

## 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.

- ♦ Observe and document the OH&S measures in the workplace.
- ♦ What types of forms are used – where possible ask for samples.
- ♦ Identify and retrieve documents from the computer.
- ♦ Produce simple documents, short routine letters, notes, memos and records using the computer.
- ♦ Prepare, in consultation with the supervisor, a plan for the daily work routine.
- ♦ Develop and update tourism industry knowledge.
- ♦ Process financial transactions.
- ♦ Access and interpret product information.
- ♦ Source and provide destination information and advice.
- ♦ Process non-air documentation.
- ♦ Assist in the co-ordination of the on-site registration of guests/delegates/attendees at a meeting or event.
- ♦ Provide on-site information and assistance to customers.
- ♦ Promote tourism products and services to customers.
- ♦ Identify and document the employment paths in the industry.
- ♦ Copy, collate and file documents, in accordance with office protocols, as required.
- ♦ Document the methods used for file and storage of documents in the workplace.
- ♦ Select, operate and maintain a piece of office equipment to complete a given task.

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