

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 shows the Go2WorkPlacement website interface. At the top left, it says 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' and 'NSW GOVERNMENT Education'. The main content area is divided into sections: 'Work placement', 'For Students', 'Student log in', and 'Student registration'. A dark overlay on the right side contains the 'Teachers log in' form, which includes fields for 'Username' and 'Password', a link for 'Approved Teacher? and forgot your Password?', and buttons for 'Create an account' and 'Login'. A red arrow points to the 'Teachers log in' text, and white text next to it says 'Ensure you are registering as a teacher'.

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*

Location*

If you selected TAFE please add your main Campus

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).

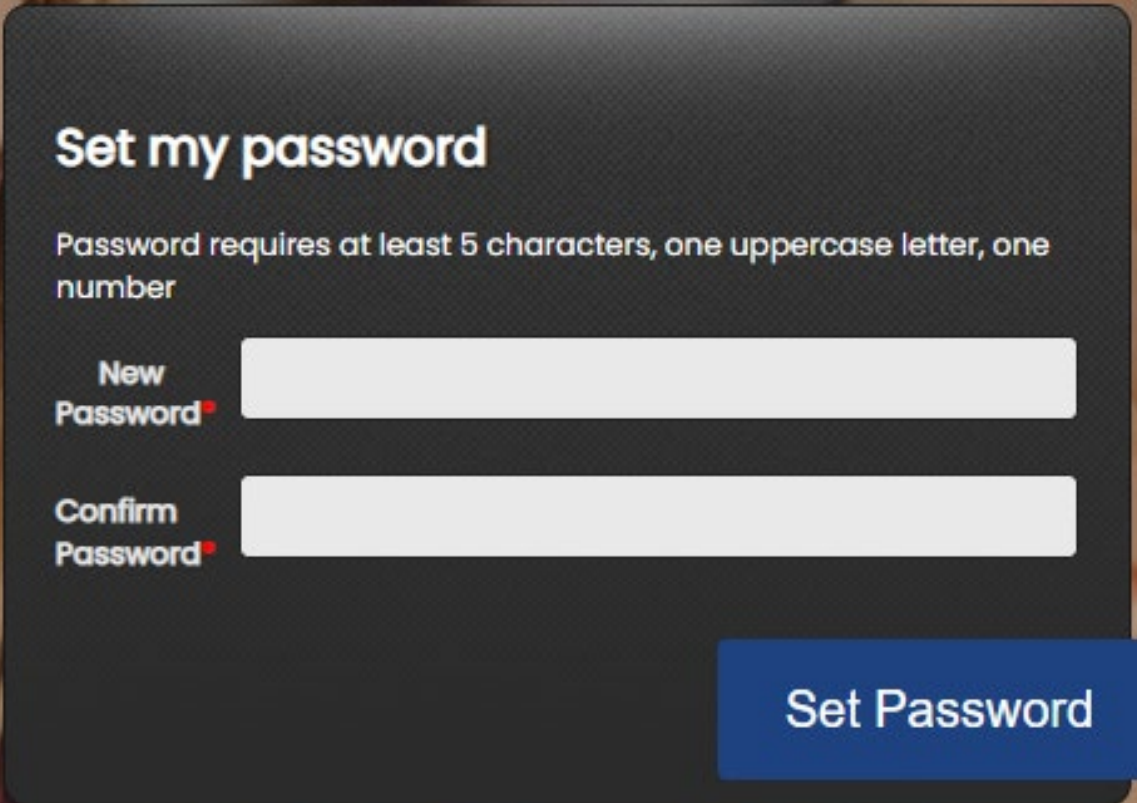
<https://teacher.cls.janison.com/Auth/ResetPassword?nonceld=e94e61c9-f9ea-ed11-8749-0003ff8cdb5b&nonce=9dc524e9-75ed-4ca0-a652-c78e76e0c99f&userId=66006255-caea-ed11-874a-0003ff8ccbe6>

