

WORK EXPERIENCE CHECKLIST

(Refer to VET007 Industry Focus – Work experience and work placement)

STUDENT NAME:

Student eligibility to undertake industry work experience

The student is 14 years of age or over

The student has completed a YMCA school WHS unit or a WHS unit as part of another course

The student has completed the Work experience Expression of Interest Form

Workplace suitability

A current risk evaluation of the workplace has been documented

The Workplace has been inspected by a VET team member within the last 6 months

Administrative tasks

All details of the Education Queensland Work Experience placements for school students' contract have been filled in

HOST employer, carer, student, and HOS/HOC signatures are ALL present

A completed copy of the contract has been forwarded to the employer with the Education Queensland Insurance Information for the employer

The completed contract is uploaded to the students edumate file as a VET document

Student has been issued with a YMCA Industry Work Experience logbook

Student has been instructed as to how to use the logbook and relevant details prior to beginning have been filled in

Instructions for absence from workplace have been communicated to carer and student

The VET Activity spreadsheet has been updated

During Work experience placement

The student has had at least one visit by a school staff member within the first three weeks of their placement

The employer has been spoken with to gain feedback on the student and to resolve any concerns/challenges faced

Conclusion of the Work experience placement

A debrief with the student has taken place

The VET YW has checked with the employer about future opportunities

The student logbook has been uploaded to the student edumate file

VET Activity spreadsheet has been finalised for this activity