

# Workplace Learning Guide for Students

2025





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*This document is for use in both Diocesan and RI/MPJP Catholic schools in NSW and ACT.*



*Please read this guide carefully. It contains important information to help you get the most out of your workplace learning (WPL) opportunity, including information about your rights and responsibilities and the skills to be learned. Discuss the information and any concerns or questions you may have with your teachers and parents/carers.*

## What is Workplace Learning?

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Workplace Learning (WPL) is all about great learning but in a workplace instead of a classroom. You learn about work through work and have access to opportunities that you and your teacher can plan together. Your involvement with planning will help customise these opportunities just for you! You have the opportunity to develop vocational skills, knowledge and attitudes in a real work environment with adults invested in you.

WPL includes work experience, work placement for HSC VET courses, community learning, volunteering, and student mentoring.

**Work Experience** gives you a ‘taste’ of the world of work, usually in a workplace or career of your choice, to learn more about career options and **education** and training needed for your future. Generally, it involves observing and carrying out tasks nominated by your supervisor. It helps you:

- learn how enterprises work, responsibilities people have and skills and attitudes employers expect
- experience working life and test your career aspirations and find out what you like and don’t like
- improve your employability skills and think about your next step in education or training
- increase your confidence and maturity by working with adults.

**Work Placement** is a structured and compulsory part of many HSC VET courses. It takes place in a workplace relevant to your course, where you practice and develop on-the-job industry skills you have been learning off-the-job at school, and:

- is usually undertaken in Years 10, 11 & 12
- is organised through the school often using Work Placement Service Providers (WPSPs)
- helps you learn specific skills or competencies on the job
- involves your participation in the industry relevant to your VET studies
- helps you find out more about employment and training opportunities in the industry
- contributes to your HSC and a nationally accredited qualification recognised by industry
- builds your capacity to meet industry standards.

## Guidelines for WPL programs

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### What work can I do?

Talk to your Careers Adviser, VET trainer or other teachers about work you can do. Any workplace activities involving risks to your health and safety need to be carefully risk-assessed by the host employer before approval is considered. The *Student Placement Record* (SPR) needs to be completed by yourself, your parent/carer, the host employer and the school to indicate the activities to be undertaken, the risks associated and how those risks will be managed to ensure your health and safety while in the workplace.

Some WPL placements also require you to know about specific work health and safety (WHS) before you can work in the workplace. For example, to be on a building site, you and any accompanying support staff must complete the WHS Induction Training for Construction Work. Similarly, to take part in any VET work placements, you must have done the WHS training in the course beforehand. Ask your Careers Adviser about the WHS requirements of your chosen job area. For more information about WHS, see the *Work, Health and Safety* section in the *What are My Responsibilities* section of this guide.

### Can I do work outside of school hours?

Yes, as where possible you should aim to work the normal hours of your chosen industry for a realistic experience. However, as you are a young person, your VET Trainer or Careers Adviser will advise you on what your school expects of you. A few basics:

- you have to be 14 years of age or older to participate in a WPL program
- if you are under 15 years, WPL activities before 7am or after 6pm are prohibited
- weekend/holiday work, if it is deemed essential, requires specific approval of the principal
- a school contact must be available for you if you are undertaking WPL outside school hours/terms.

#### Can I do WPL with my family or at a place where I already work?

Yes. Talk about Recognition of Prior Learning (RPL) for WPL with the organising teacher or Careers Adviser. Sometimes, it is better to go somewhere different so you can learn new skills and experience being supervised by another host employer. If you work with your family you might get treated differently. Think about what you want to learn.

#### How will I get to the workplace?

You will have to plan your own safe way to and from the workplace as this is an important aspect of the program to contribute to your learning and independence. Your free school travel pass cannot be used for travel to and from work. You will need a current Transport Concession Entitlement card and Child/Youth Opal Card for public transport travel.

#### Support on WPL programs

If you have a medical condition, allergy, or medication you need to take, you or an advocate should have already raised it in a planning meeting at school. Before you start at the workplace, let your program coordinator/workplace supervisor know. The medical and allergy information also needs to be included on or with your SPR.

If you have other support needs that require adjustments at the workplace, you will also have to discuss these as part of the planning meeting at school before you start at the workplace.

## Steps for finding a great placement opportunity

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### STEP 1: Do I need to find my own placement?