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

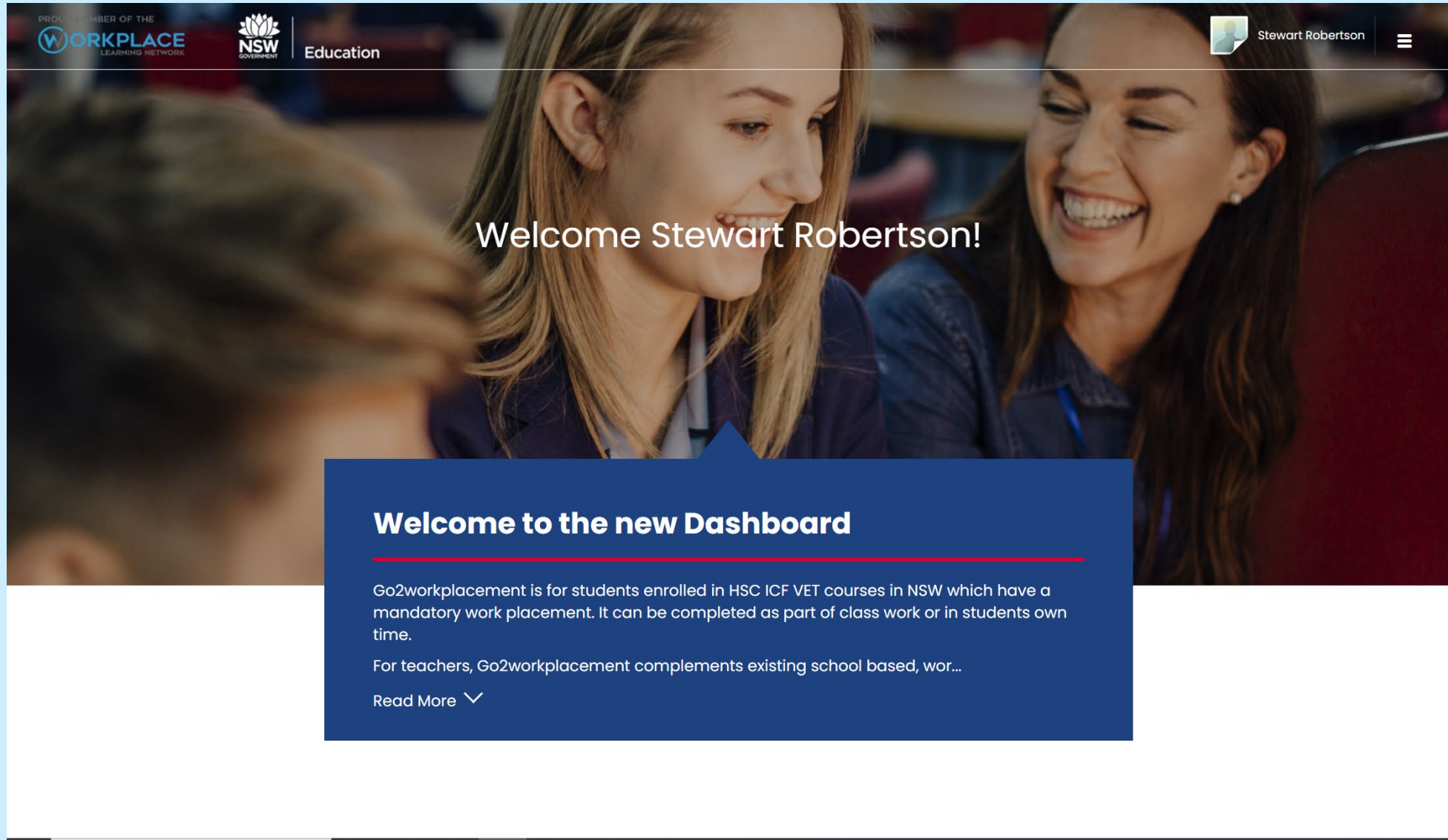
New Password

Confirm Password

Set Password

Ready To Go

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



The screenshot shows a web dashboard interface. At the top left, there are logos for 'PRO...MBER OF THE WORKPLACE LEARNING NETWORK' and 'NSW GOVERNMENT | Education'. At the top right, there is a user profile icon for 'Stewart Robertson' and a hamburger menu icon. The main content area features a large image of two young women smiling. Overlaid on this image is the text 'Welcome Stewart Robertson!'. Below this, a blue box contains the heading 'Welcome to the new Dashboard' followed by a red horizontal line. The text below the line reads: '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...'. At the bottom of the blue box is a 'Read More' link with a downward-pointing chevron icon.

PRO...MBER OF THE
WORKPLACE
LEARNING NETWORK

NSW
GOVERNMENT | Education


Stewart Robertson

Welcome Stewart Robertson!

