

Go2WorkPlacement

A Teacher Guide

www.go2workplacement.com

Stewart Robertson

Career and Workplace Learning

Pathways & Transitions

support@workplacement.nsw.edu.au



About Go2WorkPlacement

Go2workplacement is for students enrolled in HSC VET courses in NSW which have a mandatory work placement. It can be completed as part of class work or in students' own time.

For teachers, Go2workplacement complements existing school based, work ready activities so that students get the maximum benefit from their time in the workplace. Go2workplacement can be completed on a PC or a mobile device. It can be undertaken as a class activity or in the students own time.

Benefits of completing the go2workplacement include:

- Students having a good understanding of work placement expectations and how to make the most of the placement.
- Reinforces knowledge of Work Health Safety (WHS) prior to the placement.
- Student selects Course Competencies, Personal Attributes and Employment Related Skills to focus on and refine during the placement.
- Go2workplacement complements existing work readiness programs which are already part of your curriculum.
- The Work Placement Ready Certificate awarded on completion of go2workplacement assures the host employer students have prepared for their work placement.

The dashboard helps you to manage your class enrolments, monitor student progress and print Work Placement Ready Certificates for students and determine which students are ready for their work placement. You can print out completed Certificates and sign these for your students.

Teacher Registration

A teacher registration login has been created for teachers to manage student progress and completion of the Go2WorkPlacement modules. Make sure you select the teacher registration field to create your teacher account.

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

The screenshot displays the Go2WorkPlacement website interface. At the top, the header includes the 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the word 'Education'. The main content area is divided into two columns. The left column features a 'Work placement' section with descriptive text and a 'For Students' section with links for 'Student log in' and 'Student registration'. The right column contains a dark grey 'Teachers log in' overlay. This overlay includes a red arrow pointing to the 'Teachers log in' text, a message 'Your session has timed out. Please log on again.', input fields for 'Username' and 'Password', a link for 'Approved Teacher? and forgot your Password?', and buttons for 'Create an account' and 'Login'. A text overlay on the right side of the image reads 'Ensure you are registering as a teacher'.

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Work placement

Go2workplacement complements existing school based, work ready activities so that students get the maximum benefit from their time in the workplace. By completing online modules students identify specific skills and competencies to focus on during their work placement.

On completion of go2workplacement students are awarded a Work Placement Ready Certificate that outlines skills and attributes they want to develop during their work placement. The Certificate should be signed by the VET teacher. It provides a host employer with an assurance the student is prepared for their placement and enables them to tailor the placement to the student.

Go2workplacement also enables VET teachers to monitor student completion of the Work Placement Ready Certificate to determine which students are ready for their work placement. You can print out completed Certificates and sign these for your students.

Go2workplacement can be completed on a PC or a mobile device. It can be undertaken as a class activity or in the students own time.

Tip: Make sure students use headphones if this is a class activity.

Tip: It is recommended teachers complete their own Work Placement Ready Certificate to familiarise themselves with the content of the modules. They can then assist students who experience problems completing the modules.

For Students

If you are a Student & would like to register for the Go2WorkPlacement service, we have website created especially for you at go2workplacement.com

Student log in

If you are already registered, you can login to the Students website here:

[Student Login](#)

Student registration

If you are a Student & would like to register for the Go2WorkPlacement service, Please click below

[Student Registration](#)

Teachers log in

Your session has timed out. Please log on again.

Username

Password

[Approved Teacher? and forgot your Password?](#)

[Create an account](#) [Login](#)

Ensure you are registering as a teacher

Create Your Account

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.

Create an account

Create your account. [Login](#) if you already have an account.

Cannot find your school?
Enter the school name in the *School Name* field and
select *(NSW DOE)* in the School drop down

First Name *

Last Name *

Institution *

School ▾

Location *

▾

If you selected
TAFE please add
your main Campus

None ▾

Email *

Re-enter email *

* denotes mandatory fields

Create an account

Your school or TAFE campus can be selected from the dropdown menu. If you can't see it enter your schools name in the school name box as free text.