Your Careers Adviser or VET Trainer will discuss this with you. If you are going on work placement, a *Work Placement Service Provider* (WPSP) will work with you and your VET Trainer/Coordinator to organise your placement. If you are expected to organise your own placement, go to Step 2.

- If your placement is being organised for you, check with your Careers Adviser or VET Trainer/Coordinator about registering and completing Steps 3 and 4.

### STEP 2: Where do I look?

- Start with brainstorming ideas, beginning locally and if unsuccessful, look further afield.
- Contact workplaces that other students have been to previously, visit local shops or businesses in the job/industry area of interest or search online.
- Network with your peers, family, friends, teachers and neighbours for potential contacts.

### STEP 3: Applying for a Placement

- Discuss your plans with your Careers Adviser or VET Trainer to check that you are on the right track.
- Write a resume and a business-style cover letter and send it to the employer; or make a phone call to the employer and introduce yourself.
- If appropriate, organise and attend an interview time with the employer, take your WPL documents, including the *CSNSW Workplace Learning [Guide for Employers](#)*, SPR and a copy of the school's

insurance Certificate of Currency.

- For the interview, ensure that you:
  - dress neatly and appropriately, be polite and friendly and arrive ready to start on time
  - present your skills in a way that is useful for the employer, for example, if you are applying for a placement with a mechanic, you could say 'I have a passion for cars'
  - be clear about what you can offer and give employers some good reasons to offer you WPL.
- Follow up with a phone call. If you are knocked back, keep trying with other employers. Remember, a knock back might be more about the business than about you. Respectfully ask for feedback.
- If you are successful, complete the paperwork.

#### STEP 4: Completing the paperwork

- Give your parents/carers a copy of the CSNSW *Workplace Learning [Guide for Parents & Carers](#)*, fill out the SPR
- Complete a Work Ready program ([myworkexperience](#) / [go2workplacement](#)) and provide the certificate, **BEFORE** final school approval is provided on the form
- You need to have your SPR completed and signed by:
  - you
  - host employer
  - your parent/carer
  - school representative.

## What are my responsibilities?

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In the workplace, you will be expected to participate like a new employee, follow the rules of the workplace attend a workplace induction and carry out reasonable directions given by the workplace supervisor, especially about safety.

### 1. Have the best attitude

- be willing to take ownership of your learning
- be pleasant and appreciative, show enthusiasm and initiative
- accept and complete duties planned by the workplace supervisor
- listen to instructors and ask questions when unsure
- accept and act on advice given by workplace supervisors
- ask for jobs when you have nothing to do or a task is completed
- be polite, courteous and well-mannered with all staff, clients and customers
- avoid distracting other employees unnecessarily.

### 2. Attendance and Punctuality

- be ready to start on time each day
- attend normal work hours for that job, unless the school has negotiated prior arrangements
- dress, behave and communicate appropriately, to industry and workplace standards
- return to work promptly after all breaks, taking only the allocated time for each
- contact the workplace supervisor and the supervising teacher immediately if unable to attend work
- account for absences to the workplace supervisor and supervising teacher; check whether these absences need to be made up at another time.

### 3. Complete school-allocated work (if asked):

- keep a journal of your experiences
- research (with supervisor permission) WHS, work practices, role of unions, employee duties, etc.
- complete industry-specific skills (competencies), which may be formally assessed during your WPL.



### What happens if I don't like it?

**Give it a real go!** Remember that this is a new experience and you may find it takes a day or two to settle in. Talk to your supervisor/nominated contact at work if you're having any problems. Try to make it a positive experience and talk to your school contact as soon as possible.

If things do not improve, your placement at the workplace might be postponed to another date.

### Can I talk about what happens at work?

Of course, you will want to tell your family and friends all about your workplace. However, remember that the workplace client and business information is private and must be kept confidential. If in doubt, talk to your supervisor at work about what you can and cannot discuss outside of work.

### What if I feel unsafe or bullied at work?

You have the right to feel safe in the workplace.

Your employer must avoid conduct that could be interpreted as inappropriate, offensive or unlawful. This could include initiation activities, assault, inappropriate conversations, remarks or jokes of a sexual nature; the showing of sexually suggestive publications, electronic media or illustrations of any unwarranted and/or inappropriate touching or personal communication regarding their sexual feelings.

