Go2WorkPlacement
A Teacher Guide

www.go2workplacement.com

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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

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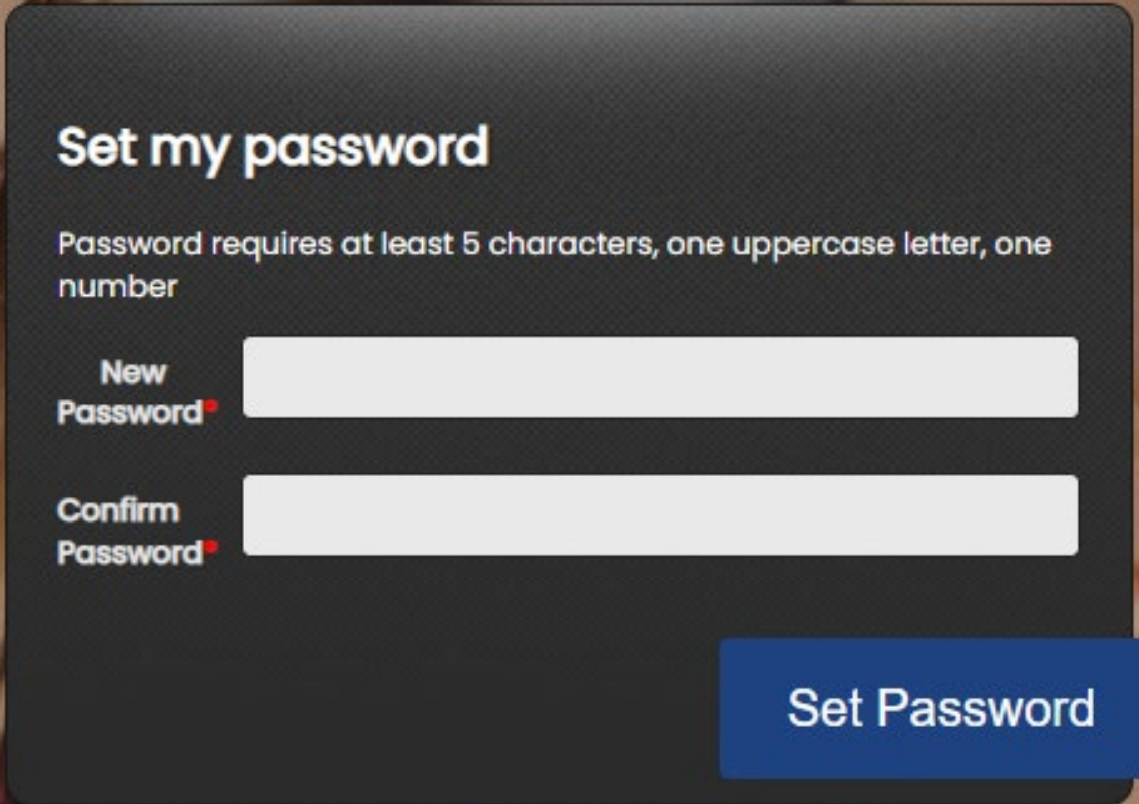
https://teacher.cls.janison.com/Auth/ResetPassword?nonceId=e94e61c9-f9ea-ed11-8749-0003ff8cdb5b&nonce=9dc524e9-75ed-4ca0-a652-c78e76e0c99f&userId=66006255-caea-ed11-874a-0003ff8ccbe6