Confirmation of Registration

Your account will be approved, you will be notified by an email.

Thank you for registering at teacher.go2workplacement.com.

We are currently processing your request. If approved you will receive an email with a link to complete your registration within 48 hours.

Please contact support@workplacement.nsw.edu.au if you require further assistance.

Create Your Password

Following approval of your account you will be receive a link that will take you to set your password.

Hi Stewart Robertson

Thank you for registration at teacher.go2workplacement.com.

Your registration has been approved.

Follow the link below to get started (If the link does not activate, please copy and paste it into your browser).

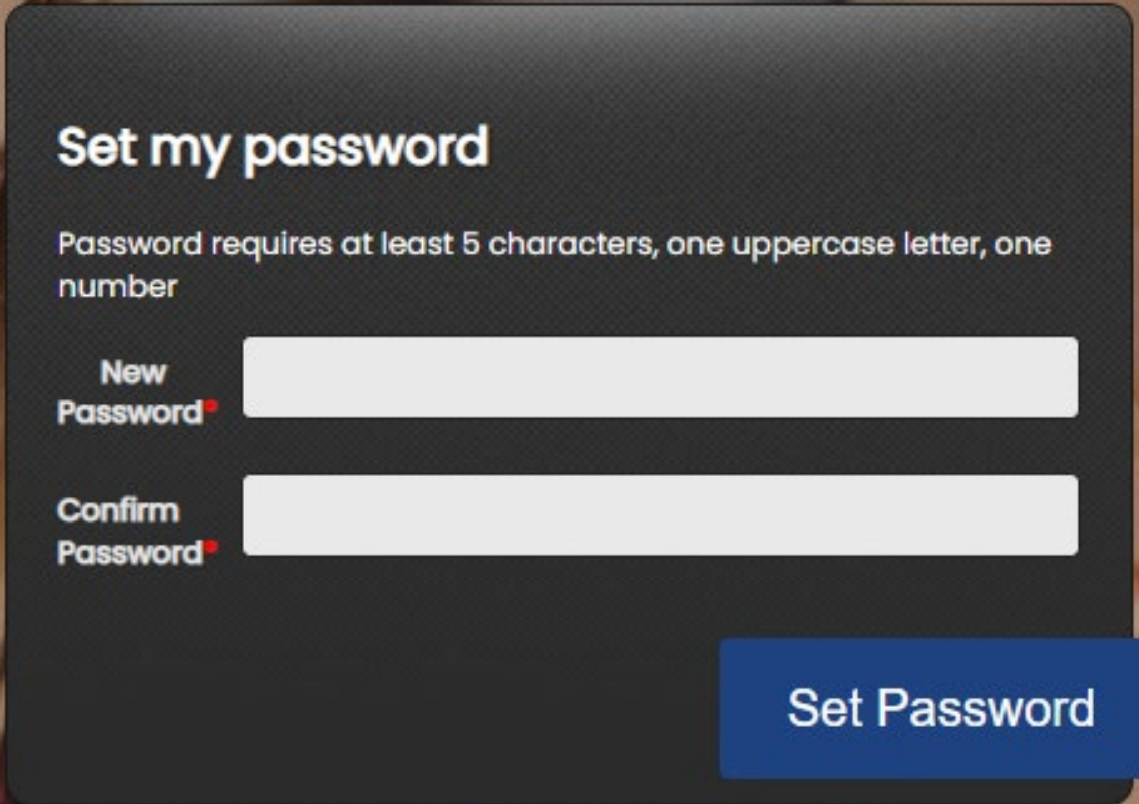
<https://teacher.cls.janison.com/Auth/ResetPassword?nonceId=e94e61c9-f9ea-ed11-8749-0003ff8cdb5b&nonce=9dc524e9-75ed-4ca0-a652-c78e76e0c99f&userId=66006255-caea-ed11-874a-0003ff8ccbe6>

Please contact support@workplacement.nsw.edu.au if you require further assistance.