**You have the right to refuse to undertake tasks that involve one-on-one contact with employees or clients, particularly if this is to be done in confined spaces.**

If you feel harassed, threatened or unsafe, talk to your workplace supervisor, nominated school contact and/or your parents/carers as soon as possible. If the problem continues you should tell the nominated contact person at school. In an emergency, contact the police.

### What if I have an accident or get injured?

- Refer to your *Safety and Emergency Procedures Student Contact Card*.
- Let your workplace supervisor and nominated school contact know as soon as possible, even if you think it is really minor at the time.
- You are covered by insurance if you get hurt at work, as long as you are doing an approved WPL program. You may not be covered if the injury or damage was your fault, or you did not obey clear instructions.
- Provide your name and date of birth to the doctor or hospital if you need treatment, so you can be provided treatment through Medicare. Injury is NOT covered by workers' compensation.

### Work, Health and Safety

Under the NSW Work Health and Safety legislation, employers must make sure the workplace is as safe as possible. This includes maintaining machinery and equipment; developing safe work practices; training workers on safety; and providing protective clothing and/or equipment for workers including students gaining work experience. Where a student supplies their own PPE/safety equipment, it is the responsibility of the employer to ensure it is appropriate and fit for purpose.

Also, under the WHS legislation, employees are responsible for their safety too. Employees must take care of their own and others' safety at work by:

- following safety and health instructions
- using protective clothing and equipment as required
- reporting hazards or work-related injuries
- cooperating with their employer on health and safety issues.

All these things apply to school students doing WPL. Your host employer should consult with you and give you information, instruction, training and competent supervision to help you to do a task safely.

Students should report any immediate safety concerns, risks or incidents to their workplace supervisor and

**also** report any safety issues or incidents to the school nominated contact person or EVET provider as soon as practicable and within 24 hours where possible.

### Insurance

As a student on work placement, you are covered by insurance while you are in the workplace. Your nominated school contact can provide you with details.

#### When I return to school, I will:

- complete the follow up activities, return relevant evaluation sheets, thank my workplace supervisor
- note any suggestions or comments on the employer's report
- consider my next WPL opportunity (it could be in a different industry area)
- consider subject choices, purposefully build a professional network of connections and contacts.

#### What if there is a misunderstanding?

Remain polite and discuss any misunderstanding with your employer/workplace supervisor and inform your school contact person. If you find it difficult to discuss the matter with your employer or workplace supervisor, speak to your teacher first. They can advise you or address the matter with the employer/supervisor for you.

Misunderstandings may include:

- unsafe work health and safety practices
- inadequate supervision or learning opportunities provided in the workplace
- unreasonable work requests by the employer or workplace supervisor
- problems regarding assessment (during work placement).

#### What if I need to cancel my WPL?

An enormous amount of time and effort is spent recruiting employers to provide workplaces for students and employers spend time and effort preparing for students. Cancelling or withdrawing can therefore potentially jeopardise future opportunities for other students. Consequently, WPL may only be cancelled or varied under special circumstances. If you need to do so, you must contact your school contact person.

## **Insurance, Excluded and High-Risk Activities**

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As in all educational activities, the welfare of students participating in WPL programs is paramount. Schools need to pay particular attention to the suitability of the various types of employment to ensure students will not be involved in hazardous activities or placed in a work environment that exposes them to physical danger or moral pressure.

Young workers need extra support to ensure they are safe. They often lack the experience, knowledge, confidence and skills to identify and deal with potential hazards. Inexperience and limited awareness can heighten the risk of injury for young workers. Participation in certain tasks may be inappropriate for students as young workers during a WPL program, while other tasks may require special attention to mitigate risks.

Schools and host employers will also evaluate your competency, maturity, and physical abilities in relation to all activities to be undertaken

### Insurance Requirements

From 31st March 2025, each RI/MPJP school and/ diocese will maintain public liability insurance to cover injury to students, loss or damage occasioned by students, and indemnity cover for host employers (subject to individual policy terms, conditions, limits and exclusions). These policies are updated and issued annually. A current Certificate of Currency must be provided to the WSP and the employer.