Welcome to the new Dashboard

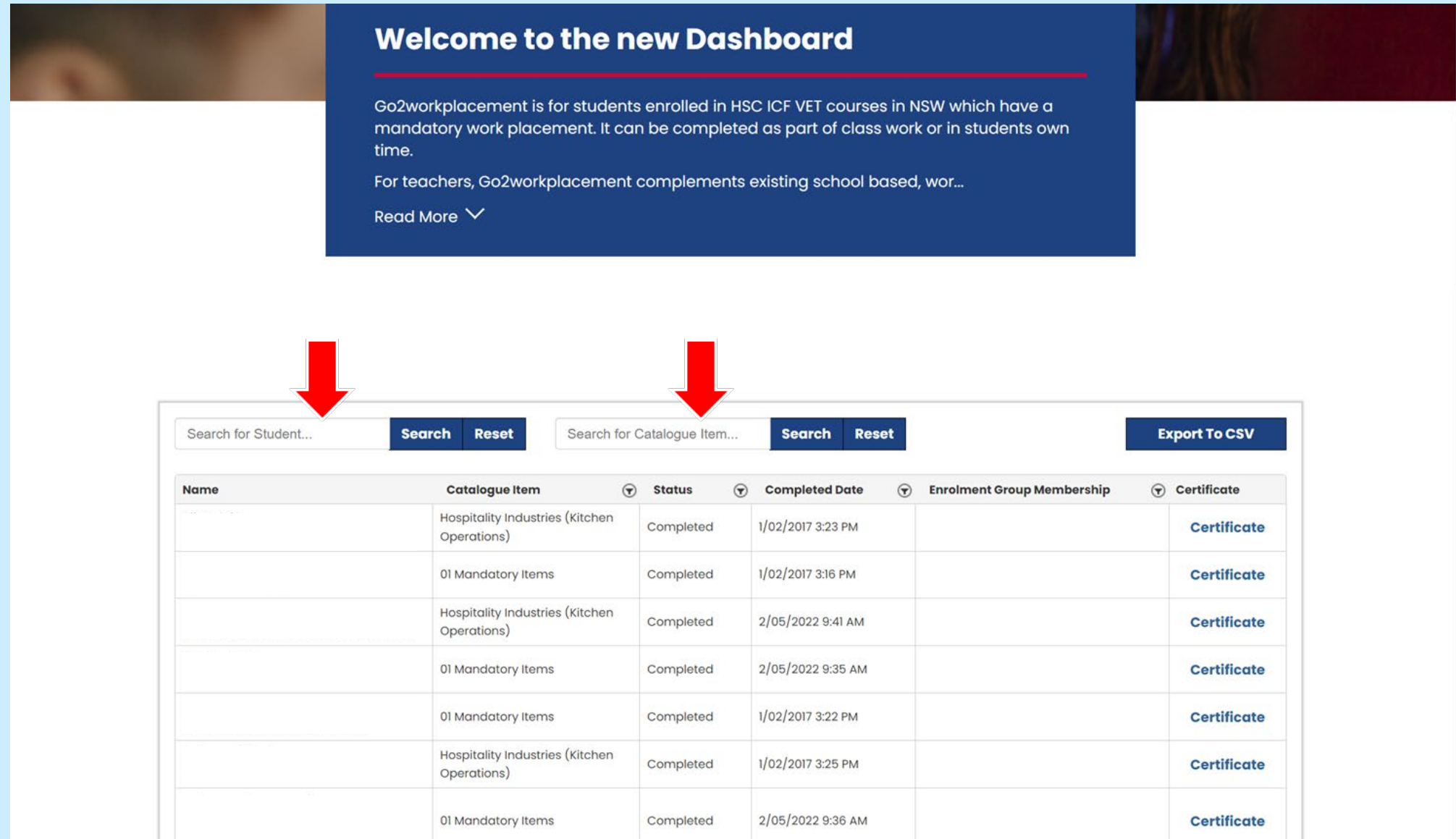
Go2workplacement is for students enrolled in HSC ICF VET courses in NSW which have a mandatory work placement. It can be completed as part of class work or in students own time.

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

Read More 

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

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[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;