Regards

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 number

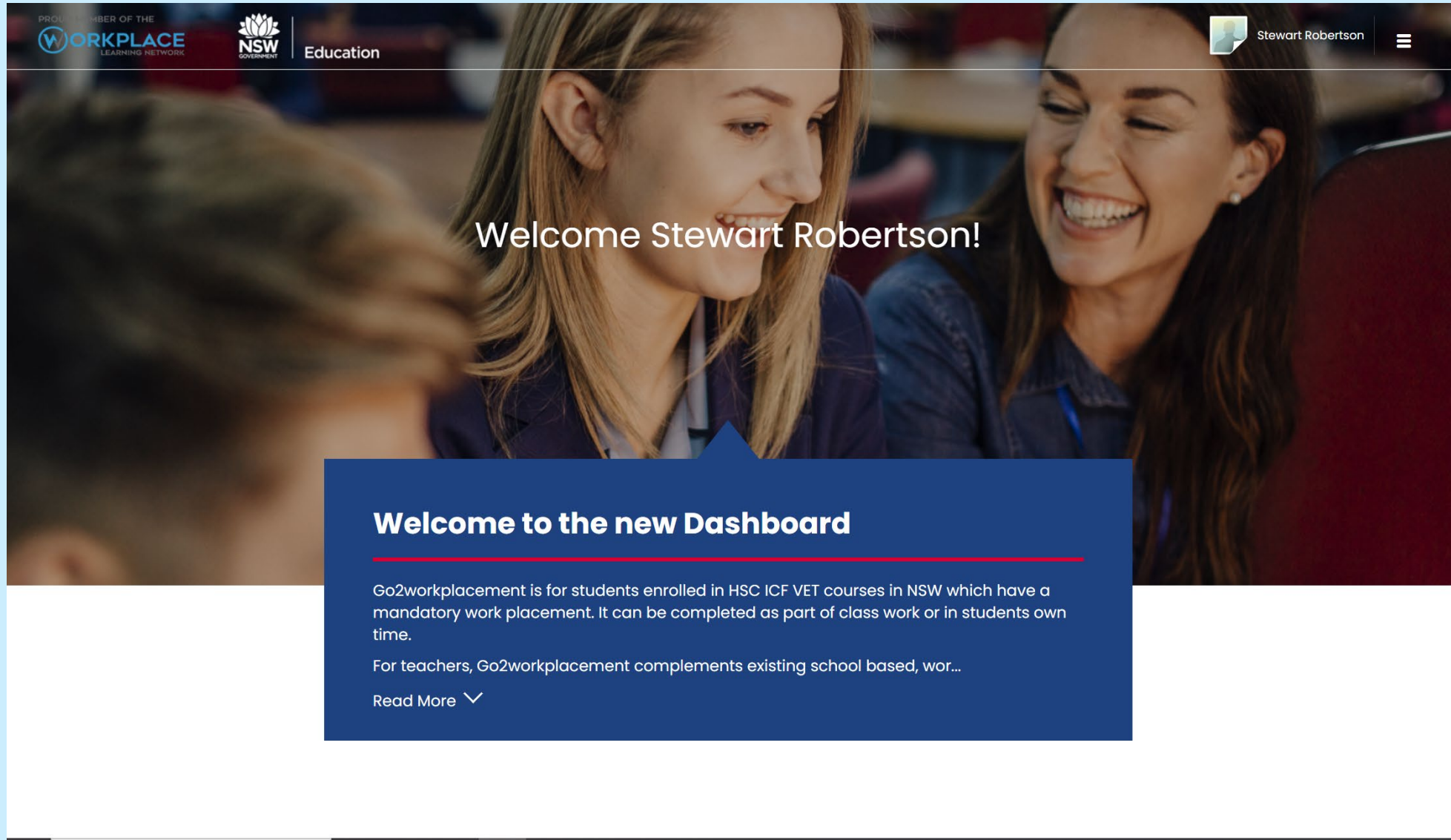
New Password

Confirm Password

Set Password

Ready To Go

Once signed in you will be able to access your Teacher Dashboard.




