

Go2WorkPlacement A Student Guide

www.go2workplacement.com

Stewart Robertson

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

If you are already registered, login here:

[Teacher Login](#)

Teacher registration

If you are a Teacher register for the
Go2WorkPlacement below.

[Teacher Registration](#)

User Login

Username

Password

[Forgot your password?](#)

[Create an account](#)

[Login](#)



Select the **Create an Account**
button to register

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.

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*


School*

Email*

Re-enter email*

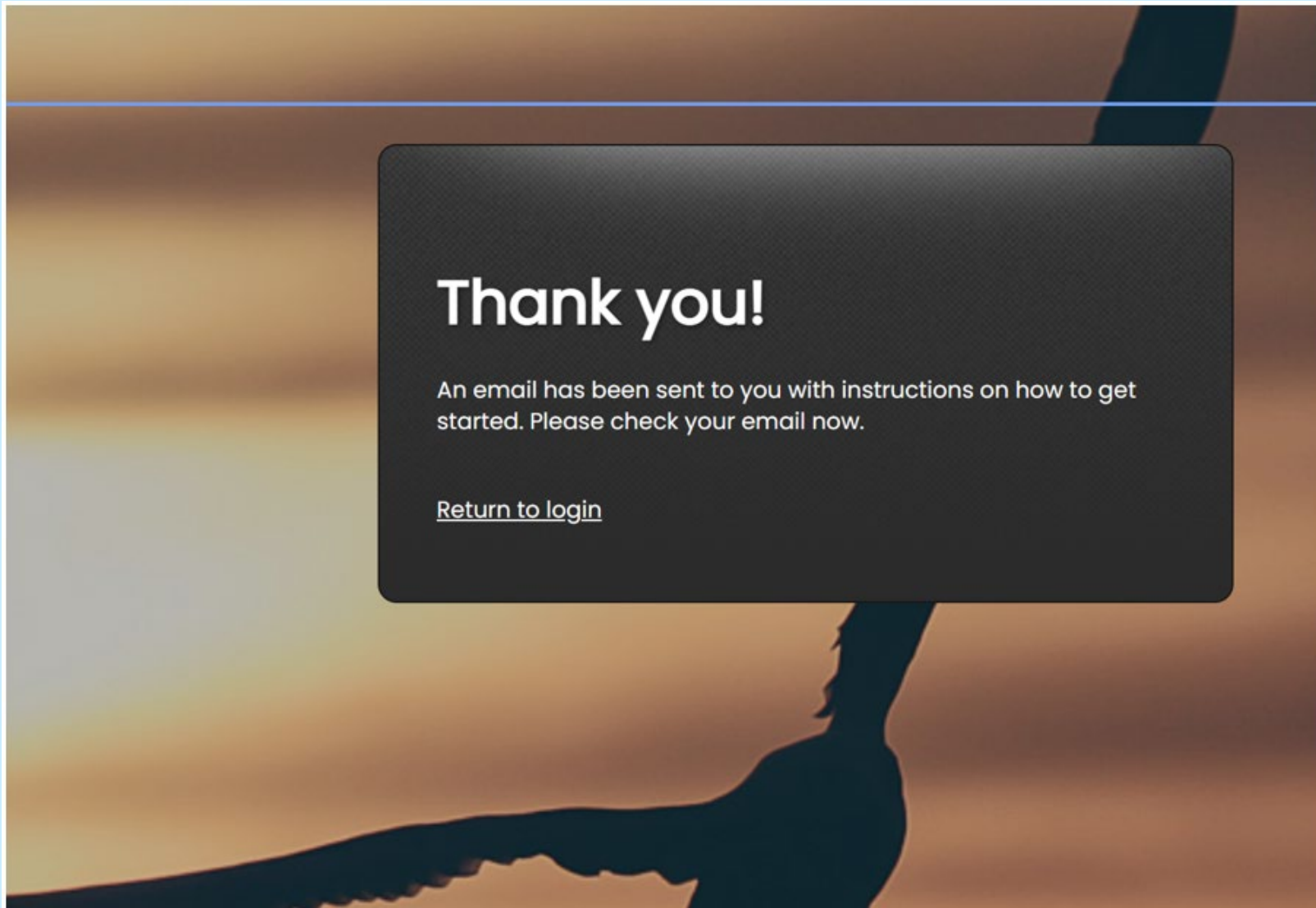
* denotes mandatory fields

Create an account

 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.

