Go2WorkPlacement A Student Guide

www.go2workplacement.com

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Career and Workplace Learning

Pathways & Transitions

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About Go2WorkPlacement

Go2workplacement is an online program which assists students enrolled in HSC VET courses to get the most out of their work placement by identifying the skills and competencies they want to focus on during their time in the workplace.

You must complete a mandatory module comprising of Work Health and Safety, Personal Attributes, and Employment Related Skills and the Industry Competency to qualify for a Work Placement Ready Certificate. The Certificate informs a host employer that they have prepared for work placement and outlines the areas they want to explore during their placement.

STEP ONE: Create Your Account

https://go2workplacement.com/auth/login/?returnUrl=%2F

Welcome

Are you enrolled in a HSC VET course in NSW and undertaking a work placement? Go2workplacement helps you prepare for your placement.

Once you complete the go2workplacement you obtain your Work Placement Ready Certificate.

The Certificate lets your host employer know that you are prepared for your placement and have identified a set of skills and competencies to focus on during your placement.

Go2workplacement can be completed as a class activity or in your own time.

Tip: Make sure you have headphones if you don't want to disturb your classmates.

Follow this link for MyWorkExperience

For Teachers

If you are a VET Teacher please register at.. teacher.go2workplacement.com

Teacher log in

Teacher registration

If you are a Teacher register for the

If you are already registered, login here:

Teacher Login

Teacher Registration

Go2WorkPlacement below.



STEP TWO: Enter Your Details

Ensure you complete all the fields and use your school email address (if you have one). You will not be able to receive your account notification if your email address is not correct.



Your school can be selected from the drop down menu. If you can't see it enter your school name in the school name box as free text.

STEP THREE: You Are Registered

Once your account has been created return to the login page. You will receive an email shortly to set up your password.



STEP FOUR: Confirm Your Registration

You will receive an email in the mailbox of the email account that you registered through Go2WorkPlacement. Follow the link (similar to what is seen below) to set up your password.

Thank you for registering with Go2Workplacement! Please click the link below to get started. If the link does not activate, please copy and paste it into your browser.

https://go2workplacement.cls.janison.com/Auth/ResetPassword?nonceId=f86fe51a-8add-ed11-ba76-0003ff8cf6e5&nonce=3849de93-01cb-47fa-9acd-1bf7442a8665&userId=f16fe51a-8add-ed11-ba76-0003ff8cf6e5

Regards,

The Workplacement Ready Team

STEP FIVE: Create Your Password

Now create a password that only you know and that you will be able to remember.

Set my password Password requires at least 5 characters, one uppercase letter, one umber New Password Confirm Password Confirm Password Mathematical Statematical Statematical

You will now have access to your Student Dashboard



To obtain your Work Placement Ready Certificate You need to;

- 1. Complete the '01 Mandatory Items' (There are 3 Items to complete)
- 2. Enrol in your Industry Course and complete the modules
- 3. Download your completed Work Placement Ready certificate from your student dashboard

STEP SIX: Complete the '01 Mandatory Items'

The Mandatory Items module must be completed before you can choose your Industry course competencies. Launch Mandatory Items from the student dashboard to commence.

go2work

Doing work experience gives you the opportunity to spend time in a work place learning about the world of work. You will observe a range of activities and be supervised as you learn new skills. A successful work experience placement can also help in...

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Select Launch to





STEP SEVEN: Mandatory Item Modules

There are 3 module that you must complete:

- 1. Workplace Health and Safety
- 2. Employment-Related Skills
 - 3. Personal Attributes



STEP EIGHT: Health and Safety Module

Navigate and complete the Health and Safety Module

SACK COURSE: MODULE:

Work Health and Safety module

The next screen has an easy to read version of your obligations under the Work Health and Safety Act for when you go on work placement.

Why is this important?

The Work Health and Safety Act sets out the laws that you, your employer and you co-workers must follow to make sure that your workplace is safe.

Simple questions

Before you can get your work ready certificate and begin your work placement, you must correctly answer the four simple questions in this module. They are not difficult, and they will help you understand your obligations under the Act.