How to Search for Students

Scroll down to view your Teacher Dashboard further and view student enrolments in your school. You can view and search for individual students via the search bar or by simply scrolling down the page

Welcome to the new Dashboard

Go2workplacement is for students enrolled in HSC ICF VET courses in NSW which have a mandatory work placement. It can be completed as part of class work or in students own time.

For teachers, Go2workplacement complements existing school based, wor...

[Read More](#) 

Search

Reset

Search

Reset

Export To CSV

Name	Catalogue Item	Status	Completed Date	Enrolment Group Membership	Certificate
	Hospitality Industries (Kitchen Operations)	Completed	1/02/2017 3:23 PM		Certificate
	01 Mandatory Items	Completed	1/02/2017 3:16 PM		Certificate
	Hospitality Industries (Kitchen Operations)	Completed	2/05/2022 9:41 AM		Certificate
	01 Mandatory Items	Completed	2/05/2022 9:35 AM		Certificate
	01 Mandatory Items	Completed	1/02/2017 3:22 PM		Certificate
	Hospitality Industries (Kitchen Operations)	Completed	1/02/2017 3:25 PM		Certificate
	01 Mandatory Items	Completed	2/05/2022 9:36 AM		Certificate

How do Students Get Their Work Placement Ready Certificate?

For a student to obtain their Work Placement Ready Certificate they must;

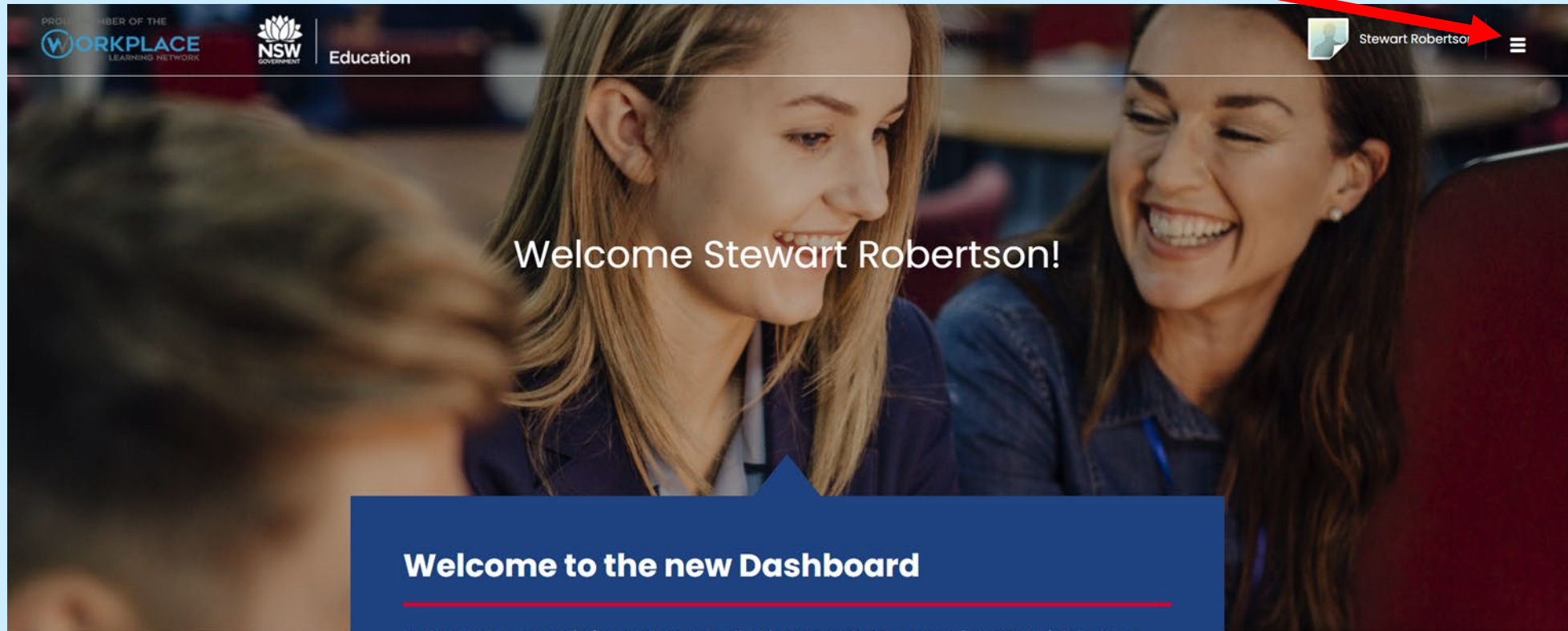
1. Complete the '01 Mandatory Items'
2. Enrol in and Complete their Industry Course