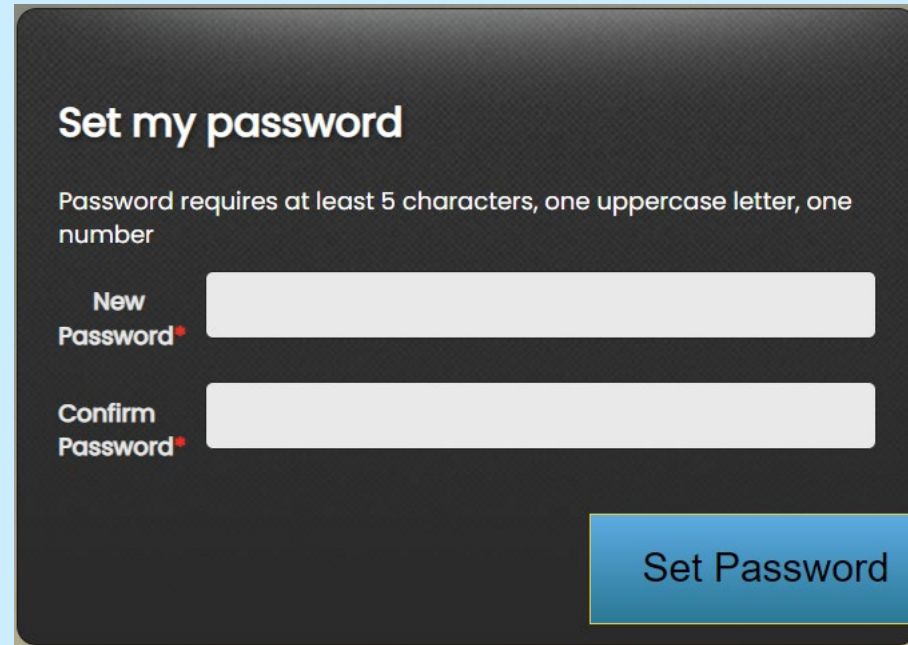
<https://go2workplacement.cls.janison.com/Auth/ResetPassword?nonceId=f86fe51a-8add-ed11-ba76-0003ff8cf6e5&nonce=3849de93-01cb-47fa-9acd-1bf7442a8665&userId=f16fe51a-8add-ed11-ba76-0003ff8cf6e5>

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 number

New Password

Confirm Password

Set Password

You will now have access to your Student Dashboard

PROUD MEMBER OF THE
WORKPLACE

NSW
GOVERNMENT

Education

Stewart Robertson

☰

Welcome Stewart Robertson!

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...

[Read More](#) ▾

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...

