



Statement of Expectations

Work Placement Support Program 2025

Overview

Welcome to Youth Up Front's Service Expectations for the provision of Work Placement Support services in 2025. We aim to provide seamless and professional coordination of work placements in partnership with schools and EVET providers. This guide outlines the services we offer, how it is offered, requirements from participating schools, and expectations, to ensure positive and successful outcomes for students studying VET.

Services Offered

Work Placement Coordination

Details below outlines the responsibilities of the Work Placement Service Provider in relation to supporting your school for placements in 2025;

- **Sourcing Placements:** Identify and secure suitable work placement opportunities that align with students' vocational studies in both VET, EVET and BEC.
- **Employer Engagement:** Recruit and induct host employers, ensuring compliance with relevant policies and student safety protocols. All placements offered will have completed the required annual onboard compliance documentation to meet each educational sectors needs.
- **Student Preparation:** Provide support and collaborate with schools to ensure students complete pre-placement preparation including onsite presentations and activities as well as support and monitoring of Go2WorkPlacement certificate completion.
- **Ongoing Support:** Offer timely assistance to schools and employers to address any issues that arise during the placement process.

- **Documentation:** Provide comprehensive placement records and necessary insurance details to host employers.
- **Feedback and Improvement:** Host biannual meetings with stakeholders to review and enhance program quality.

Working with Schools and EVET Providers

- **Current and Future Needs Assessment:** Work closely with educational institutions to anticipate and fulfill work placement requirements.
- **Resource Implementation:** Promote and assist with the integration of Go2WorkPlacement to prepare students effectively.
- **Communication:** Maintain open lines of communication with schools and EVET providers to ensure a smooth process.

Working with Employers

- **Promotion and Recruitment:** Encourage businesses to participate as host employers and facilitate their understanding of work placement benefits.
- **Induction and Compliance:** Ensure employers are briefed on student safety, supervision, and applicable policies.
- **Evaluation and Maintenance:** Conduct annual evaluations of host employers to ensure program quality and retention.

School Obligations

To ensure we can deliver on the above expectations, there are a few school obligations to note;

- All school staff who are required to access the placement coordination software are required to complete the following form providing individual contact email and mobile phone details for verification and access. In the event of teacher's departure, it is the school's responsibility to notify the WPSP for access removal. To submit teacher details, click [HERE](#).
- All students requiring placement have registered within the system prior to the following cut-off times;
 - Year 11, Term 1, Week 10
 - Year 12 (new commencement) Term 1, Week 5
- All students complete the Go2Workplacement certificates (1. General Induction and 2.+ Course specific) prior to being allocated to a placement
- All required medical and disability notes are completed prior to placement
- Students are welcome to provide leads for work placement. These are to be received either 8 weeks prior to placement or by Term 2, Week 3. 3 Attempts will be made to secure placement via the requested leads after which time communication will be provided to the school and the student will need to be allocated to a placement offering.

- In the case of AIS or Non-Systemic Schools, provision of Certificates of Currency for required insurance coverage for Work Placement - [HERE](#).
- Placement opportunities will be offered on the system until 2 weeks prior to the placement date. After this time, dates will be locked and may only be accessible via the Work Placement Coordinator. This process is to ensure ample time for documentation completion and communication and planning for the Host Employer.
- All negotiations for placement with associated Host Employers are completed via the WPSP - no direct negotiations for placement dates or specific conditions
- All students who are simulating placements are to declare this intent prior to Term 1, Week 6 [HERE](#). These will be recorded and hours confirmed to ensure transparency on placement expectations from the WPSP.
- Students studying Events and Entertainment will be expected to apply for partnered opportunities. These dates and opportunities will be provided at the start of the year to be communicated to students.

What You Can Expect From Us

- **Professional Conduct:** Our staff will maintain professionalism in both conduct and appearance.
- **Timely Support:** Assistance is available during core business hours from 8 AM to 4 PM.
- **Equal Opportunities:** We strive to provide non-discriminatory placement opportunities for all students. Please note that safety is paramount and remains at the forefront of opportunities and prerequisites for placement.

Conclusion

Youth Up Front is committed to facilitating meaningful work placement experiences for HSC VET students. By working collaboratively with schools, EVET providers, and host employers, we strive to develop and refine essential competencies in a real-world setting. For additional support or enquiries, please contact us during business hours.