Once all modules are complete both the student and teacher will be able to download a copy of students Work Placement Ready Certificate.

Note: There is not certificate for completion of the '01 Mandatory Items'. Work Placement Ready Certificates are only available after the completion of '01 Mandatory Items' and Industry Course.

Manage Your Students

To manage your students further, hover over the 'hamburger' menu bar at the top right of your Teacher Dashboard and select 'Manage People'



Welcome to the new Dashboard

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For teachers, Go2workplacement complements existing school based, wor...

[Read More](#) ▼

Find Your Students

Find individual student accounts by selecting the 'Users' tab and then typing the students name or email address in the search bar

The screenshot shows the 'Users' management interface. The left sidebar contains the following menu items: Manage People, Institutions, Locations, Groups, **Users**, Manage Catalogue, Enrolments, Customisable Reports, and Recently Viewed. The main content area is titled 'Users' and includes 'Add User' and 'Run Bulk Action' buttons. A search bar is present with the text 'Search for Names, Email or Username'. Below the search bar are filters for 'Active (235265)' and 'Inactive (17542)'. A table header is visible with columns: Name, Organisation, Org Unit, Username, Email, and Created.

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Stewart Robertson [stewart.robertson@de

STEWART ROBERTSON

Manage People

- Institutions
- Locations
- Groups
- Users**
- Manage Catalogue
- Enrolments
- Customisable Reports

Recently Viewed

Users

Add User Run Bulk Action

Search for Names, Email or Username


Active (235265) Inactive (17542)

<input type="checkbox"/>	Name	Organisation	Org Unit	Username	Email	Created ▼
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Access Student Accounts

To view a student enrolment details select the student name. This will take you to their enrolment information, where you can see their progress and also locate their certificates if complete.

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Education

Manage People

Users

Enrolments

Customisable Reports

Recently Viewed

Search

Q

Stewart Robertson

User: Stewart Robertson [s.robertson94@outlook.com]

In School

Actions

User Extra Roles

Administrators

Organisation

School

Org Unit

Shellharbour Anglican College [77844]

Username

State

Country

Email

Account Source

Self registered user

> System

> Certificates

> Enrolments Summary

> Sessions

> Recent activities

Click the dropdown tabs to view certificates and enrolment status

Student Passwords

If a student is unable to remember their password, you assign a new password by selecting the ‘Change Password’ option on the student enrolment page.

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Search

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Stewart Robertson

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Manage People

Users

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Customisable Reports

Recently Viewed

User: Stewart Robertson [s.robertson94@outlook.com]