[Read More](#) ▾

Select Launch to begin the module

01 Mandatory Items

0%

Status: Incomplete

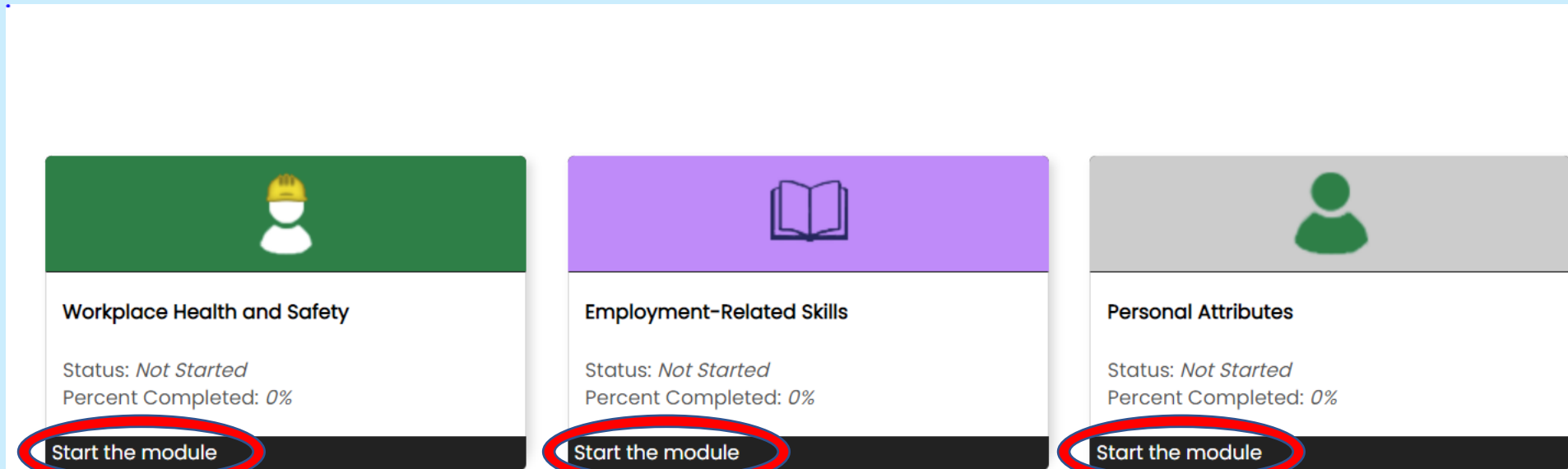
Launch

Go up and never stop

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



Begin each module by selecting 'Start the module'

STEP EIGHT: Health and Safety Module

Navigate and complete the Health and Safety Module

< BACK COURSE: MODULE:  WORKPLACE HEALTH AND SAFETY



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

NEXT

TIP: Refresh your browser if you experience any problems with the modules not registering as complete


STEP NINE: Employment Related Skills Module

Navigate and complete the Employment Related Skills module

< BACK COURSE: MODULE: EMPLOYMENT-RELATED SKILLS

Introduction

Welcome to the Employment-Related Skills module.



PREVIOUS NEXT

TIP: Refresh your browser if you experience any problems with the modules not registering as complete


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 NEXT

TIP: Refresh your browser if you experience any problems with the modules not registering as complete

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

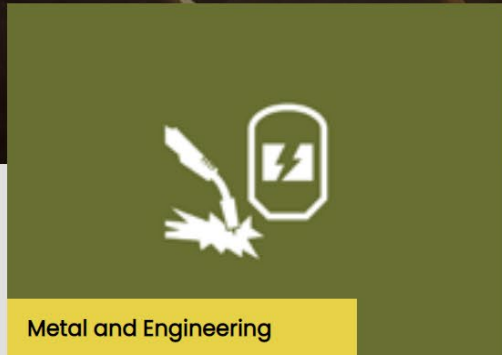
You are nearly there, simply complete the industry module to get your certificate. Scroll down the dashboard to see the list of available courses, select your Industry Course to enrol.

Browse other VET courses



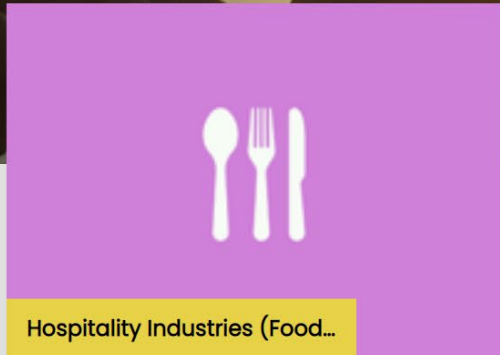
Electrotechnology

A purple card with a white icon of a plug and a wire. A left-pointing arrow is in a circle on the left side.



