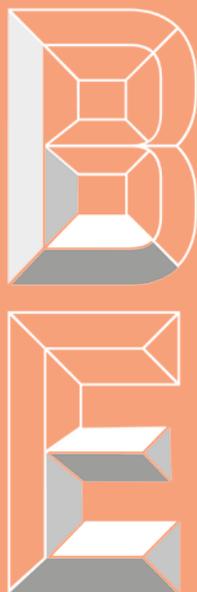


BE AMBITIOUS



# TAFE NSW degrees: Employer guide to industry placements

Did you know that industry placements (also referred to as work placements or internships) are a core part of the curriculum in most TAFE NSW Higher Education degrees? Involvement in a real workplace setting helps students to develop the skills, knowledge and attitudes that employers are looking for. The ultimate aim of a work placement is to benefit both students and industry by producing work ready graduates.

## HOW DO EMPLOYERS BENEFIT?

We believe that hosting students on a work placement benefits the host employer as well as the student. You get to 'road test' passionate people who are keen to develop their knowledge of the industry and who often bring new ideas to a workplace.

Your staff also get the chance to exercise supervisory functions by acting as a coach or mentor to the student. In addition, the process allows you to contribute to the training and education of a skilled industry workforce by linking in with the education and training sector.

## HOW DOES IT WORK?

Students on an industry placement generally work alongside your employees but with appropriate supervision and direction. You should assign work to the student as you would to a junior employee. Ideally an experienced staff member should be assigned to act as a mentor or advisor to the student, with sufficient time to monitor the student's work and provide constructive feedback.

You will be asked to provide some feedback on the student's performance which will form part of their assessment for the course.

## WHO ARE THE STUDENTS?

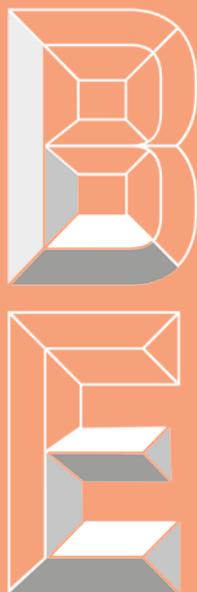
Students completing a work placement are usually final year students who have generally completed two years of full time study in both general and specialist subject areas related to the degree they are enrolled in.

## Want to get involved!

If you think your organisation can host a TAFE NSW degree student on a work placement contact the relevant course coordinator.

Contact details are available at:  
[www.tafensw.edu.au/degrees](http://www.tafensw.edu.au/degrees)

BE AMBITIOUS



# TAFE NSW degrees: Employer guide to industry placements

## What is the duration of a work placement?

Each workplace program is individually negotiated between the employer, the student and TAFE NSW.

The length and format of a work placement can vary - for example it could be for 1 week, or 1 day per week several weeks in a row. The exact format and length will be negotiated with you as the employer, taking into consideration the type of work that is to be undertaken by the student and course requirements.

## Are students paid?

Students are not paid by the host employer while undertaking the work placement. It is important to remember the student is taking part in a learning program and is neither an employee nor a voluntary worker. As a student they are covered by TAFE NSW for insurance purposes.

## WHAT'S INVOLVED?

**1. Let's talk.** Once you have indicated your availability as a host employer, one of our teaching staff will be in touch with you to discuss your expectations and to answer questions about the industry placement program.

**2. Assigning a student.** We will liaise with you to assign a student to your workplace. You may wish to interview students prior to them commencing the work placement. TAFE will coordinate this with you.

**3. Start the program.** Once a student has been selected TAFE NSW, the host employer and the student sign a work placement agreement outlining the obligations and responsibilities of all parties.

Once the work placement commences you will provide meaningful work experiences to enable the student to develop their learning and understanding of industry practices.

It is a good idea for you to commence the work placement with a brief induction program so that the student has a clear understanding of what the business does and is aware of relevant company policies and systems that the student needs to be familiar with to perform workplace tasks.

Be sure to discuss WHS, IP and non-disclosure requirements.

**4. Assessing the student.** The student will maintain a log-book during their placement outlining the type of tasks they have undertaken and what they have learnt

In addition, at the completion of the work placement you will be asked to complete a brief report about the student and their performance during the work placement.

The teacher will also contact you at the end of the work placement for a debriefing interview.

The student's log-book, the employer report and interview all contribute to the student's assessment of the work placement subject.