

Title	Guidelines for Teachers/Tutors/Trainers involved in the delivery of Work Experience
Description	This is a sample set of college/VET provider guidelines for teachers/tutors/trainers involved in the delivery or co-ordination of work experience
User	To be distributed by the college VET provider to all relevant teachers/tutors/trainers
Goal	To provide clarity to relevant teachers/tutors/trainers on processes and documentation supporting the work placement element of the programme/s
Objective	To create an awareness in all relevant teacher/tutors/trainers on the processes and available documentation to support the work placement element of the programme/s
Method	This can be made available to relevant staff online, electronically and/or in hard copy
Recommended Use	This could be made available to all relevant staff with a role to play in the delivery of the work placement element of programme/s
When	Prior to the commencement of the programme
Language	English
Further links	

**Guidelines for Teachers involved in the delivery of Work Experience**

- For all courses leading to a (insert award name) award the work experience component is mandatory for certification.
- It is the responsibility of each student to secure their own work placement.
- In accordance with Code of Behaviour for (insert name of college/VET provider) any breach of discipline while on work experience placement is regarded as a serious breach of discipline and will be referred directly to (Name of person/role)
- All full-time class groups are out on work-experience **1 day per week** (amend as appropriate)
- Some class groups may do additional block work experience. This must be approved in advance with (name of person/role).
- While class groups are on approved block work placement subject teachers must be available in college for timetabled hours to cover classes that maybe required.
- An individual attendance sheet must be signed by employer/s to verify weekly attendance by the student/s. This sheet is available (insert where).
- All communication with employer to be recorded.
- Letters for students seeking work experience along with insurance form to be issued to employers. These templates are available (insert where).
- Other letter templates that may be used by Work Experience teachers are available (insert where).
- The template for the Supervisor's report is available (insert where).
- A work experience evaluation form will be distributed to employers at the end of the work experience placement. The template is available (insert where).