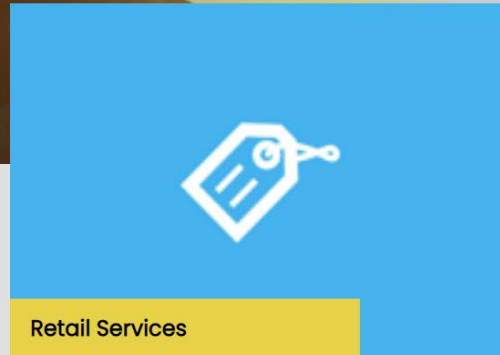
Metal and Engineering

A green card with a white icon of a metal piece and a lightning bolt. A right-pointing arrow is in a circle on the right side.



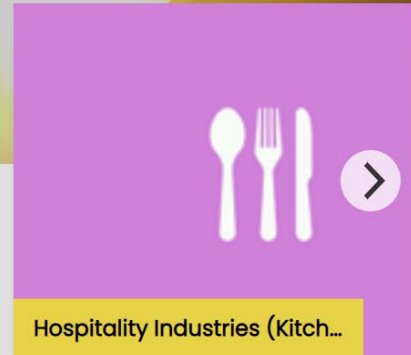
Hospitality Industries (Food...)

A pink card with a white icon of a spoon, fork, and knife.



Retail Services

A blue card with a white icon of a price tag.



Hospitality Industries (Kitch...)

A pink card with a white icon of a spoon, fork, and knife. A right-pointing arrow is in a circle on the right side.

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 not 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.

< BACK COURSE:

Units of Course Competency
Status: *Not Started*
Percent Completed: 0%

Start the module

My Personal Attributes & Employment Related Skill...
Status: *Not Started*
Percent Completed: 0%

Start the module

Begin each module by selecting 'Start the module'

STEP FIFTEEN: Work Through The Modules

Work through the modules related to your Industry course

WORLD MEMBER OF THE **WORKPLACE** LEARNING PARTNERS | NSW GOVERNMENT | Education | Search [] | STEWART ROBERTSON []

< BACK [] UNITS OF COURSE COMPETENCY



Introduction

Welcome to the Electrotechnology Units of Course Competency module.




PREVIOUS [] NEXT []

TIP: Refresh your browser if you experience any problems with the modules not registering as complete

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

< BACK COURSE: MODULE: **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 TIP: Refresh your browser if you experience any problems with the modules not registering as complete NEXT

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.](#)

[< BACK](#) COURSE:



Units of Course Competency

Status: *Completed*
Percent Completed: *100%*

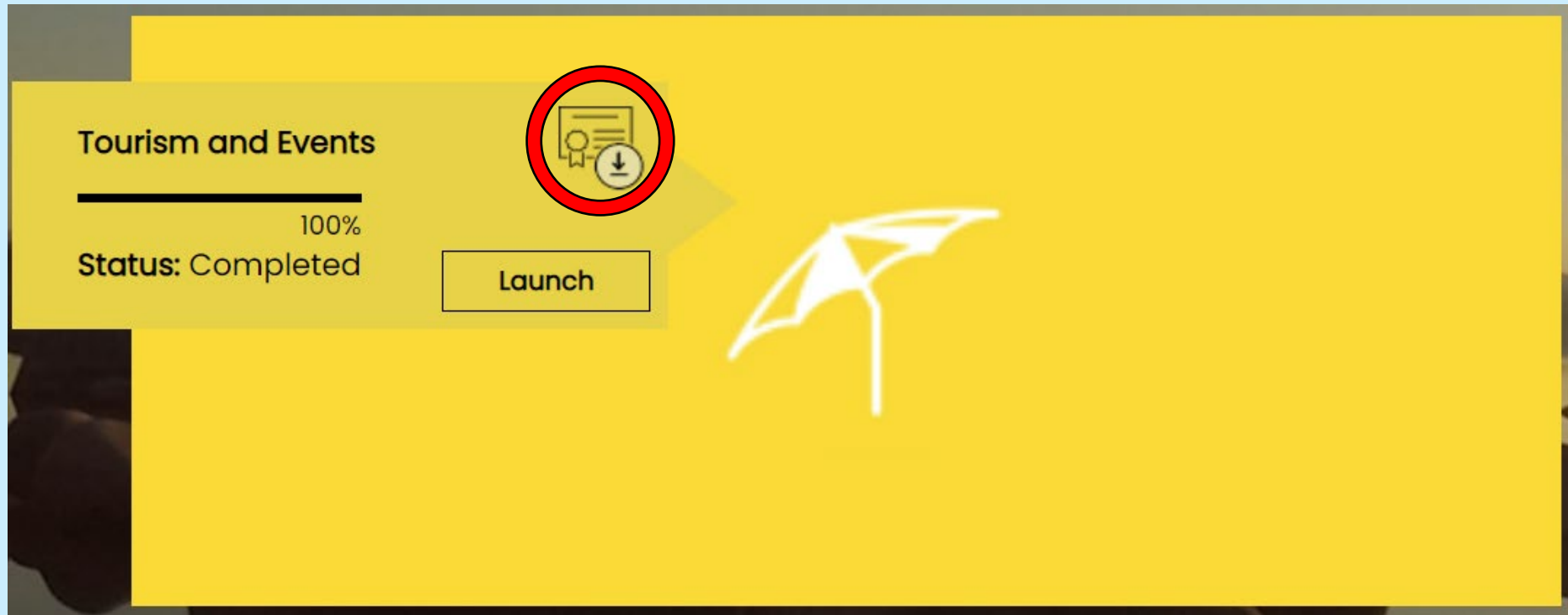
Start the module

My Personal Attributes & Employment
Related Skill...

Status: *Completed*
Percent Completed: *100%*

Start the module

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



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



The image shows a certificate template with the following content:

NSW GOVERNMENT | Education **WORKPLACE**
LEARNING NETWORK

WORKPLACEMENTREADY For Vocational Education and Training (VET) Courses in NSW Schools

School

Work Placement Ready Certificate

Issued to

Stewart Robertson

Shellharbour Anglican College

for successfully completing the Work Placement Ready Certificate for

Tourism and Events

A list of the student selected Personal Attributes, Employment Related Skills and Course Competencies follow – these are to be explored during workplacement.