In School

User Extra Roles

Administrators

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Username

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Actions

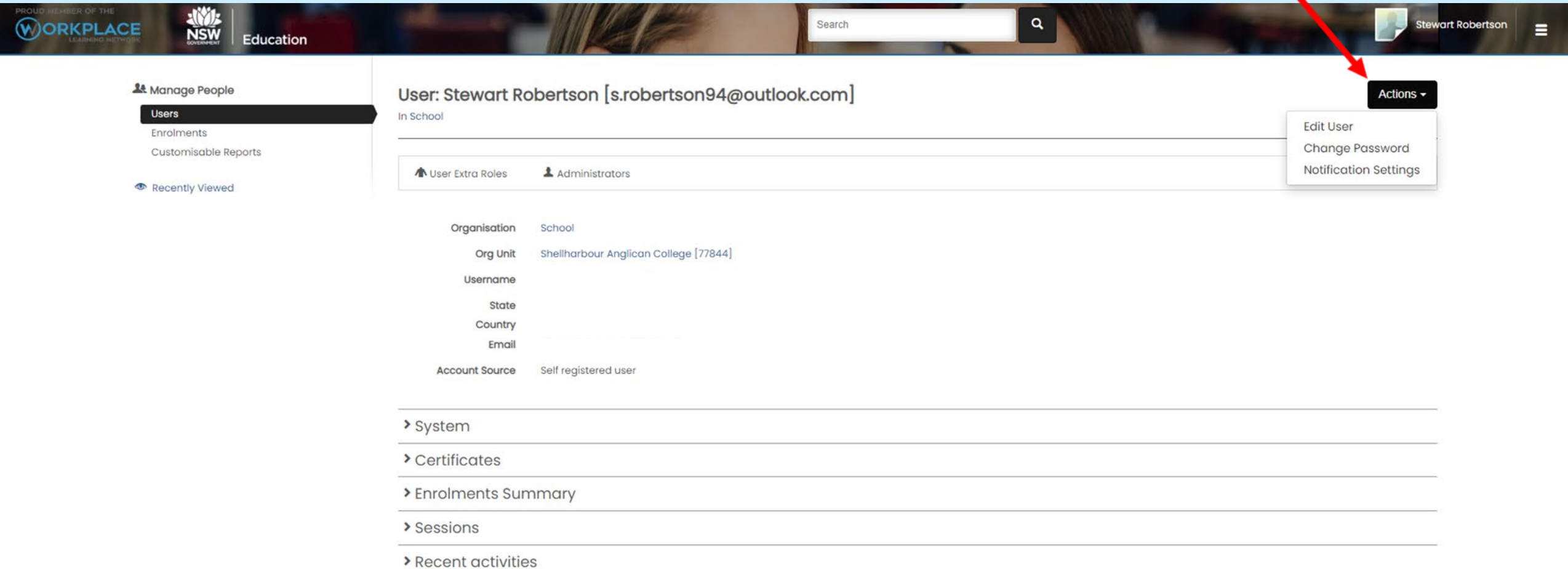
Edit User

Change Password

Notification Settings

Update Students Email and Username

If a student needs to update their email address this can be changed by you as the teacher. Select 'Edit User' option within the student enrolment page. Note: You will also be needed to amend the Username to match the email address.



The screenshot displays the Workplace Learning Network Education interface. The top navigation bar includes the Workplace Learning Network logo, NSW Government logo, and the word 'Education'. A search bar and a user profile for Stewart Robertson are also visible. The left sidebar shows 'Manage People' with 'Users' selected, and 'Recently Viewed'. The main content area shows the user profile for Stewart Robertson [s.robertson94@outlook.com], who is 'In School'. Below the profile name are tabs for 'User Extra Roles' and 'Administrators'. The profile details include Organisation (School), Org Unit (Shellharbour Anglican College [77844]), Username, State, Country, Email, and Account Source (Self registered user). At the bottom, there are expandable sections for System, Certificates, Enrolments Summary, Sessions, and Recent activities. A red arrow points to the 'Actions' dropdown menu, which contains the options 'Edit User', 'Change Password', and 'Notification Settings'.

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Education

Search

Stewart Robertson

Manage People

Users

Enrolments

Customisable Reports

Recently Viewed

User: Stewart Robertson [s.robertson94@outlook.com]

In School

User Extra Roles

Administrators

Organisation: School

Org Unit: Shellharbour Anglican College [77844]

