

# Making it Happen



Work Placement  
STUDENT WORKBOOK

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**For more information: [www.ndcotas.com.au](http://www.ndcotas.com.au)**

**Supported by Skills Tasmania.**

All efforts have been made to ensure the accuracy of the information contained in this publication at time of printing. This publication should be used as a guide only and students should contact the relevant people or organisations to gather information specific to their individual needs.

# Introduction

Work placement can help you:

- See what work is like
- Find out what sort of work you would like to do when you leave school
- Learn some of the skills you need in a workplace.



## Contents

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# Who do you tell?

**You have the choice how much you tell about your needs.**

When people at the workplace know about your needs it makes it easier for them to help you.

## Case study

Robert was embarrassed to tell his work placement teacher that he couldn't read. On his first day in the job his supervisor asked him to read some instructions. She couldn't understand it when Robert wasn't able to do it. If the employer had been told about Robert's needs, she could have given the instructions in a way that Robert could understand.

**What does your supervisor need to know about your needs?**

- Are there things that you will need help with?
- Are there things that you need to be reminded about?

**Talk to your teacher or parents/guardian about how much you want people at the workplace told about your needs.**

- \* Are there some things that you should keep private, and not talk about?



# first meeting with your work placement coordinator

Name of workplace you will be going to:

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Person to contact at the workplace:

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Phone number of workplace:

---



Address of workplace:

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Emergency contacts  
(if there are problems at work):

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Manager at workplace:

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**Starting time for work:**

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**Travel – how will you get there?**

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**What sort of work will you be doing?**

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**What sort of clothes should you wear?**

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**What kind of activities do you expect to be doing at the workplace?**

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**Is there anything that you need to make it easier for you to do these activities?**

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**Who are 2 people that you can talk to if you have problems in the workplace?**

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# getting ready

When getting ready for your work placement there are three main things you should do:

1. Find out what is the right thing to wear at the workplace. Make sure that you are neat and tidy and clean.
2. Find out everything you can about your workplace.
3. Find out how to get there.

## How to look neat

1. **Dress appropriately.** This means wear clean clothes, and clothes appropriate to the workplace. **Clean clothes** need to be worn everyday.
2. **Be clean.** Have a bath or shower and wash your hair before you leave home. Use a deodorant but not too much perfume.
3. **Have your hair neat and tidy.** If your hair is long, make sure you comb it and tie it back. Hair should be clean and just washed, and neatly trimmed to your style.



4. **Nail care is important.** Check that nails are clean and manicured. Do not wear nail polish as it can easily get chipped.
5. **Clean your teeth twice a day;** before you go to bed, then before you leave home to go to work. This will make sure that your breath is fresh. Clean teeth help to make you look good.





6. **Make sure you wear the right footwear.** Shoes must be cleaned. Thongs are not to be worn on work placement.

Check what footwear you need for the job you will be doing. If you are going to be on your feet all day don't wear high heels.

7. **Remember to take a coat** if it is going to be cold. If it looks like rain, take a raincoat.



8. If you are working outside in the sun, **take a hat, sunglasses and sunscreen.**



## The right clothes

What are the right clothes for your job? For example, if you will be working in a garden, you could wear overalls. For other jobs a uniform or smart/dressy clothes would be right to wear.

**What clothes would be right** for your work placement?

# getting to know your workplace

## Activity

1. Ask your workplace supervisor to point out the main features of the workplace. Things like:

Reception/front office



Telephones



Toilets/restrooms



Canteen/lunch room



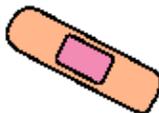
Fridge



Emergency exits



First Aid



Tea/coffee/water facilities



Noticeboard



Locker



Any restricted or “no-go” areas



Other places you should know about

**2. Who is your workplace “key person”?** This could be your supervisor, or the person you have been told to report to.

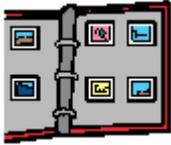
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**3.** Find out if there is a **map** of the workplace, or a floor plan.

**4. Paste the map on the next page** and label some of the important areas.

If you can't get a map, draw a picture or take a photograph.

**5.** Are there any **signs that you don't understand**? Write what they say here.



Place your  
map or  
photograph here



# how to get there



**Write down the address of your work place**

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**How will you get there?**



**Look up travel timetables to find out how long it will take you**

(Write the time for each part of your travel)



**Find your workplace using a street directory.**

(Write the map reference here)



Show the route  
you will use to  
get to work

You can draw a map, or download a map from the internet.

**What time will you need to leave for work?**

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**How much time will you spend travelling?**

# rules & rights

**What are the terms and conditions for work placement?** Fill in, circle or tick the correct answers.



Starting time: \_\_\_\_\_

Finishing time: \_\_\_\_\_

Total hours worked: \_\_\_\_\_

**If you have a break:**



What time will you break? \_\_\_\_\_

How long will your break be? \_\_\_\_\_

**What days are you expected to work?**

Monday

Su M T W Th F S



Tuesday

Su M T W Th F S



Wednesday

Su M T W Th F S



Thursday

Su M T W Th F S



Friday

Su M T W Th F S



**Who do you call if you are sick?**

# safety

## **What do you hear or see in the workplace to tell you that you need to evacuate?**

Siren   Flashing Lights   Announcement   Supervisor

## **How do you exit the workplace in an emergency?**

Find the nearest exit and walk quietly and calmly to evacuation area as directed.

