

Work placement monitoring report

To be completed by school representatives visiting work sites or by telephone contact and kept on file with the student's workplace learning record

Given that visits may not always be possible due to factors such as distance or resource limitations, a risk management approach must be taken. * For placements requiring greater consideration such as metalwork or construction, visits to the workplace must be a priority. For most placements such as office work, a phone call may be sufficient.

* Refer to Worksite risk assessment summary form – only required to be completed for work placements assessed by the school as higher risk.

Work placement provider: _____

Student name: _____ Student telephone: _____

Work experience VET course: _____ Year group: _____

Teacher visiting the student: _____ Date of visit: _____

Initial Contact

Check:	Comment:
<input type="checkbox"/> Timely arrival	
<input type="checkbox"/> Appropriate dress	
<input type="checkbox"/> Required equipment	
<input type="checkbox"/> Have they settled in?	
<input type="checkbox"/> Appointment time to visit	

Worksite visit

Jobs/tasks being carried out by the student: _____

Work placement provider/supervisor feedback: _____

Student feedback: _____



***Site Safety Check** – Any negative outcomes **must be followed up** to ensure the safety of students

Items	Yes/No*/NA	School representative comments or actions taken
Has the student been inducted to the site?		
Has the student been appropriately trained in the correct use of machinery and equipment?		
Is the student wearing PPE as required?		
Does the student believe they are suitably supervised?		
Is the student being exposed to hazards? eg working at heights, with unguarded machinery, with hazardous chemicals etc		
Does the student have any safety concerns? If so, what are they?		
Has the supervisor indicated the student is: <ul style="list-style-type: none"> acting appropriately for the workplace activities being undertaken? following instructions in regard to safety? 		

Workplace suitability - Based on the workplace visit/phone call, the following assessment was made:

The supervisor and staff followed a duty of care for the student.	Yes	No*
The workplace was considered to be safe and followed WHS requirements.	Yes	No*
The work provided was appropriate for the student in regard to quality, quantity and meeting outcomes.	Yes	No*

*** Any problems or concerns MUST be noted by the visiting school representative in the comments sections.**

Comments:

Signed: _____

Date: _____