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

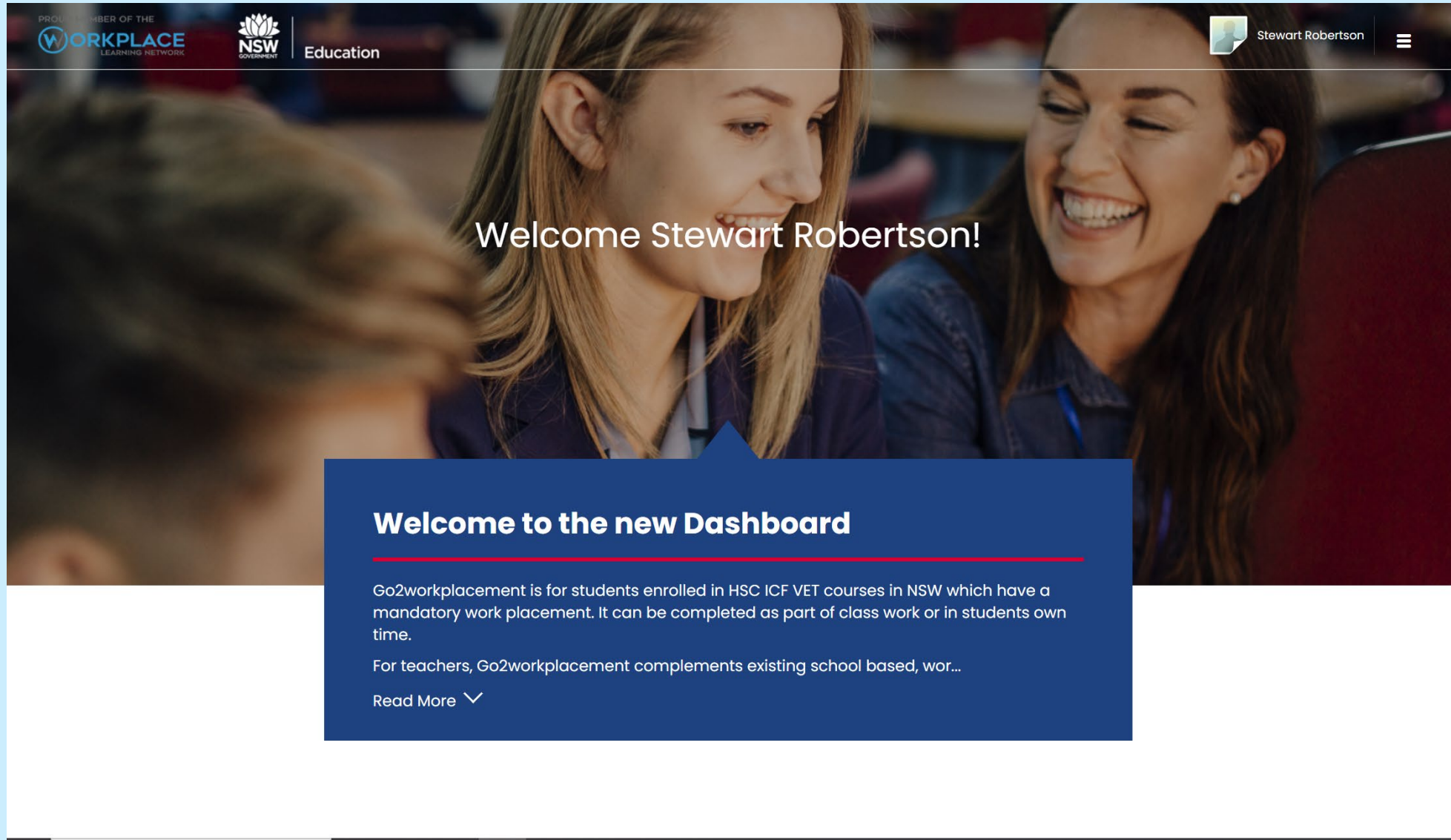Password requires at least 5 characters, one uppercase letter, one number

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 for Student...	Search	Reset		Search for Catalogue Item...	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?