Username

State

Country

Email

Account Source: Self registered user

System

Certificates

Enrolments Summary

Sessions

Recent activities

Actions

Edit User

Change Password

Notification Settings

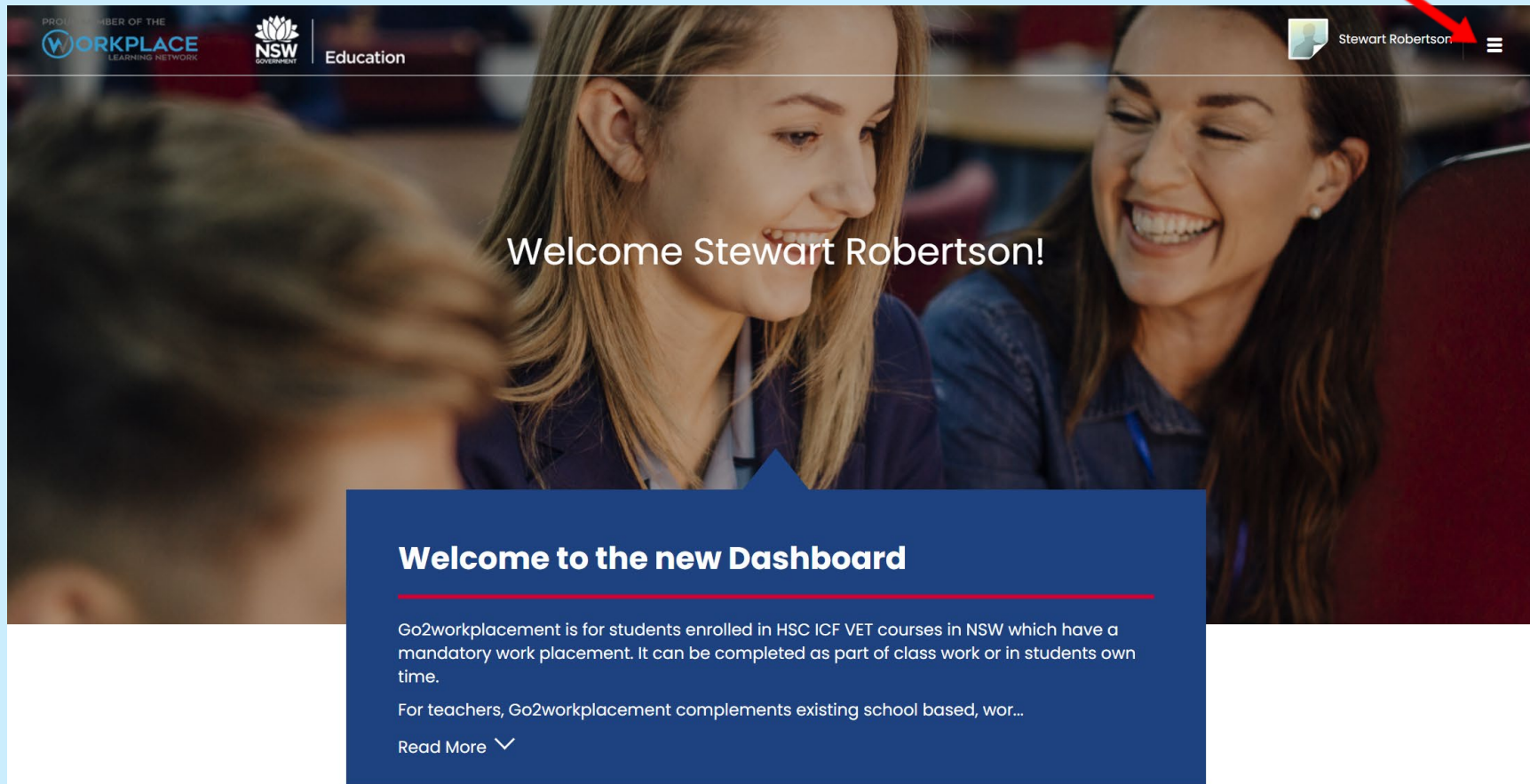
Changing Schools?

