



HOST EMPLOYER MANUAL



Thank you for providing Workplace Learning for a CareerLink secondary school student in your workplace.

This manual is designed to support host employers working with CareerLink students. Keep this guide handy so you can refer to it when you are working with the student.

You are welcome to call the CareerLink office on 9203 6377 if you have any questions or concerns.

About CareerLink

CareerLink was established in 1998 to coordinate the Workplace Learning and Vocational Education and Training (VET) for its member schools. CareerLink focuses on the individual, a centre-based approach in line with the Australian Blueprint for Career Development, providing students with career pathway opportunities.

CareerLink Member Schools

CareerLink represents a cluster of private schools in the northern suburbs of Perth. Our current schools include:

- Sacred Heart College
- St Mary's Anglican Girls' School
- Hale School
- John Septimus Roe Anglican Community School
- Lake Joondalup Baptist College
- St Mark's Anglican Community School
- Swan Valley Anglican Community School
- St James' Anglican School
- Carmel School

Our office is based at Sacred Heart College on Hocking Parade in Sorrento. The office telephone number is 9203 6377 and general email contact is info@careerlink.net.au

CareerLink Staff

CareerLink staff are available 24/7 which enables student, parents and host employers to discuss any issues as they arise.

Dedicated Career Development Coordinators liaise with the school, student, parent, lecturer, and host employer. This would be your usual point of contact; our Career Development Coordinators are:

- Lynn Betts, Sarah Chandler, Amanda Reilly and Deanne Mascord.

Executive Director / Program Coordinator - Jeff Fullelove

Administration support (Monday to Wednesdays in school term time) - Raphaela Phoenix

Work Placement

As part of the CareerLink Program, all students participate in work experience. This enables them to reinforce skills learnt on their VET course and to see what potentially could interest them for a future career path.

Students in our program gain valuable employability skills that open career pathways by experiencing the real work environment in an aligned industry, together with achieving a VET Certificate that counts towards WACE graduation.

Work experience is arranged usually in block periods, in line with the school timetable. The aim is to achieve a minimum of 55 hours during a two-week block period. Students are expected to complete a full working day and follow your industry standard hours. Some students who are not completing a course however may need to attend weekly visits in addition to block periods, your CareerLink representative will inform you if this is the case.

All correspondence including work placement letters detailing the arrangements are sent to host employers and parents in a timely manner, in accordance with the Department of Education VET Guidelines. Before our student commences placement, we advise them to disclose their own personal contact details, including their mobile number and any medical conditions or learning difficulties that may affect their placement.

Any new host employer is visited for an induction appointment and the CareerLink program is explained by our representative. When the student is on placement, we visit the workplace to conduct a monitoring report. At this time we discuss the student's progress and receive feedback from both the student and their supervisor.

Our students are in either Year 10, 11 or 12. They are usually between the ages of 15 to 17 years. All our students are vetted before acceptance on the program. We only place serious minded students who are work ready. The students are covered by the school insurance and are case managed.

Students differ in the way they learn. Some respond to the challenge of being given a difficult task on their first day, some need time to observe and reflect before acting. Other students learn best by being given a practical task to do, with some questioning the theory behind what they are doing.

Students are encouraged to take responsibility for their learning in the workplace and to be aware of their progress. Their achievement depends largely on their natural abilities or enthusiasm to learn new skills.

Students in the Workplace

The benefits to your business of taking students for work experience are as follows:

- Develop a realistic understanding in young people of employer expectations
- Gives employers the opportunity to assist young students to acquire the necessary workplace skills

- Provides access to a pool of trained young workers from which the host employer can recruit
- Being involved in tailoring education to be relevant to industry needs
- Increasing productivity
- Community recognition

Responsibilities of the Host Employer

- *Facilities and equipment*
The workplace must have facilities, resources and equipment that will allow the student to develop the competencies required for the work being undertaken.
- *Qualified and/or experienced supervisors*
The host employer must ensure that a person with the appropriate qualifications and/or experience is nominated to supervise the student. The level of supervision must be sufficient to ensure the health, safety, and welfare of the student.
- *Student safety*
The host employer must provide a safe environment in which to support the student placement. This includes arrangements that comply with the Occupational Safety and Health Act 1984.
- *Insurance*
In accordance with State Government Department VET Program Guidelines, host employers are required to provide evidence of their Public Liability insurance. Please provide this information on the last page of this document and return to CareerLink.

For your guidance below is a Pre-Placement Checklist you may wish to use:

TASK	COMPLETE
Allocate time in your diary when you can accommodate the student	
Ensure management is aware and supportive of the program	
Let other staff know when the student will be starting and what the program is about	
Appoint a Student Mentor (if not yourself) to guide, coach and oversee the student learning program	
Identify the skills which can be taught in your workplace	
Organise workspace and necessary equipment for the student	
Identify some tasks that the student will be responsible for throughout the placement period	
Identify some preliminary teaching strategy options for the student	
Discuss any possible barriers to learning, e.g., learning difficulties or health issues	
Consult with the CareerLink representative if any outstanding issues are apparent	

Induction in the Workplace

It is our recommendation that on the first day of the work placement you should welcome the student and introduce them to all their co-workers, explaining their roles and how they will interact with the student. The induction should include:

- Site specific, work health and safety procedures
- Workplace expectations for behaviours and daily routines
- Activity, accident, and absence reporting procedures
- Machinery, equipment, and materials operation/handling procedures, if applicable
- The level of supervision to be applied

The opportunities provided through workplace learning; to interact with and learn from co-workers are critical to their future success. Where possible, ensure the student has someone to go to breaks with and structure jobs so that he or she has opportunities to work with and learn from other co-workers.

