.00pm</i>	<i>1 hour</i>	<i>7 hours</i>	
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2.					
3.					
4.					
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7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
Total hours completed:			Supervisor Signature:		

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

Day: _____

Date: _____

Start time: _____

Finish Time: _____

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve?

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Supervisor's Signature: _____

Hours Worked: _____

Additional Notes/ Information