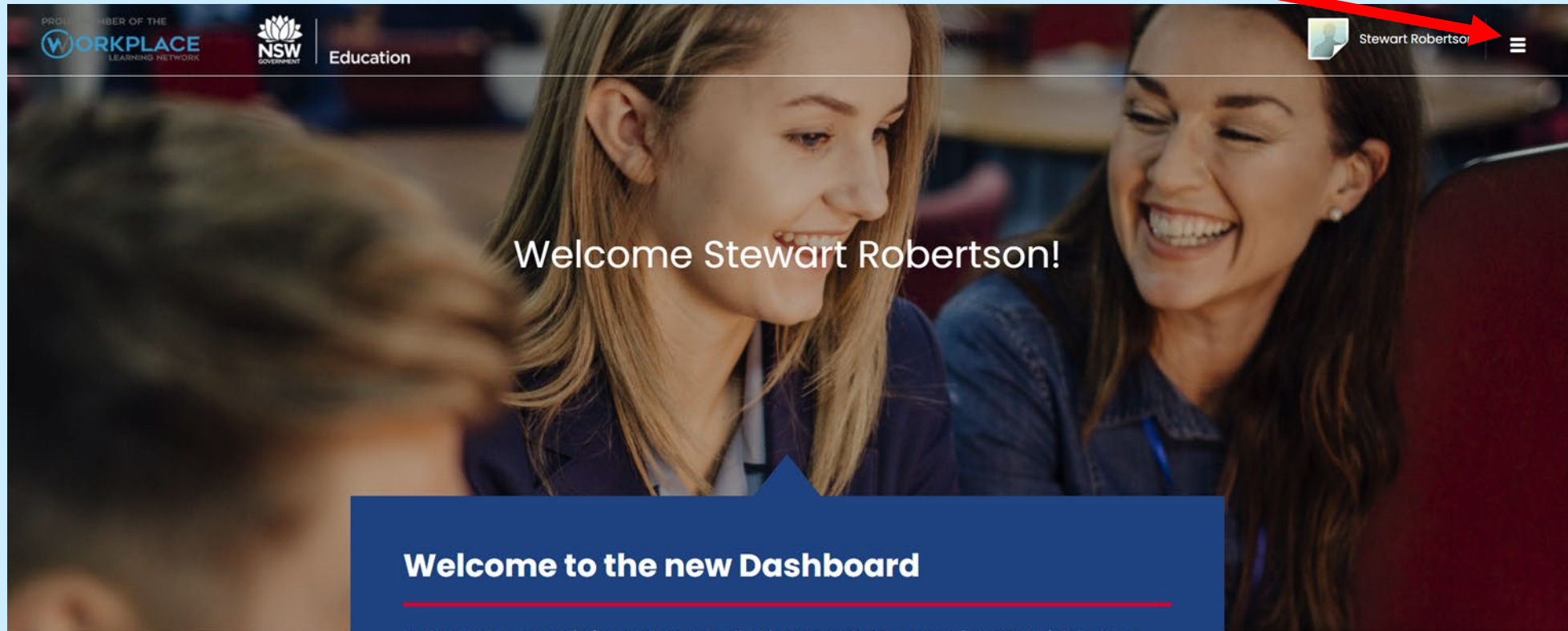For a student to obtain their Work Placement Ready Certificate they must;

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'

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

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.

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.
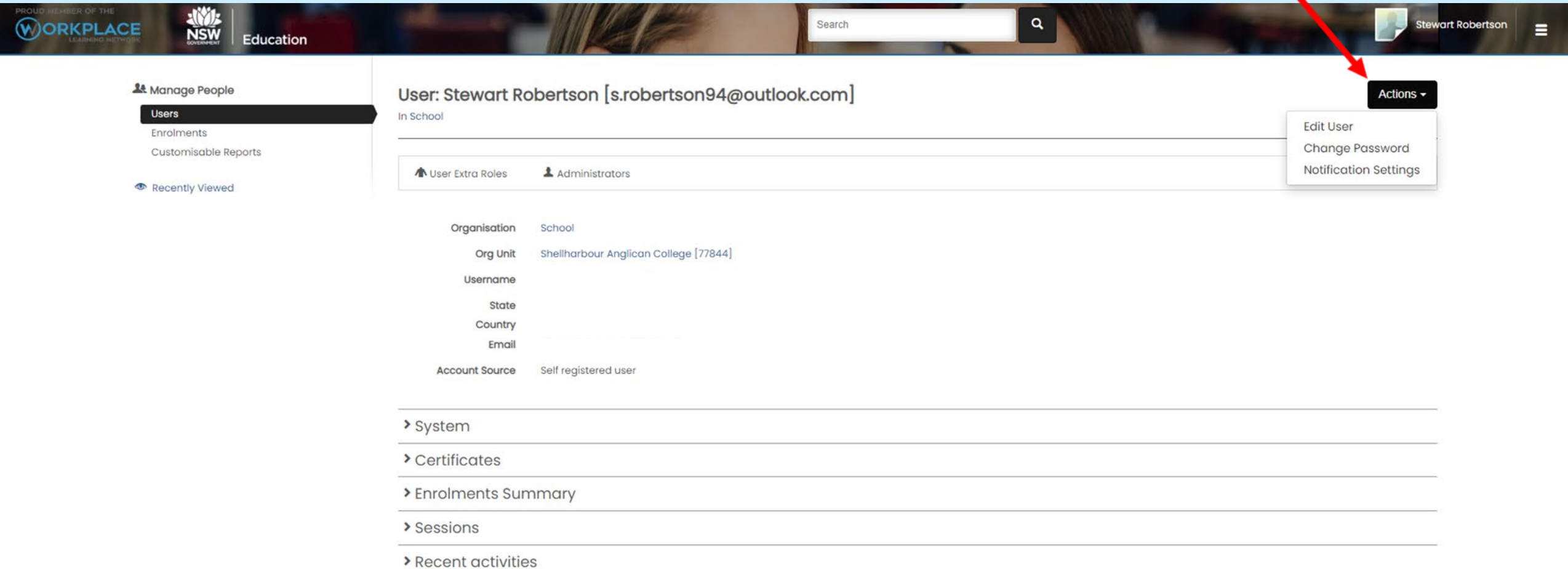
Update Students Email and Username