PREVIOUS

STEP NINE: Employment Related Skills Module

Navigate and complete the Employment Related Skills module

< BACK COURSE: MODULE:
 EMPLOYMENT-RELATED SKILLS

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Introduction

Welcome to the Employment-Related Skills module.



REVIOUS

STEP TEN: Personal Attributes Module

Navigate and complete the Personal Attributes module

< BACK COURSE: MODULE: PERSONAL ATTRIBUTES

Introduction

Welcome to the Personal Attributes module.



PREVIOUS

STEP ELEVEN: Mandatory Items Completed

If you have completed all the Mandatory Items, this will be displayed on your student dashboard (If not return to the mandatory items to complete all the questions).



STEP TWELVE: Enrol In Your Industry Course

You are nearly there, simply complete the industry module to get your certificate. Scroll down the dashboard to see the list of available courses, select your Industry Course to enrol.



STEP THIRTEEN: TAFE NSW Students

If you are studying your course at TAFE NSW, you will then be asked to select your TAFE Campus.

If you are <u>not</u> studying your course at TAFE NSW select continue.

If you are completing this course at TAFE please select the campus, otherwise click continue

Select from the below

Continue or Cancel

STEP FOURTEEN: Commence the Industry Modules

Start and complete the modules relating to your Industry course, both modules must be completed.



STEP FIFTEEN: Work Through The Modules

Work through the modules related to your Industry course



Introduction

Welcome to the Electrotechnology Units of Course Competency module.



PREVIOUS

STEP SIXTEEN: Choose Your Competencies

It is important that you choose at least 2 (and no more than 5) course competencies that interest you. These will be printed on your Work Placement Ready certificate and assist your host employer to plan your Work Placement Placement

K BACK COURSE: MODULE: S UNITS OF COURSE COMPETENCY

Choose your competencies

Choose at least TWO (2), and no more than FIVE (5), units of course competencies by clicking the check box next to the unit.

Your choices will be printed on your work placement readiness certificate.

Provide service to customers
Source and use information on the tourism and travel industry
Provide advice on Australian destinations
Participate in safe work practices
Show social and cultural sensitivity
Operate an online information system
Provide event staging support
Participate in environmentally sustainable work practices
Access Information on event operations
Process and monitor event registrations
Coordinate on-site event registrations
Access and interpret product information
Prepare quotations
Sell tourism products and services

PREVIOUS

STEP SEVENTEEN: Your Work Placement Ready Certificate

Once you have completed the Industry modules (and the Mandatory Items) a link will appear to download your certificate. Congratulations, you have completed the course. Click here to get your certificate. COURSE: < BACK My Personal Attributes & Employment Units of Course Competency **Related Skill..** Status: Completed Status: Completed Percent Completed: 100% Percent Completed: 100% Start the module Start the module

You can also select the download certificate icon on the industry specific course on the Student Dashboard

Tourism and Events		
100% Status: Completed	Launch	

Congratulations! Print or Save Your Certificate

Congratulations you have completed your Work Placement Ready Certificate. Remember to let your teacher know that you have now obtained your certificate and ensure you take it to show your host employer



If you have any issues please contact support@workplacement.nsw.edu.au

Enrolled in more than one course?

Simply select your other Industry course from the Student Dashboard and complete those industry modules.

You will be able to obtain a certificate for each additional course.

Keeping Your Account Secure

It is recommended that you change your password regularly to keep your account secure. To do this you must access your account by selecting the three bars at the top right of your student dashboard and selecting 'My Account'.



about the world of work. You will observe a range of activities and be supervised as you learn new skills. A successful work experience placement can also help in...

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Keeping Your Account Secure

Change the password for your account by selecting 'Actions' and then 'Change Password'

PLACE	Education	Q Stewart Robertson
User: Stewart F	obertson [s.robertson94@outlook.com]	Edit User Change Password Notification Settings
Organisation Ora Unit	School Shellharbour Analican College [77844]	View Transcript
Username State	s.robertson94@outlook.com	
Country Email	s.robertson94@outlook.com	
Account Source Preferred Subdomain	Self registered user go2workplacement	
> System		
> Certificates		
> Sessions		