

Student	
School	
Host Employer	

WORKPLACE VISIT REPORT

To be completed by teachers visiting work sites and kept on file with the student's *Student Placement Record*.

A completed copy must be provided to the host employer, parent or caregiver, and student. The original is to be retained by the school.

SECTION 1: STUDENT DETAILS

Student Name:		Year Level:		Mobile:	
Work Experience:		Work Placement:		VET Course Name:	

SECTION 2: PLACEMENT DETAILS

Organisation Trading Name:					
Worksite Address:					
Contact Person:			Mobile:		

SECTION 3: CONTACT REPORTS

FIRST DAY PHONE CALL	Made by:	Position:	Date:
Check: Timely arrival Appropriate dress Required equipment Have they settled in? Appointment time to visit?	Comment:		

WORK SITE VISIT	Made by:	Position:	Date/Time:
Jobs/tasks being carried out by student:			
Employer/Supervisor feedback:			
Student feedback:			

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SITE SAFETY CHECK		If there is any negative outcome, follow up audits must take place until acceptable safety is reached.	
ITEMS	YES/NO	TEACHER COMMENTS or ACTIONS TAKEN	
Has the student been inducted to the site?			
Has the student been suitably inducted in the correct use of machinery and equipment?			
Is the student wearing PPE as required?			
Does the student believe they are suitably supervised?			
Is the student working: <ul style="list-style-type: none"> • at heights? • in confined spaces • with unguarded machinery? 			
Does the student have any safety concerns? If so, what are they?			
Has the supervisor indicated the student is: <ul style="list-style-type: none"> • acting appropriately for the workplace activities being undertaken? • following instructions in regard to safety? 			

WORKPLACE SUITABILITY	Based on the workplace visit, the following assessment was made	
The supervisor and staff followed a duty of care for the student		*
The workplace was considered to be safe and followed WHS requirements		*
The work provided for the student was appropriate in quality, quantity and meeting course outcomes		*

* Any problems or concerns **MUST** be noted by the visiting teacher in the comments sections below and corrective action taken.

COMMENTS:

Signed: _____ Date: _____