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.

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

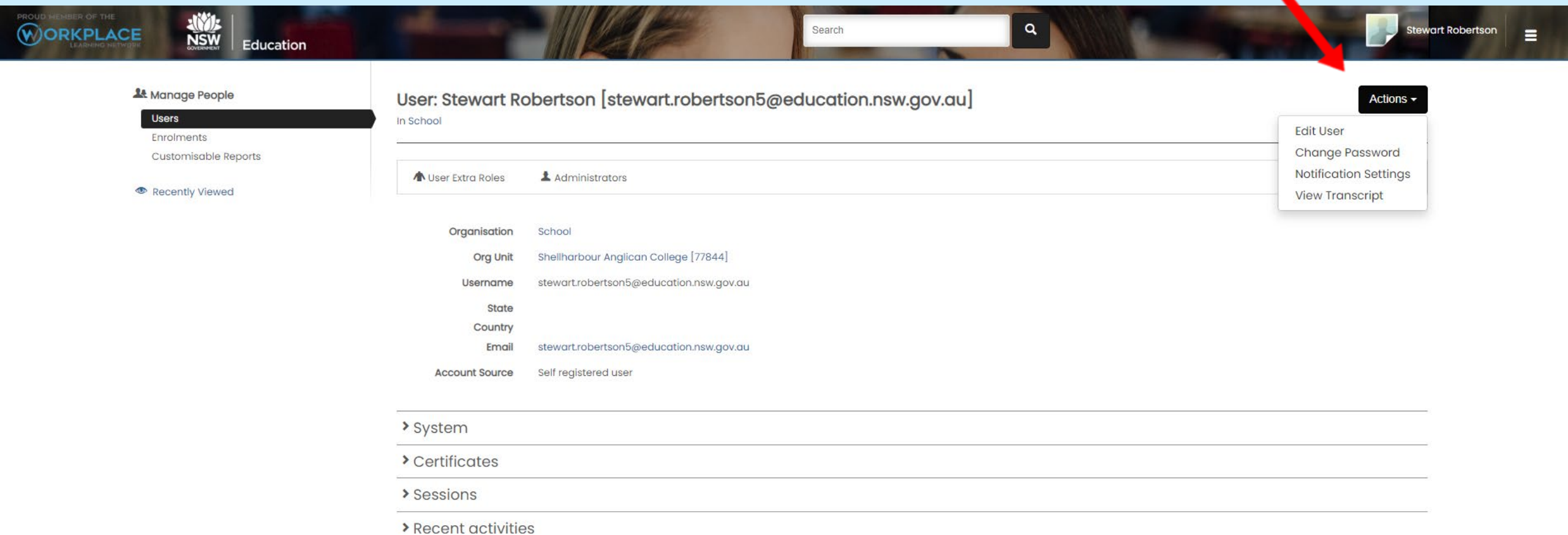2. The full name of the school your new school.

