



Formerly Queensland Youth Industry Links Inc. and Sunshine Coast Youth Partnership Inc.

Student Work Placement Induction Procedures

Please ensure that you discuss the following topics with the student either at the interview or on the students first day with you. Would you kindly initial the areas discussed with the student and when completed, give to the student to return to the school.

Tick Topic

- Basic discussion about the activities undertaken by your organisation
- Outline the management structure of you organisation including the Students immediate supervisor
- Explain to the student your expectations of their behaviour
- Please give the student an outline of the types of tasks you would expect them to be doing
- Please indicate their start and finish times including scheduled breaks for lunch etc
- Please indicate to the students the dress standards required including any WH&S clothing requirements
- Please talk the student through your WH&S Procedures and outline any specific safety standards required for the tasks they will be doing
- Inform the student of who to go to in case of emergencies, discrimination, harassment, accidents or any other problems that may arise
- Show the student facilities including toilets, change rooms, exits, staff rooms where applicable

I certify that I have inducted the student to my work place to the best of my ability and have clearly outlined to the student my expectations and any occupational health and safety requirements applicable to my business.

Name of Organisation _____

Signature of Supervisor _____

Name of Student I am currently hosting _____