

# Pre-Placement Checklist

	Task	Completed
1	Discuss the work placement with management and staff and inform them of the student's name, job title and start date. Those staff who will be working closely with the student should be made aware of what he/she can expect from the student and what the student will hope to gain from the placement.	
2	Identify a supervisor to support the student during the placement and explain his/her role and responsibilities.	
3	Send the student a letter of offer detailing the start date, the supervisor to whom he/she will report, the organisation's dress code, public transport access and/or parking arrangements.	
4	Ensure that any other paperwork, such as confidentiality agreement, has been sent to the student for completion, or is ready for signature on his/her first day.	
5	Collate information about your business, services, products or industry. This can be sent to the student prior to the placement's commencement or given to him/her on their first day.	
6	Prepare an induction program and materials for the student. This may follow your organisation's usual induction procedure.	
7	Arrange for an Occupational Safety and Health (OSH) briefing on the student's first day, including any training or tour that may be necessary.	
8	Organise a workspace and any necessary equipment, such as a computer, installation of software etc.	
9	Identify initial tasks and place them in a job list for the student to follow.	