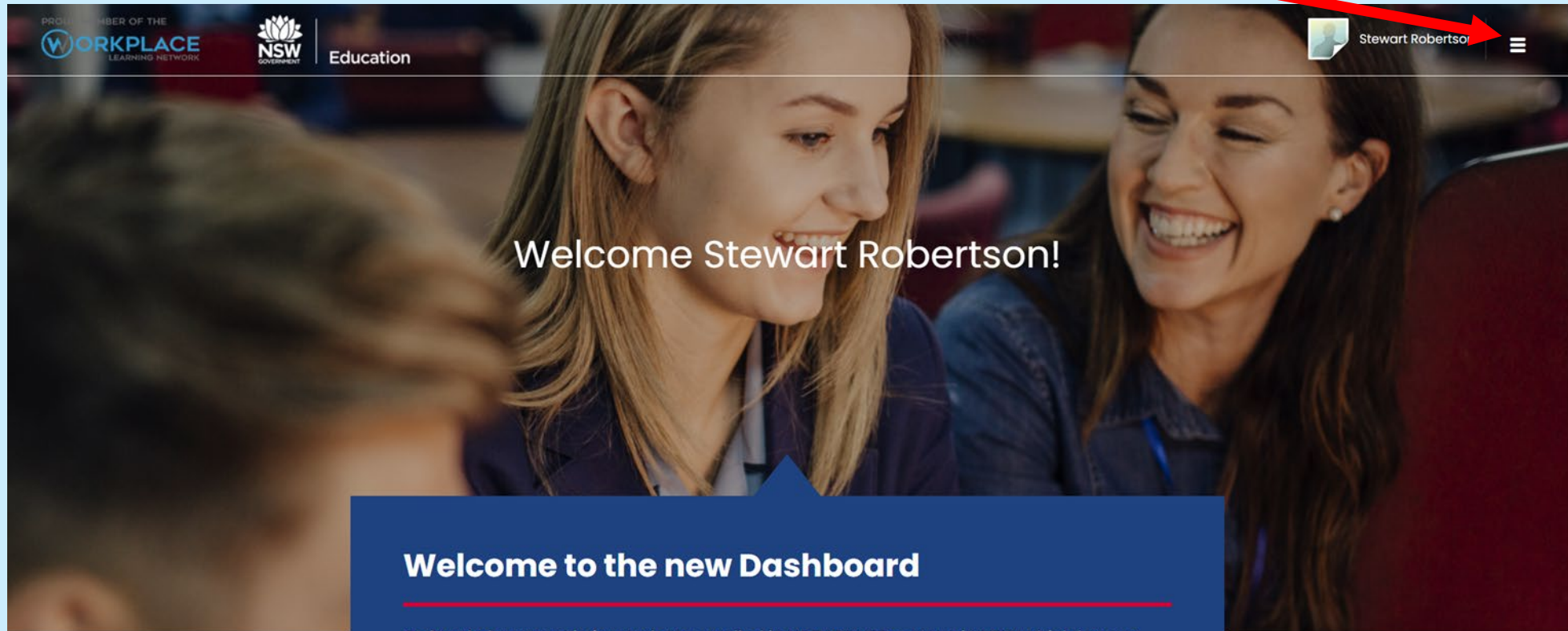
1. Complete the '01 Mandatory Items'
2. Enrol in and Complete their Industry Course

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'



Welcome to the new Dashboard

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[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 top navigation bar includes the 'WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the 'Education' label. A search bar at the top right contains the text 'Stewart Robertson [stewart.robertson@de]' and a magnifying glass icon. The user profile 'STEWART ROBERTSON' is visible in the top right corner. The left sidebar shows a 'Manage People' section with the following options: 'Institutions', 'Locations', 'Groups', 'Users' (highlighted with a red arrow), 'Manage Catalogue', 'Enrolments', and 'Customisable Reports'. Below this is a 'Recently Viewed' section. The main content area is titled 'Users' and features two buttons: 'Add User' and 'Run Bulk Action'. A large search bar is present with the placeholder text 'Search for Names, Email or Username'. Below the search bar are two filters: 'Active (235265)' and 'Inactive (17542)'. At the bottom, a table header is visible with columns: 'Name', 'Organisation', 'Org Unit', 'Username', 'Email', and 'Created'.

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.

The screenshot shows the user profile for Stewart Robertson. The page includes a navigation menu on the left with options like 'Manage People', 'Users', 'Enrolments', and 'Customisable Reports'. The main content area displays the user's name, email, and school information. At the bottom, there are several dropdown tabs: 'System', 'Certificates', 'Enrolments Summary', 'Sessions', and 'Recent activities'. Two red arrows point to the 'Certificates' and 'Enrolments Summary' tabs.

PROUD MEMBER OF THE
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NSW
GOVERNMENT

Education

Search

Stewart Robertson

Manage People

Users

Enrolments

Customisable Reports

Recently Viewed

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.

The screenshot shows the user management interface for Stewart Robertson. The top navigation bar includes the Workplace Learning Network logo, NSW Government Education logo, a search bar, and the user's name 'Stewart Robertson'. The left sidebar contains 'Manage People' with sub-items 'Users', 'Enrolments', and 'Customisable Reports', and 'Recently Viewed'. The main content area displays user details for Stewart Robertson, including 'In School' status, 'User Extra Roles', and 'Administrators'. A dropdown menu labeled 'Actions' is open, showing options for 'Edit User', 'Change Password', and 'Notification Settings'. A red arrow points to the 'Change Password' option.

