

## The Employer's Responsibilities

- To provide the student with **meaningful tasks** related to the course they are studying
- To provide the student with a **workplace supervisor**
- To provide a **brief description of the workplacement tasks** to YouthNow to help ensure a suitable student is matched to your enterprise
- To pay the student a minimum of **\$5 per day** (non-profit organizations are exempt)
- To select suitable working hours for the student
- To ensure **OH&S and Equity** is satisfied and to sign a Workplace Learning Agreement to confirm this.

*We greatly appreciate the employers who offer these short-term student work placements.*

*All employers will be eligible for the YouthNow **Employer Champion Awards** held at the end of 2010.*

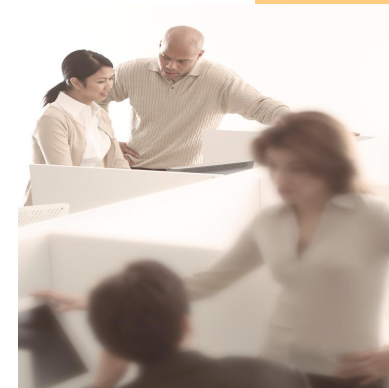
*See [www.youthnow.org.au](http://www.youthnow.org.au) for more details.*



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A free service  
for employers to  
take the “work”  
out of  
workplacements



## VET in Schools

Around 90% of Australia's secondary schools now offer **Vocational Education and Training (VET)** to their senior students (Years 10,11 and 12). This means **students can gain practical work skills and nationally recognised VET qualifications** as part of their school education.

As part of their VET course, students participate in **Structured Workplace Learning (SWL)**. SWL combines traditional classroom learning with hands-on workplace learning. **It helps students to be more work ready** and equips them to make a successful school-to-work transition.

Unlike work experience, where students generally observe staff, **SWL requires students to complete real tasks and learn** set skills which are formally assessed either at school or in the workplace. Students can make a real contribution to the business, using the skills they have learnt during their course.

The workplace learning coordinators program delivered by YouthNow is funded by the Department of Education and Early Childhood Development (DEECD). It is a free service for employers and students. We are **committed to providing quality Structured Workplace Learning (SWL)** for VET in Schools students in Melbourne's Western Region.

## Employer Benefits

Providing 1 or 2 weeks industry experience is a great community service. It provides benefits for employers including **community recognition, increased staff satisfaction and improved recruitment efficiency.**

Other benefits include:

- SWL gives **businesses** and industries an opportunity to invest in **skilling** their **future** workforce.
- SWL gives companies an opportunity to identify students who are **good prospects for later employment** either as casual employees, apprentices or full time staff. Employers call it the **'try before you buy'** benefit.
- Supervisors **of students also develop new skills and** receive increased satisfaction in their job.
- Many enterprises find there are real and welcome **public relations benefits** from offering SWL .
- **Businesses have found an increase in overall productivity** when an SWL student is on site. There is an extra pair of hands on the job; students share new ideas; staff working with students become more alert.
- Research shows employers have found the benefits such as enhancing skills in the company, more efficient recruitment, increased productivity and PR have a **direct impact on the bottom line.**

## What YouthNow offers Employers

- YouthNow will make the **workplacement arrangements** for the employer, book and send written confirmation of the placement and send a reminder 2 weeks prior to the placement
- YouthNow will **ensure the student contacts the employer** prior to the placement either by phone or if requested by the employer, in person.
- Any **concerns** prior to or during the placement can be **handled immediately** by YouthNow
- YouthNow provides **induction for students** to ensure they are aware of their responsibility to the employer (positive attitude, punctuality, suitable clothing, notification of illness etc)
- YouthNow contacts employer and student during the placement to check the **placement is progressing well**
- YouthNow asks the employer to fill in an **Evaluation Form** at the completion of the placement to ensure the placement and our service was satisfactory
- YouthNow provides each employer with a **'Certificate of Appreciation'** for participating in the VET in Schools industry experience program.
- YouthNow offers **supervisors training, advice and support**
- YouthNow recognises all employers who support Structured Workplace Learning, by **listing each employer on the internet and providing links to the employer's web site.**
- Should the Employer wish, YouthNow **will handle all work-placement enquiries and bookings on the employer's behalf. Simply refer all work placement enquiries to staff at YouthNow and we will take care of the arrangements for you.**