09 February 2023

Teacher Name

Teacher Signature

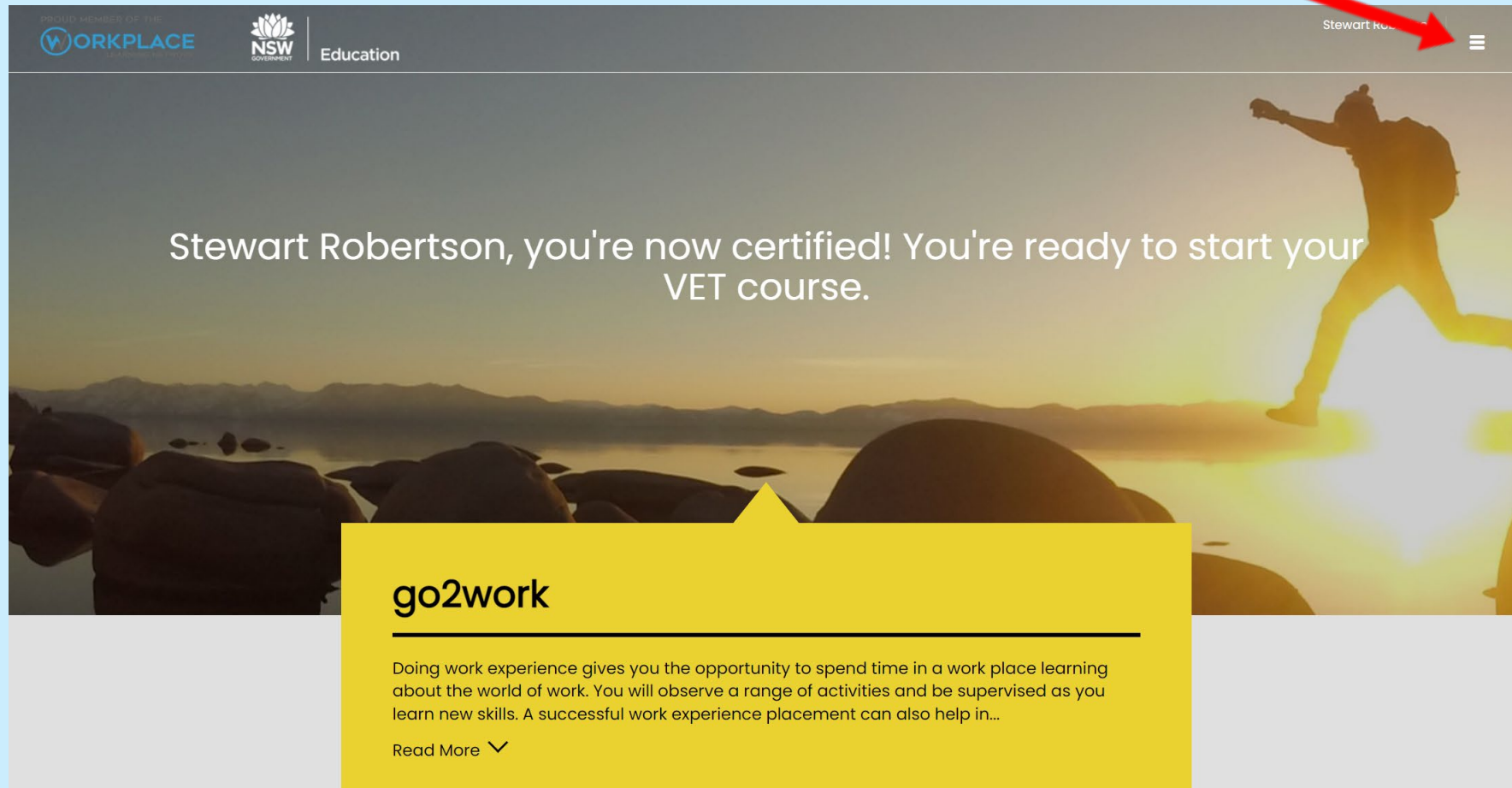
Enrolled in more than one course?

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.