Schools will check their insurance policy carefully for **excluded** activities. Their insurance policy will generally not respond to claims involving:

- asbestos, tobacco or tobacco or vaping smoke

- advertising liability
- aircraft products
- care, custody or control
- deductible amount
- employer liability
- fines, penalties, aggravated, punitive, multiple exemplary and liquidated damages
- intentional injury or damage
- loss of use of tangible property
- pollution
- professional liability
- radioactive contamination
- repair, replacement or recall of products
- occurrences as a result of the insured person being under the influence of intoxicating liquor or any narcotic or drug unless taken in accordance with the direction and prescription of a legally qualified medical practitioner
- any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war, rebellion, revolution, insurrection or military or usurped power or confiscation, nationalisation, requisition, destruction of or damage to property by or under the order of any government or public or local authority.

Host employers must also have current public liability insurance.

### 1. Excluded WPL Activities

*Students cannot undertake the following activities during WPL:*

- 1.1. any work of a sexual or explicit nature
- 1.2. travel by helicopter and/or private charter aircraft other than those providing a regular paid public transport service, except as part of an approved and supervised Australian Defence Force activity
- 1.3. travel outside twelve (12) nautical mile limit at sea
- 1.4. ownership, maintenance, use or operation of watercraft exceeding 10 metres in length
- 1.5. scuba and/or deep-sea diving
- 1.6. excavation work at a depth in excess of one (1) metre or near utilities
- 1.7. excavation work at a depth of less than one (1) metre without direct supervision of a competent person
- 1.8. any work at an elevated level higher than two (2) metres
- 1.9. work on a roof, roof trusses, or roof cavity
- 1.10. work where asbestos is present
- 1.11. any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity
- 1.12. activities involving the manufacture, supply and installation of engineered stone benchtops, panels and slabs
- 1.13. construction work in tunnels, confined spaces or involving the use of explosives. Students are permitted to work above-ground at mine sites provided express permission has been given by the school/diocesan representative who has ensured appropriate risk mitigation has been undertaken
- 1.14. work on permanent or temporary structures used to enable construction work in marine environments (caissons or coffer dams)
- 1.15. work in and around pressurised gas distribution mains or piping and energised electrical installations or services
- 1.16. be in close proximity to traffic or mobile plant operating on a worksite. Students are to attend onsite induction and traffic management meetings. Host employers are to closely supervise students, especially when plant is operating, and question students to ensure understanding of no-go areas and related safety procedures
- 1.17. high-risk construction work, as defined in [Schedule 3, NSW Work Health and Safety Regulation \(2017\)](#), or ACT equivalent, [Appendix C, Licensing and registration - WorkSafe ACT \(2018\)](#), ie work involving:



- risk of a person falling more than 2 metres
  - construction work involving the use of explosives
  - work near traffic or mobile plant
  - work around major gas and electrical installations
- 1.18. demolition work other than simple stripping of walls
- 1.19. attendance at a site while chimney stacks or buildings are being demolished
- 1.20. driving: (except as identified in 2.5 below) students are NOT permitted to:
- drive their own vehicles while undertaking activities on behalf of the host employer
  - be asked/directed to drive employer's or any client vehicles while they are on WPL
  - drive any old or unregistered vehicles commonly known as 'bush bashers'
- 1.21. riding horses
- 1.22. attendance at abattoir killing areas (due to Q Fever exposure). Work is permitted at an abattoir or meat processing plant, other than killing areas with appropriate school/diocesan approval
- 1.23. activities involving guns or firearms except as part of an approved and supervised Australian Defence Force activity.

*This is not an exhaustive list. Your school may specify additional excluded activities after checking their insurance document.*

## 2. Potentially high-risk workplace activities

Care also needs to be taken to avoid placing students in a workplace where physical, emotional or cognitive limitations constitute a health or safety risk. If, following a risk assessment, it is determined that the placement provides a valuable learning opportunity, the school and employer might consider risk minimisation strategies such as:

- substituting activities or equipment for the student to do or use
- isolating the hazard
- introducing extra controls in the workplace and/or using Personal Protective Equipment (PPE).

Inexperience and limited awareness also increase the chances of a young worker being injured. Host employers must closely supervise students to keep them safe.