It is important for employers to provide honest and constructive feedback. If there are any concerns, please contact your CareerLink representative immediately.

Student Logbook

Every student will have a logbook which outlines their expectations and to record their hours attained in the workplace. This is an official document provided by CareerLink to the student and is an important record for both their qualification and their school WACE requirements.

The completion of entries in the logbook is the student's responsibility. It enables students to record tasks and reflections whilst learning on the job.

Attendance - The student will record their daily hours and request this entry to be initialled at the end of each day. At the end of the block period, the student will also ask their supervisor to sign off at the bottom of the page (*blue sheet in logbook*).

The student should also be noting the tasks, activities and experiences in the workplace, so may ask for some guidance on this and request sign off at the bottom of the page when complete.

At the end of the placement, the workplace supervisor will be asked to complete a form for the evaluation of the student's performance (*yellow sheet in logbook*).

Please see sample pages below:

Workplace supervisor's evaluation of student performance

Student's name:	
Workplace:	

This evaluation of the student's workplace performance is completed by the workplace supervisor after each 55 hours completed in the workplace (or at the end of the placement if fewer than 55 hours are completed). For each attribute, **circle** or place a **tick** in the box that contains the most appropriate description of workplace performance. Pages may be added as required.

Personal attributes	Unsatisfactory	Satisfactory	High	Very high
Enthusiasm		Observes and listens, follows instructions and performs most tasks enthusiastically.	Maintains an enthusiastic approach to all tasks.	Extremely motivated and keen. Prioritises tasks and takes responsibility for own workload.
Approach to safety		Follows safety rules in the workplace, Maintains own safety and carries out work duties in a safe manner.	Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self.	Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self and others.
Approach to learning		Willing to learn and asks for assistance or clarification if needed.	Shows interest in the work and the industry area. Asks good questions and listens attentively.	Eagerly seeks new and more challenging tasks to extend workplace skills and knowledge.
Approach to others		Relates well to co-workers and is comfortable in a work environment.	Interacts with co-workers and clients in a confident and friendly manner.	Communicates effectively with co-workers, seeks other's opinions and begins to cultivate networks.
Reliability		Can be relied on to complete allocated tasks.	Can be relied on to complete allocated tasks and follow the job through when faced with difficulties.	Is totally reliable and shows determination in resolving difficult tasks.
Initiative		Completes routine or familiar tasks without direct or repeated instruction.	Thinks ahead and often completes tasks without prompting.	Works independently and collaboratively, solves problems and is resourceful.
Response to advice		Listens to advice and acts on it.	Acts on advice and seeks feedback to improve work performance.	Actively seeks feedback to improve work performance and applies advice to different situations.
Quality of work		Completes given tasks to required standard.	All work is of a high standard and self-checks are made for quality.	Work is always of a high quality. Pays attention to detail and takes pride in completing tasks to a very high standard.

Comment:

Workplace supervisor's name (please print):	
Company/business/organisation name:	
Workplace supervisor's signature:	Date:

Non-Attendance in the Workplace

The student must advise the host employer if they are not able to attend the workplace due to sickness or any other reason. This must be prior to the expected start time on the day.

If a student does not attend your workplace on the agreed day, please let CareerLink know, either phone the office on 9203 6377 or contact your Career Development Officer direct.

In the event a school commitment arises and cannot be changed, the student must inform the host employer and arrange to make up the additional hours on another day, if necessary, during school holidays.

Injury in the Workplace

Should the student be injured whilst in your care, please follow your injury management procedures, seek medical attention immediately and dial 000 if necessary.

It is imperative that you inform CareerLink on 9203 6377 or contact one of our representatives on the numbers below. Kindly also complete the CareerLink Initial Accident Report Form which is on the next page of this manual.

Jeff Fullelove 0417 392 343

Lynn Betts 0426 877 200

Sarah Chandler 0430 016 937

Amanda Reilly 0420 498 700

Deanne Mascord 0488 866 167

The parents/guardians and respective School will be notified by the CareerLink Office.

You will be asked to provide a medical certificate for any care undertaken.

**THANK YOU FOR
INVESTING IN OUR
STUDENTS!**

We deeply appreciate your support

INITIAL ACCIDENT REPORT FORM

THIS PAGE SHOULD BE SCANNED & EMAILED TO info@careerlink.net.au

Name of injured student:

Name of Supervisor: Position:

1. Date and time of accident:

2. Nature of accident:

3. Give an overview of how and where the accident took place. Describe what activity was taking place.

Give details of the action taken including any first aid treatment.

4. Were any of the following contacted:
 Police: Yes No Ambulance: Yes No

5. What happened to the injured person following the accident?
 (e.g., went home, went to hospital, carried on with duties)

SIGNED: DATE:

NAME:



THIS PAGE SHOULD BE SCANNED & EMAILED TO info@careerlink.net.au
(OR PROVIDED TO A CAREERLINK REPRESENTATIVE IN PERSON)

Insurance Details

You have been provided with the school insurance which covers our students whilst they are in your care. Students are covered by this insurance if personal injury is deemed the fault of the student.

Should an injury be deemed the fault of the host employer however the student is covered by your own Public Liability insurance.

In accordance with State Government Department guidelines VET program, Host employers are required to provide evidence of their Public Liability insurance.

Please therefore complete the details below for our records:

INSURANCE PROVIDER NAME	
POLICY NAME	
POLICY NUMBER	
POLICY VALUE	
EMPLOYER SIGNATURE	
EMPLOYER REPRESENTATIVE NAME	

I _____
(Your name)

of _____
(name of company/business)

Declare that I have read and comply with the terms laid out in this Host Employer Manual.

Signed: _____ Date: _____