

Work placement template

This is a suggested template that can be adjusted to suit your organisation and the goals of the work placement.

Before filling out the template, think about what the intended outcome of the work placement is, relevant staff, departments and tasks to include to achieve the desired outcomes you expect from your student and your organisation.

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Induction - meet & greet	Discuss goals / tasks	Discuss goals / tasks	Discuss goals / tasks	Discuss goals / tasks
10:00	Induction - paperwork, OHS, safety briefing, site tour and familiarisation	Tasks	Tasks	Tasks	Tasks
11:00	Discuss goals / tasks	Tasks	Tasks	Tasks	Tasks
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
13:00	Shadowing X department Contact: name	Shadowing X department Contact: name	Shadowing X department Contact: name	Shadowing X department Contact: name	Shadowing X department Contact: name
14:00	Tasks	Tasks	Tasks	Tasks	Tasks
15:00	Check in with supervisor - discuss the day & any questions	Check in with supervisor - discuss the day & any questions	Check in with supervisor - discuss the day & any questions	Check in with supervisor - discuss the day & any questions	Check in with supervisor - discuss the week
16:00	Reflection - complete diary	Reflection - complete diary	Reflection - complete diary	Reflection - complete diary	Reflection - self assessment