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Career Advice Australia

WHAT ARE MY RESPONSIBILITIES?

During your vocational placement you will be expected to behave like a new employee. Try to make a good impression on your employer and co-workers. You are not only representing yourself and your school, other work placement students are depending on you as there are limited amount of employers who will accept students on placement.

Attendance & Punctuality.....

- ◆ Arrive at your workplace at least 5 minutes before your start time.
- ◆ Take only the allocated time for breaks and lunch.
- ◆ Contact your employer before your allocated start time if you are unable to attend your place of employment and notify your teacher.
- ◆ Understand the hours you are required to work, particularly if you are working split shifts.
- ◆ Accept responsibility for your own actions in the workplace.

**Your course has a mandatory work placement component.
Any hours missed will have to be made up at a later date!**

Safety.....

You will be required to comply with any Occupational Health & Safety Guidelines:

- You may be required to wear protective clothing and safety gear.
- You must take care to protect yourself and other employees by working in a safe manner.
- You must report any accident to your workplace supervisor immediately and your school

**If you have a concern relating to safety in the workplace,
talk to your supervisor or contact your teacher.**



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EMPLOYERS WILL EXPECT YOU TO:

- Be punctual, courteous and **suitably dressed**.
- Be motivated, keen to learn and interested in what you are being told or shown.
- Ask questions if in any doubt, this will prevent mistakes.
- Do your best at all times and ask for help if you need it.
- Perform tasks accurately and on time, don't be lazy.
- Use some initiative and help others if you have finished a task and are waiting for further instructions.
- **Always be aware of your safety and that of your co-workers.**
- Care for yourself – personal presentation and hygiene is very important.
- Be prompt to start work in the morning and when returning from a break.
- Smile and be pleasant to your co-workers and customers.
- Follow company rules relating to client/customer confidentiality. **DO NOT TALK ABOUT CLIENTS OR CUSTOMERS OUTSIDE THE WORKPLACE.**
- Thank people you have worked with for their assistance and guidance.
- Be loyal and trustworthy to your employer, your school and yourself.

EMPLOYERS TALK TO EACH OTHER!!!

Employers from different industries meet at Chamber of Commerce meetings or other venues where they share information. In many cases employers do not advertise for new employees, they ask around.

Students often gain casual or full-time employment, an apprenticeship or traineeship after being recommended as a result of their work placement.