

MY NOMINATED TEACHER

during normal business hours whilst I am on work placement is:

Name:

Telephone:

School/TAFE/RTO:

FOR AN EMERGENCY

outside of normal business hours my nominated family contact is:

Contact Name:

Telephone:

Remember, contact your nominated school/TAFE contact and tell your parent/carer if:

- You feel unsafe at work or where you are staying
- You have any concerns about your work placement or accommodation
- You are injured. Your host employer needs to know as well so that first aid or medical help can be organised.

If I need to see a doctor or go to hospital,
My Medicare No. is:

Injuries during work placement are not workers compensation claims.



Does My Work Placement Involve Accommodation Away from Home?

Key Questions Card



SCHOOL OR TAFE

- Is overnight accommodation essential for this work placement?
- Has the ICF component of the placement been arranged by a Work Placement Service Provider or other verified source?
- Has a teacher contact for the duration of the work placement been nominated?
- Have the work placement and accommodation arrangements been discussed with the student, parent and employer including scenarios of what might go wrong on an overnight placement? How has this been documented?
- Is the school/TAFE using the overnight accommodation forms and Department advice from <https://www.det.nsw.edu.au/vetinschools/worklearn/nonlocalplace.html>?
- Has the student completed a suitable work ready activity prior to commencing the placement (eg go2workplacement.com)?
- Is mobile reception reliable? If not, how will communication be maintained?
- Has the Principal/TAFE Manager approved the placement arrangements?

PARENT/CARER

- Is this placement the best one for my child's learning? Any alternatives?
- Have I spoken to the host employer and the student's onsite supervisor?
- Can I arrange suitable transport to and from the work placement?
- Have I notified the school/TAFE and employer of any medical condition or medication that the student is taking?
- Have I discussed the arrangements with the school/TAFE including what my child will do if anything goes wrong?
- Do I know what my child will be doing outside the hours of placement?
- How will my child contact me outside normal business hours? Is mobile reception reliable?
- How can I be assured of the student's safety while at this placement?
- Have I completed the parent/carer sections of the Student Placement Record and Accommodation Away from Home Forms and received a copy of finalised documents?
- Do I know the name and contact details of the teacher contact for my child?

STUDENT

- Have I discussed the accommodation arrangements with the employer, my parent/carer and my school/TAFE?
- Have I completed a suitable work ready activity prior to commencing the placement (eg go2workplacement.com)?
- Have I completed extra preparation by the school/TAFE for overnight/onsite accommodation?
- Is mobile reception reliable?
- Do I know who I will contact if something goes wrong? 24/7?
- Has all necessary documentation, including the Student Placement Record and Accommodation Away from Home Forms been completed by my parents and the employer, approved and signed off by my principal?