*Students can only undertake the following high-risk activities in the identified circumstances:*

- 2.1. **use of machinery or equipment which may be dangerous for new or young workers to operate** is prohibited unless the activity is first risk-assessed as suitable and safe for student operation by the host employer and each of the following occurs:
- 2.1.1. the student is given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment
  - 2.1.2. the equipment is in safe working order, complete with required safety devices or guards
  - 2.1.3. a suitably qualified or experienced person in the workplace who has good communication skills and the ability to give clear instructions provides ongoing close supervision.
- 2.2. **welding/hotwork** is prohibited - unless such welding or cutting was done in compliance with Australian [NSW Code of Practice: Welding Processes 2022](#) or [ACT Work Health and Safety \(Welding Processes Code of Practice\) Approval 2022](#)
- 2.3. **service of alcohol** is prohibited - unless the student is aged over eighteen (18) and the activity is essential to the placement, has been agreed by all stakeholders and the student has successfully completed the Responsible Service of Alcohol (RSA) training course
- 2.4. **construction work** is prohibited - unless the student has:
- 2.4.1 completed WHS training and has obtained a general construction induction (white card), noting:
    - the construction training package mandates delivery and assessment via face-to-face or real-time audio and visual media. Both forms of delivery and assessment are valid. Schools are in the best position to understand the learning style of their students when determining the mode of delivery of the white card, ensuring student safety is paramount

- where a student has obtained a white card issued by another state, the school must undertake additional actions to meet its duty of care obligations
  - a white card is only valid if the student has undertaken work in the construction industry, such as WPL, in the 2 years since the white card was issued
- 2.4.2 demonstrated the ability to manage their own safety and the safety of others on a construction site; the school principal should not approve the activity where there is any concern
- 2.4.3 been provided an induction by the workplace supervisor, including training in procedures and how to manage site-specific risks. Handling and operating of all tools and equipment must be explained, along with associated risk management.
- 2.5. **driving of any vehicle** is prohibited - except as part of the NESAs (NSW Education Standards Authority) *HSC Primary Industries Curriculum Framework course*, and **then only where the student is over 16 and under instruction and supervision by the employer. In addition:**
- 2.5.1. any activity requiring a licence, permit, or certificate of competence is prohibited unless:
- the student already has the relevant current licence, permit or certificate; and
  - the activity is directly related to the learning outcomes of the placement; and
  - the activity is included in the SPR prior to approval.
- 2.5.2. students must successfully complete the appropriately accredited training course for the operation and maintenance of the machinery and equipment. This includes tractors, implements, equipment attached to a tractor power take-off and side-by-side utility vehicles
- 2.5.3. students with a long record of safe use of quad bikes or motorbikes on farms might not need to complete accredited training. This decision is made on a case-by-case basis. Regardless,
- host employers complete a risk assessment to ensure the activity is safe for students. These are submitted to the school or EVET manager before WPL approval; and
  - students must be closely supervised when using any vehicles, machinery or equipment; and
  - when riding quad bikes and motorbikes, students must be at least 16 and wear:
    - an approved helmet with strap fastened; and
    - eye protection such as goggles; and
    - hand protection such as gloves; and
    - a long-sleeved shirt and full-length pants; and
    - sturdy footwear such as boots.
- 2.5.4. students with little or no experience **must not** operate vehicles, machinery or equipment unless the host employer has demonstrated **substantial experience in providing quality training** to manage the student under close supervision. See [SafeWork Farm machinery: Fact sheet](#).

### 3. Special Approvals

Special approval from the school or diocese may be required if students wish to undertake certain high-risk activities, as listed below. Schools will check their insurance policies carefully and follow a risk management process.

Students wishing to undertake such activities must complete the relevant WPL Special Approval Self-Assessment Application form, available from the [CSNSW WPL webpage](#) and follow the school's approval procedures.

*Special approval is required for the following high-risk activities:*

- 3.1. **working with animals** – this can be dangerous, no matter how experienced the student. Any WPL involving animals, especially horses or livestock, needs extreme caution and special approval from the diocese (or RI/MPJP) school. Therefore, schools must comply with the following additional precautions for students working with animals, including horses or livestock during WPL.
- 3.1.1. students are to complete a *self-assessment* to demonstrate their experiences and capacity to work with animals, other than exempted sites (Taronga, including Western Plains Zoo) and/or participation in NESAs Stage 6 Primary Industries course

