

Work Experience Guidelines



Student Name Date /..../20.....

Before the student can be placed into the workplace an assessment and understanding of any previous experience the student may have in workplace activities is to be established using this form as well as “Employee Registration Form 129”.

The student is to carry a copy of this form with them to be signed by each hosting tradesperson and presented to the office in evidence for payment of \$10 per day of work experience participated in.

Name: Position in Company

(The person who will be responsible for placing the student must conduct the registration process)

Information to Establish:		No	Yes
1	Has the student provided a “Structured Workplace Learning Arrangement Form” from their school / training body?	<input type="checkbox"/>	<input type="checkbox"/>
2	Has the student completed an OH&S Construction Induction? (White Card) Evidence required.	<input type="checkbox"/>	<input type="checkbox"/>
3	Has the student undertaken work experience of any type before? This includes part time out of school hours employment.	<input type="checkbox"/>	<input type="checkbox"/>
4	Has the student listed any limitations or special needs on the health section of Form 129?	<input type="checkbox"/>	<input type="checkbox"/>

Comments / Notes from Point #4 / Proposed work location:

Company Introduction:

5	Explain to the student the nature and structure of the organization	<input type="checkbox"/>
6	Explain that the student will be placed with nominated tradespersons.	<input type="checkbox"/>
7	Hours of work and breaks will be set by the tradesperson hosting the student.	<input type="checkbox"/>
8	Toilet and general facilities will be explained at each work location.	<input type="checkbox"/>

Workplace Safety:

9	The student must remain in direct contact with the tradesperson and be wearing a Hi-Vis top, long sleeves & trousers and safety footwear at all times. No shorts!	<input type="checkbox"/>
10	The student will have hazards and risks explained to them for each workplace visited or task attended to.	<input type="checkbox"/>
11	PPE such as gloves, hearing and eye protection will be provided to the student when required in accordance with the visiting workplace rules or policies.	<input type="checkbox"/>
12	The tradesperson will explain what the student may do and more importantly what they must not do for each workplace or task.	<input type="checkbox"/>
13	Reporting of incidents is a critical element of managing workplace safety. Accordingly, any injury no matter how minor must be reported using Form #45. Equally property damage or near miss incidents must be reported no matter how minor they may seem.	<input type="checkbox"/>

Student acknowledgement Date.... /...../20.....

Workplace Log		
Site / Task	Tradesperson Name and Signature	Date
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20
	_____	/ / 20