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'.
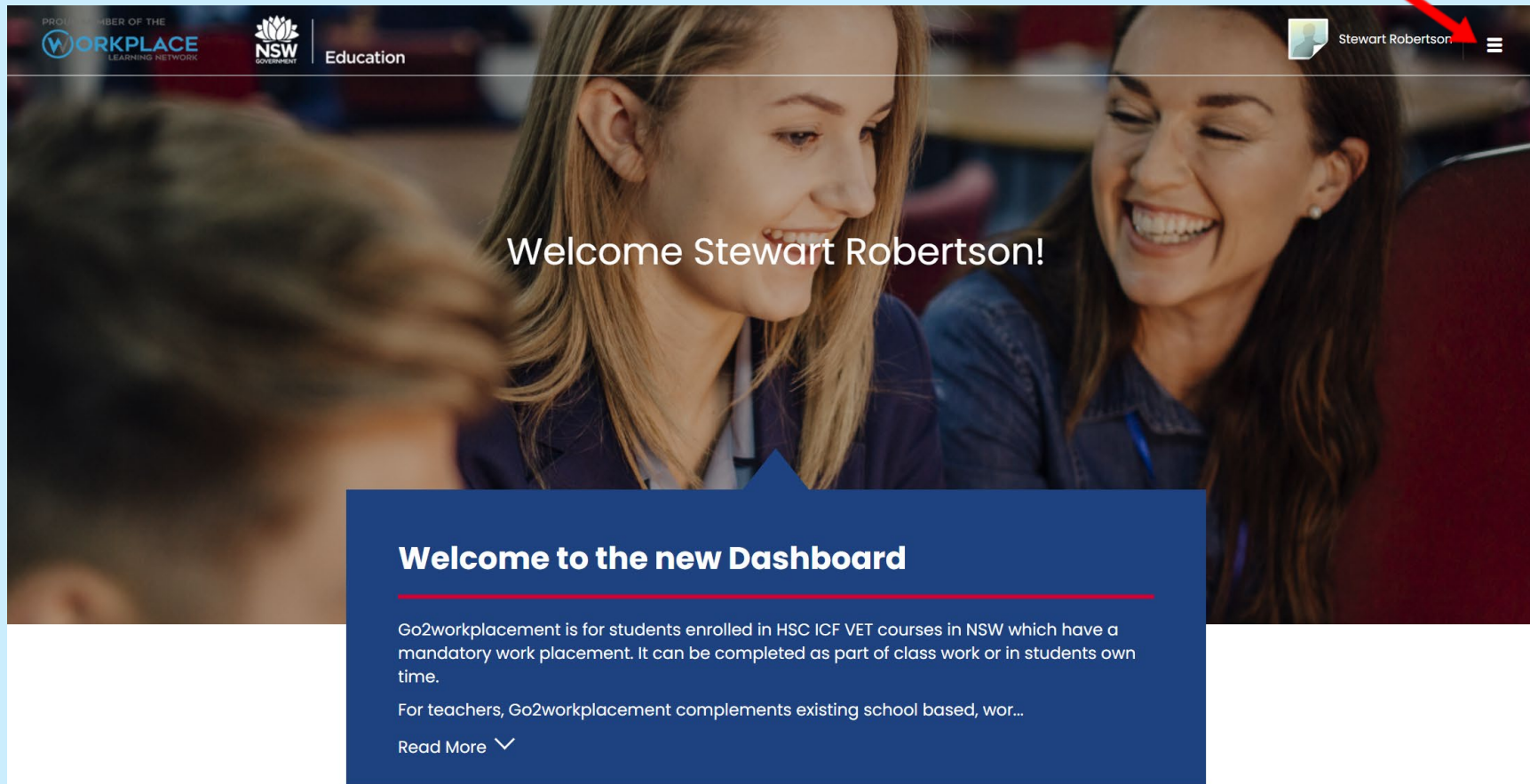
Keeping Your Account Secure

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

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