## **Where do you assemble after you evacuate the workplace?**

**Are there any other terms and conditions specific to the workplace?** (Like reading the noticeboard to find out information, or reporting accidents.) Write them here:

# safety signs

The signs and symbols you see in the workplace are to remind you or tell you about something.

## STOP AND PROHIBITION – ‘YOU MUST NOT ...’

Circle: **WHITE** background with **RED** borders and cross bar; black symbol.



## CAUTION – BE CAREFUL

Triangle: **YELLOW** background, black border and symbol



## MANDATORY – YOU MUST WEAR THIS

Circle: **BLUE** background, white symbol/ picture inside.



## EMERGENCY – INFORMATION

Square or rectangle: **GREEN** or **RED** background, white symbol.





# Journal

Fill in a page of your journal each day. You can talk about what you have written with your supervisor at the start of the next day you are at the workplace.

*Fill this in before your placement*

Answer these questions by circling one number, where 1 means you feel the worst and 4 means you feel the best

|  |   |   |
|--|---|---|
|  | How do you feel about your abilities?                                 |   |
| worst  | 1      2      3      4  | best  |
|  | How comfortable do you feel talking to people you have only just met? |  |
|  | 1      2      3      4  |   |
|  | How do you feel about spending time with new people?                  |   |
|  | 1      2      3      4  |   |
|  | How do you feel about people giving you criticism about your work?    |   |
|  | 1      2      3      4  |   |

**Date:**

Circle yes or no:

**Was I on time? Yes No**

**Was I absent from work? Yes No**

**How many hours did I work? .....**

**Activities I did today:**



**What new skills did I learn today?**

**Are there skills I need to learn to help me in this job?**

**Are there any questions I need to ask my supervisor next time?**

**Date:**



Circle yes or no:

**Was I on time? Yes No**

**Was I absent from work? Yes No**

**How many hours did I work? .....**

**Activities I did today:**

**What new skills did I learn today?**

**What questions do I need to ask my supervisor next time?**



**Date:**

Circle yes or no:

**Was I on time? Yes No**

**Was I absent from work? Yes No**

**How many hours did I work? .....**

**Activities I did today:**



**What new skills did I learn today?**

**What questions do I need to ask my supervisor next time?**

**Date:**



Circle yes or no:

**Was I on time? Yes No**

**Was I absent from work? Yes No**

**How many hours did I work? .....**

**Activities I did today:**

**What new skills did I learn today?**

**What questions do I need to ask my supervisor next time?**

**Date:**

Circle yes or no:

**Was I on time? Yes No**

**Was I absent from work? Yes No**

**How many hours did I work? .....**

**Activities I did today:**



**What new skills did I learn today?**



**What questions do I need to ask my supervisor next time?**

# review

*Fill this in at the end of your placement*

**How do you feel this job matches your interests and abilities?**

**Has this work placement helped you make a decision about your future work?**

**Would you work in this industry again? Yes    No**  
**If yes, why? If not, why not?**

**What made it good?**

**What could have made it better?**

**Answer these questions by circling one number, where 1 means you feel the worst and 4 means you feel the best.**

worst



How do you feel about your abilities?

1      2      3      4

best



How comfortable do you feel talking to people you have only just met?

1      2      3      4

How do you feel about spending time with new people?

1      2      3      4

How do you feel about people giving you criticism about your work?

1      2      3      4

# **your notes**

# Helpful hints

## **Your work placement employer will expect you to:**

- Be punctual - someone who always arrives at work on time
- Always be on time after breaks
- Be careful about your appearance
- Be keen about work and interested in the job
- Do the job as well as you can
- Volunteer to perform jobs you can do well
- Ask questions about the job and your tasks
- Be careful using machinery and equipment - ask if you are allowed to use certain equipment
- Be prepared to do small jobs
- Work without distracting others
- Be positive
- Smile and look like you're enjoying yourself

## **Your responsibilities**

- Try to finish your tasks each day
- To clean up your working area at the end of the day
- To get along with the people you work with
- To report anything you think might be a risk to yourself or other people.

**Always let the employer and school know if you are going to be absent or late.**



**Australian Government**

**Department of Education, Employment  
and Workplace Relations**



Enhancing post secondary education, training and  
employment opportunities for people with a disability

## **Acknowledgements**

Our thanks goes to the following people and organisations for their help with this project:

To the Dept of Education and Early Childhood Development, Victoria, for permission to adapt guidelines and worksheets from “A Job Well Done” teacher resources; to the SWEAT Project, WA, for use of their journal; to TAFE NSW-Illawarra Institute for permission to adapt information from their disAbility Aware Kit, written and produced by Violet Janevski, Anna Welch, and Jo Kay.

For their valuable input: Kathy Gibbings; Sarah Shimmin, Brooks High School; Sallee Whitehead, Newstead College; James Newton, TAFE Tasmania; Scott Robson & Joy Brooks, Choice Employment; Anne Blanch, Tasmanian Deaf Society; Errol Ingram, Royal Guide Dogs Association of Tasmania; and to all those who gave their time to the project.