You will be able to retain your teacher account if you move to another school. Please contact support@workplacement.nsw.edu.au if you change move schools. Please provide;

1. The email address your account is set up under
2. The full name of the school your new school.

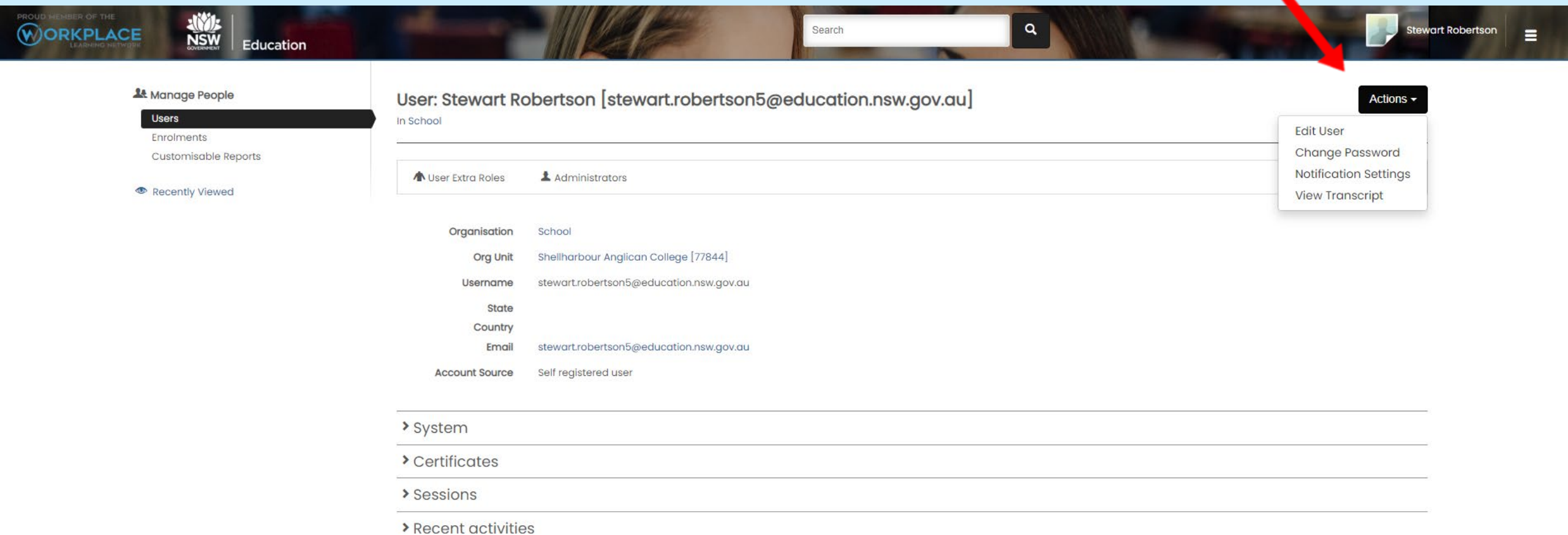
Keeping Your Account Secure

We strongly recommend that you regularly change your password to keep your account secure. To update your password select the three bars at the top right of your Teacher Dashboard and select 'My Account'.



Keeping Your Account Secure

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



The screenshot shows the user profile page for Stewart Robertson. The page includes a sidebar with navigation links, a header with the NSW Education logo and a search bar, and a main content area displaying user details and a list of recent activities. A red arrow points from the text above to the 'Actions' dropdown menu.

Header: PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK | NSW GOVERNMENT | Education | Search | Stewart Robertson

Sidebar:

- Manage People
 - Users**
 - Enrolments
 - Customisable Reports
- Recently Viewed

User Profile:

User: Stewart Robertson [stewart.robertson5@education.nsw.gov.au]
In School

Actions:

- Edit User
- Change Password
- Notification Settings
- View Transcript

User Details:

Organisation	School
Org Unit	Shellharbour Anglican College [77844]
Username	stewart.robertson5@education.nsw.gov.au
State	
Country	
Email	stewart.robertson5@education.nsw.gov.au
Account Source	Self registered user

Recent activities:

- > System
- > Certificates
- > Sessions
- > Recent activities

Summary

Ensure Students complete **both** the '01 Mandatory Items' and relevant 'Industry Course Modules' to gain their Work Placement Ready Certificate.

Student progress and completion of certificates are monitored and can be downloaded through the 'Manage People' tab. You can also use this function to management student email addresses, usernames and passwords.

Remember to keep your account secure by regularly updating your password.

We recommend you complete your own Work Placement Ready Certificate.

For any support needed contact: support@workplacement.nsw.edu.au