- 3.1.2. activities involving horse handling: host employers must follow the [SafeWork NSW code of practice](#) *Managing risks when new or inexperienced riders or handlers interact with horses in the workplace*. Schools should keep records in accordance with the factors described in the code of practice:
- Appendix B – assessing a horse
  - Appendix C – assessing a new or inexperienced rider or handler who will interact with horses in the workplace.
- 3.1.3. activities involving livestock: see [SafeWork Working with Livestock Fact Sheet](#) and [Working with livestock on farms](#). Additionally, students must learn how to reduce the risk of Q fever infection and receive [NSW Health – Q fever fact sheet](#) before attending. Additionally, students **must not** be exposed to Q fever bacteria through:
- observing or assisting with animal birthing
  - handling birth products
  - cleaning up birth products and animal excreta
  - handling an animal's carcass.
- 3.2. **working above-ground at a mine site** providing students do **not** undertake any underground activities nor use explosives in connection with mining/ quarrying/tunnelling
- 3.3. **working at an abattoir or meat processing plant** providing students do not attend killing areas because of the risk of Q-fever, as outlined above
- 3.4. **accommodation away from home**, including placements outside the territory of the Commonwealth of Australia. Overseas placements are not advised. Placements in the USA or Canada and countries subject to their jurisdiction are generally not permitted. Any considerations of overseas placements should take into account the federal government website [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au) and also consider the insurance regulations of the proposed country. Any proposed non-local placement must be referred to the school's insurer prior to approval.

The following requirements must be observed:

- students must be at least 14 years of age and participating in a school approved activity/ placement, demonstrated through the signed Student Placement Record (SPR). Students under 15 years of age must not undertake WPL before 7:00am or after 6:00pm
- WPL during school holiday periods must be arranged and supervised by the school and only in extenuating circumstances. Year 12 students cease to be insured by their school once they complete their last HSC examination and/or have withdrawn from enrolment as a student of the school
- interstate placements are permitted, if approved and supervised by the school
- where possible, students are not to undertake unsupervised tasks with just one employee
- if travel with the host employer is identified as a requirement of a specific placement, the vehicle is properly registered, insured and maintained; good practice for child protection is for the student to travel in the back seat of the vehicle where possible (see SPR)
- serious and wilful misconduct by a student during WPL may void (cancel) insurance cover
- the employer must, in all cases, provide appropriate and reasonable instruction and/or supervision with respect to each Work Experience/Placement student
- the employer and school must comply with all Department of Industrial Relations and SafeWork NSW or WorkSafe ACT requirements (including reporting requirements) for Work Experience/Placement Programs and observe any prohibited activities and SafeWork NSW or WorkSafe ACT regulations (including any age restrictions and requirements for safety equipment / personal protective equipment e.g. helmets and harnesses).

Working with Children/Vulnerable People:

- students must not be requested to undertake unsupervised tasks with children under the age of 18 years (Note: students involved in childcare placements are to be supervised at all times)
- persons **over** 18 working in paid or unpaid occupations classed as *child-related employment*, must complete a *Working with Children (NSW) / Vulnerable People Check (ACT)*. This includes WPL in schools, early childhood education and care settings, child welfare services, youth clubs, etc.

## Am I ready to start?

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Before you start your WPL program, use this checklist to make sure you are ready. Follow up any gaps before you start your placement.

	YES	NO
	I am ready	I need to work on this
I have chosen an area of work that suits my interests, skills and career planning	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have done the preparation activities arranged by my school, such as the <i>Work Readiness Program</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have completed the WHS training requirements for this particular placement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
My Student Placement Record (SPR) has been signed by me, the host employer, my parents (or carer) and approved by the school	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have a photocopy of my SPR along with details of my placement	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have called my host employer to check final details	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I know how I will get to and from work safely	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I know my hours of work and what I am expected to wear	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I know who to contact when I first arrive at the workplace	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I know I am responsible for my behaviour	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I know what food will be available at, or near, my workplace	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have packed my Workplace Journal and I am ready to do the planned activities	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I am aware of my rights and responsibilities in the workplace	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I have my completed Safety and Emergency Procedures Card and know who to contact and when	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I understand what an emergency might be and who I should contact in these circumstances	<input type="checkbox"/> YES	<input type="checkbox"/> NO
I understand importance of completing the follow up activities when I return to school	<input type="checkbox"/> YES	<input type="checkbox"/> NO