

INFORMATION PACK BECOME A HOST EMPLOYER



Everything you need
to know about
hosting a young
person in your
workplace!

*It's FREE and easy to
join!*



PUTTING
YOUNG
PEOPLES
NEEDS
FIRST

WHAT IS WORK PLACEMENT?



WORK PLACEMENT IS NOT WORK EXPERIENCE

Unlike Work Experience, WORK PLACEMENT should provide more opportunities to participate in the workplace as opposed to observing in the work place.

All students through Youth Up Front are secondary school students undertaking their studies at either a secondary school or TAFE College.

All courses supported have a MANDATORY placement component which ensures that they are able to not only experience the "world of work" first hand but also provides them a chance to practice the skills they have learnt and developed in their course area.



AREAS OF STUDY

SOME OF THE CURRENT COURSES ON OFFER

- Automotive
- Active Volunteering
- Assisted Dance Teaching
- Allied Health
- Business Services
- Construction
- Electrotechnology
- Financial Services
- Hospitality
- Information Technology
- Retail
- Sports Coaching
- Metals & Engineering
- Tourism, Travel and Events



WORKING WITH THE YOUTH UP FRONT



OFFERING PEACE OF MIND AND EQUITABLE SUPPORT TO ALL YOUNG PEOPLE IN NORTHERN SYDNEY

Working with Youth Up Front, you will have peace of mind that all documentation is completed and communication is streamlined.

Not only will this apply to Work Placement but we can also field and arrange your year 10 work experience enquiries as well.

We offer confirmation emails 2 weeks prior, start of the week check in calls, streamlined bookings (no double ups!) and incident management so if things do go wrong, we will manage the process back to the schools, coordinate any claims and generally take the hassle out of your hair!

Youth Up Front (previously The BEN) offers 25+ years of experience in coordinating Work Placements for young people across the Northern Beaches.

*Working with
Youth Up Front
ensures you not only
support local students
but also support the
local network of
business operators
who support the
program across
Northern Sydney*

SCHOOLS IN NORTHERN SYDNEY



**NO JOB IS TOO BIG OR
TOO SMALL FOR US -
WE DO IT ALL!**

Youth Up Front is based in Ingleside and services across the Northern Beaches and North Shore.

Our support is offered to NSW Government Schools, Independent Schools and Catholic Schools.

We additionally support local students in their studies at TAFE and other colleges either in or outside the region.



FREQUENTLY ASKED QUESTIONS



How do I get started & where can I ask for more information?

Contact your Work Placement Coordinator on: 9886 3339 / wpsp@youthupfront.org.au

Whose insurance does the student come under?

Insurance and indemnity are arranged by the NSW Department of Education, TAFE NSW or relevant body for private schools.



Can a student make a Workers Compensation claim?

As students are not employees (and not paid for their time on Work Placement) they cannot make a workers compensation claim.

Do I need to pay the student for their time and work with my business?

No, if the student is paid their insurance is void. Students understand that this is a learning activity for which they will not be paid.

Will there be support available to me during the time I am hosting?

Absolutely! Work Placement Coordinators are available during business hours to support you and the student to have a positive Work Placement experience.



How do I know what tasks I can get the student to do?

We can provide you with Vocational Framework information which will support you to identify suitable tasks for students.

FREQUENTLY ASKED QUESTIONS

What are my WHS obligations for students?

Hosts are obligated to provide an workplace induction, and a safe workplace with supervision for students from a suitably trained and experienced professional.

What are the students responsibilities while on placement?

Students are obliged to dress appropriately to the workplace, be punctual, have a good attitude, and act in accordance with WHS procedures. If there are specific requirements for your workplace, please discuss these with your Work Placement Coordinator.

If I am happy with the students performance during Work Placement can I employ them, or offer them a traineeship/Apprenticeship in the future?

Yes! They then become a paid employee under your business insurances and employment arrangements.

What happens if I am hosting a student and things are not going well?

Contact your Work Placement Coordinator, and we will negotiate with the student and their teacher to have them moved from the placement.



Where to from here?

**TO BE A PART OF OUR
PROGRAM, REACH OUT
BY EMAILING US ON
WPSP@YOUTHUPFRONT
.ORG.AU
AND OUR TEAM WILL
BE IN TOUCH!**



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