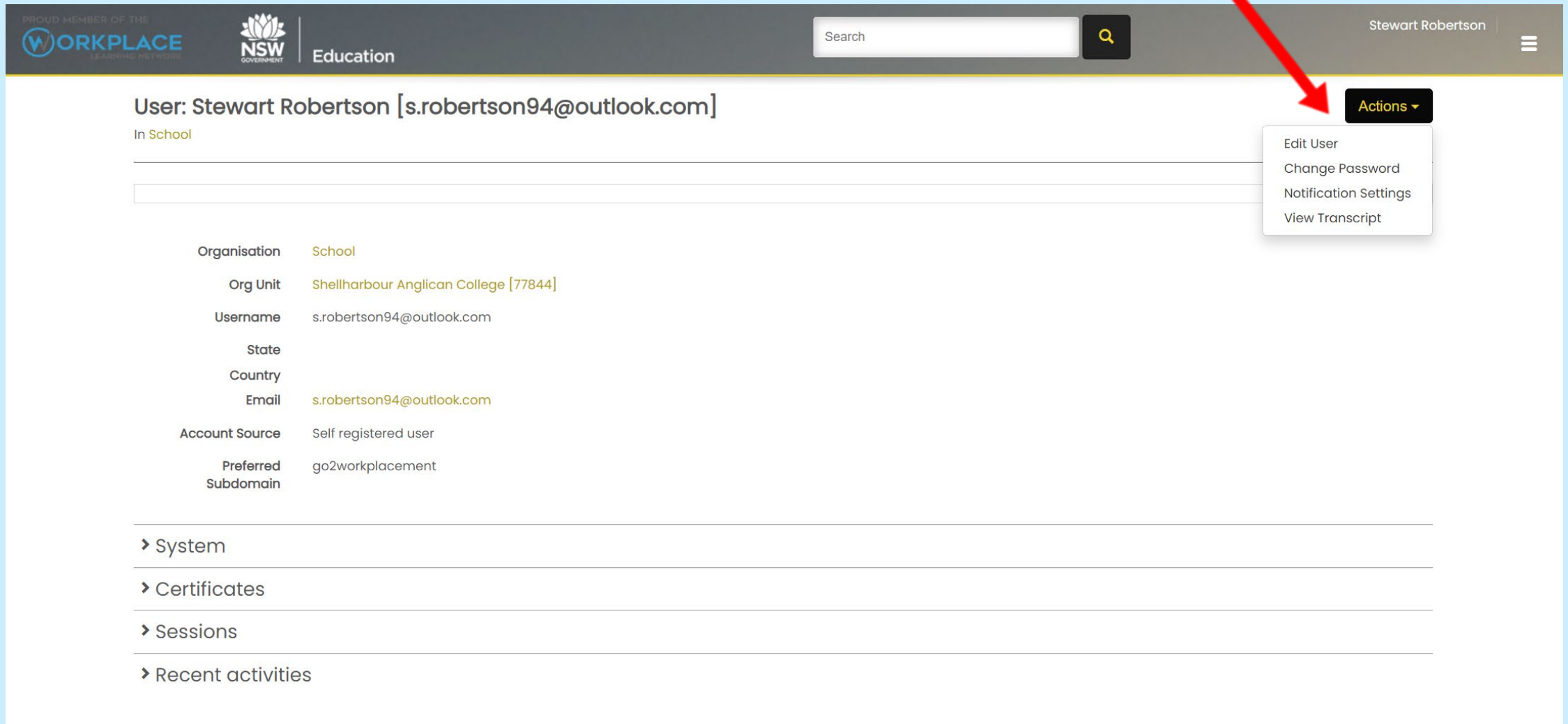
Keeping Your Account Secure

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'.

A screenshot of a student dashboard. The top navigation bar is dark grey and contains the 'WORKPLACE' logo, the NSW Government logo, and the word 'Education'. On the right side of the navigation bar, the name 'Stewart Robertson' is displayed next to a three-bar menu icon. A red arrow points to this menu icon. Below the navigation bar is a large banner image showing a person with a backpack running on a rocky shore at sunset. The text on the banner reads: 'Stewart Robertson, you're now certified! You're ready to start your VET course.' Below the banner is a yellow box with the 'go2work' logo and a description of work experience. The description reads: '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...'. Below the description is a 'Read More' link with a downward arrow.

Keeping Your Account Secure

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



The screenshot shows a user profile page for Stewart Robertson. At the top, there is a navigation bar with logos for 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' and 'NSW GOVERNMENT Education'. A search bar and the user's name 'Stewart Robertson' are also present. The main content area displays the user's name and email address, followed by a list of profile details. A red arrow points to the 'Actions' dropdown menu, which is open and shows options: 'Edit User', 'Change Password', 'Notification Settings', and 'View Transcript'.

PROUD MEMBER OF THE
WORKPLACE
LEARNING NETWORK

NSW
GOVERNMENT | Education

Search

Stewart Robertson

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

Actions ▾

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

Organisation	School
Org Unit	Shellharbour Anglican College [77844]
Username	s.robertson94@outlook.com
State	
Country	
Email	s.robertson94@outlook.com
Account Source	Self registered user
Preferred Subdomain	go2workplacement

- › System
- › Certificates
- › Sessions
- › Recent activities