

Attention: Workplace Supervisor

Senior high school students attend a business for a week to gain practical experience, skills and knowledge about the industry.

They learn to communicate with the staff and supervisors. Employers offer students a range of industry activities that suit their resources and their business.

Benefits for Business

You can:

- Raise your profile within the community
- Access potential part-time & full-time employees
- Develop training programs and supervisory skills
- Participate in special events and receive media coverage

• • • Below are tasks that your workplacement student may be able to do in the workplace. They are designed to assist you with planning your student's workplace learning.

- ♦ Create the following IT solutions for the current workplace: memos, faxes, letterheads, emails, reports, web pages.
- ♦ Obtain a copy of the OH&S policy of the organization, especially the section relating to ergonomics and minimum required spaces. Design an office plan, showing the most appropriate location of equipment and furniture.
- ♦ If practicable, follow the maintenance procedures for a piece of equipment while conducting maintenance.
- ♦ Install software and hardware components as directed by the supervisor.
- ♦ Conduct a system check and perform an anti-virus check using the appropriate software tools.
- ♦ Prepare a maintenance schedule for a piece of hardware, in consultation with the supervisor.
- ♦ Prepare guidelines for the use and development of a company web page.
- ♦ Compile a hardware user's guide for one piece of hardware located in the workplace.
- ♦ Use a word processing program to prepare a mail merge document and prepare and send faxes, emails, memos and letters.
- ♦ Use a spreadsheet to produce graphs of product sales and stock supplies.
- ♦ Set up a database of the organisation's clients – use to produce reports on contracts, spare parts client details etc.
- ♦ Undertake a stock take of paper, printers, floppy disks, cartridges etc. Decide on the fields and then use the data to compile a database.
- ♦ Where a computer is available create a PowerPoint, Flash or web presentation of the employer's choosing.