



Host: Student Placement Guide



First day checklist

To make the most of your student's time, and to ensure that his/her first day goes smoothly, it's worth taking the time to prepare for your student's arrival. The following checklist will help you identify the practical considerations of hosting a student.

Pre-placement checklist for Host Organisations:

- Discuss the placement with management and staff and inform them of the student's name, job title and start date. Those staff who will be working closely with the students should be made aware of what s/he can expect from the student and what the student will hope to gain from the placement.
- Identify a supervisor to support the student during the placement and explain his/her role and responsibilities. (the name of the supervisor will need to be added to the Placement schedule)
- Collate information about your business, services, products or industry. This can be sent to the student prior to the placement's commencement or given to him/her at their pre-placement meeting/interview.
- Prepare an induction program and materials for the student. This may follow your organisation's usual induction procedure or be specific to the work placement.
- Arrange for an Occupational Health and Safety briefing on the student's first day, including any training or tour that may be necessary.

-
- Organise a workspace and any necessary equipment, such as a computer, installation of software etc.
 - Identify initial tasks and write them in a placement brief for the student to follow

A thorough induction means the student will feel settled more quickly and be well prepared to succeed in your workplace.

Induction checklist for Host Organisations:

- Talk to the student about your organisation, its history, structure, culture and values. Encourage the student to ask questions.
- Explain your expectations in relation to start and finish times, lunch breaks, dress code, professional conduct and confidentiality.
- Brief the student on your organisation's WHS policies and procedures and identify any WHS issues for the student's role. This should include:
 - How to raise health and safety issues
 - First-aid arrangements and accident reporting
 - Emergency, Fire and Safe handling procedures
 - Any other relevant issues
- Give the student a tour of the workplace, including lunch room and toilets.
- Introduce the student to key staff members, explain their roles and what interaction, if any, the student is likely to have with them while working on the project.
- Explain internal and external communication facilities (telephone, e-mail, post etc).

During the placement

While your student will make every effort to behave as an employee, it is important to remember that s/he is still a student and may need a little more supervision than a new staff member. Here are some suggestions to ensure that your student makes a valuable contribution to your workplace:

1. Develop a project or task schedule to help the student manage his/her responsibilities, and to help you track their progress.
2. Explain how the student's project or task fits into your organisation's goals or strategy so s/he understands the 'bigger picture'.
3. Ask the student to demonstrate a task to ensure it has been adequately explained and that s/he fully understands what is required.
4. Encourage the student to ask questions and approach you with any problems s/he is experiencing within the workplace.
5. Set up a regular time to provide feedback to the student and discuss the progress of the project. The student will appreciate having a designated time in which they can ask questions and review their work.
6. Be generous with your praise. Like all of us, students will appreciate being told when they are doing a job well.

At the end of the placement

- Student has handed in all completed work
- Supervisor is aware of any uncompleted work, and where necessary this has been handed over to employees who may be involved in its completion
- Student has had the opportunity to farewell and thank other staff members for their assistance

Students may also:

- Ask you for a reference; students are advised that supervisors are under no obligation to provide a reference
- Wish to establish ongoing professional networks with your organisation; students are advised to ask suitable colleagues if this is appropriate and what the best way is to do this e.g. by email, coffee every couple of months or so, etc

Mid- Way Evaluation

Mid way through the placement you will be required to evaluate the students' progress. The WIL team will forward an online evaluation form to be completed within 1 week.

Evaluations should be filled out in conjunction with the student to ensure any potential issues are raised and solutions are discussed.

Final Evaluation

Organisations are asked to provide feedback regarding both the student's performance, and the communication between the WIL team from the University. It is important to sit down at the end of placement and discuss with the student.

Your feedback will form part of the student's assessment and provide the student with valuable guidance in areas they are doing well in and areas they might need to improve.

Top tips for placement success

1. **Make your placement proposal as detailed as possible.** The more information your student has about the background, purpose and anticipated outcomes of his/her placement, the more likely you are to be happy with the end result.
2. **Prepare thoroughly for your student's arrival.**
Don't forget that the student must arrange for you to sign a *Placement Schedule* prior to the commencement of the placement. A copy of this document must be sent to the WIL admin team prior to the commencement of the placement
3. **Be clear about your expectations.** Explain clearly to your student what is expected of him/her in terms of dress, behaviour, interaction with clients etc.
4. **Encourage your student to ask questions.** It is important that your student feels comfortable seeking clarification or further information.
5. **Give constructive feedback on your student's work.** Your student will respond positively to feedback that is given in a thoughtful manner, and, like all of us, will especially appreciate praise for a job well done!
6. **Set up a regular 'check-in' time** with your student to discuss progress, performance and any problems that may arise.

Troubleshooting

While we make every endeavour to ensure students are thoroughly prepared for their work placement, occasionally problems arise as the student adjusts to the work environment. Should you have any concerns, we encourage you to contact the WIL team immediately. You may also find these tips useful in resolving problems.

The student is unable to complete the work required of them.
<ul style="list-style-type: none">• Confirm that the student understands the task and has the necessary skills and capabilities to execute it.• Ensure the student is equipped with all information and equipment necessary to complete the task.• Check that the student is working on tasks in order of priority.• Ensure the student listens to instructions.• Ascertain whether the student has been allocated extra tasks by other members of staff.• Assess timeframes in accordance with the student's capabilities.
The student appears unwilling to complete the work required of them.
<ul style="list-style-type: none">• Determine whether there is a reason the student is unable to complete the work.• Assess whether the student is being challenged enough by the tasks allocated to them.• Take care not to confuse inhibition with lack of motivation.• Ask the student if they are experiencing any other difficulties in relation to and extraneous from the placement.
The student is late or absent. The student's behaviour is otherwise inappropriate.
<ul style="list-style-type: none">• Explain to the student that his/her behaviour/lateness is unprofessional and that s/he will have to conform to your expectations in future if the placement is to continue.• If the student is absent without notification, please inform the Topic Coordinator and WIL Support Officer immediately.
The student is injured during the placement.
<ul style="list-style-type: none">• Ensure the student receives appropriate medical attention and notify the Topic Coordinator and WIL Support Officer so that they can deal with insurance matters.