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

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 shows the user management interface for Stewart Robertson. The top navigation bar includes the 'WORKPLACE LEARNING NETWORK' logo, the NSW Government logo, and the 'Education' department name. A search bar and a user profile for Stewart Robertson are also visible. The main content area displays the user's details, including their email address [s.robertson94@outlook.com] and their status as 'In School'. A red arrow points to the 'Actions' dropdown menu, which contains the 'Edit User' option. The left sidebar shows navigation options for 'Manage People', 'Users', 'Enrolments', 'Customisable Reports', and 'Recently Viewed'. The bottom section of the page lists various system-related links such as 'System', 'Certificates', 'Enrolments Summary', 'Sessions', and 'Recent activities'.

PROUD MEMBER OF THE
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NSW
GOVERNMENT

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

Actions

Edit User

Change Password

Notification Settings

> System

> Certificates

> Enrolments Summary

> Sessions

> Recent activities

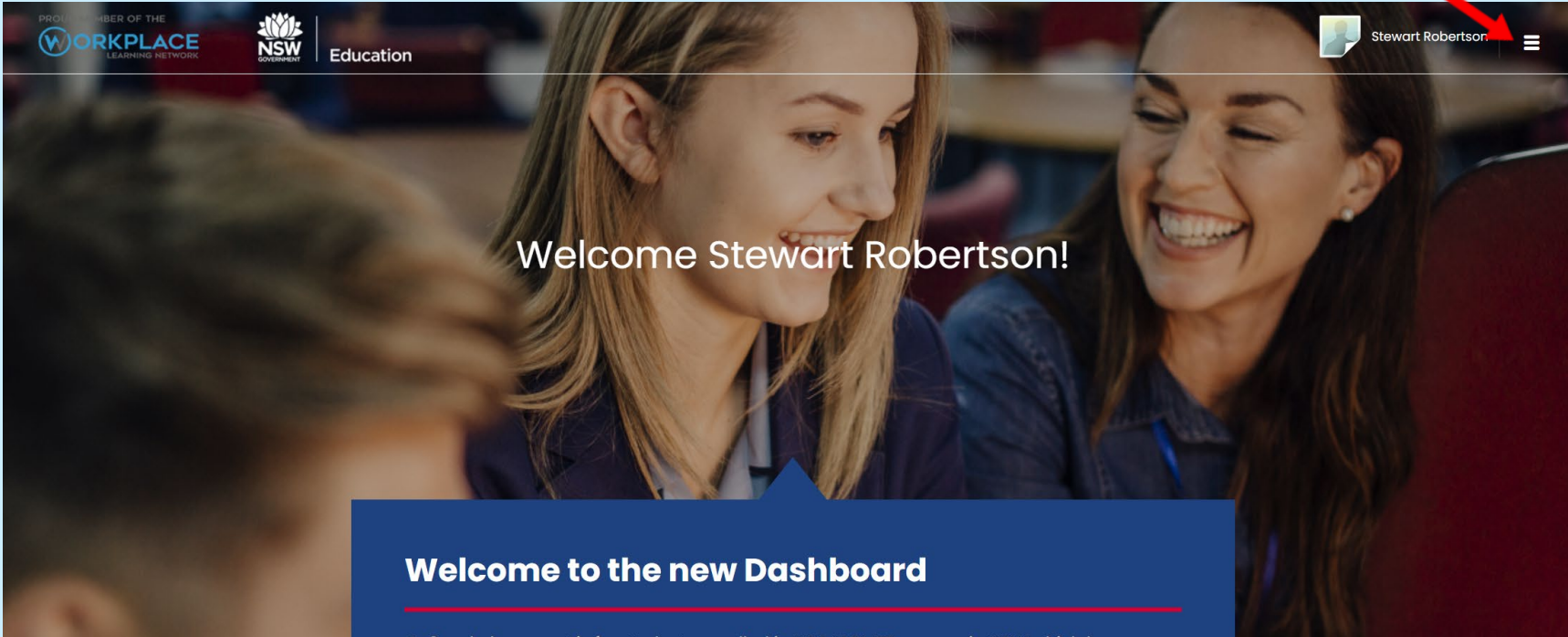
Changing Schools?

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'.



The screenshot shows the Go2workplacement Teacher Dashboard. At the top left, there are logos for 'PROVIDER MEMBER OF THE WORKPLACE LEARNING NETWORK' and 'NSW GOVERNMENT Education'. In the top right corner, there is a user profile for 'Stewart Robertson' with a red arrow pointing to a three-bar menu icon. The main content area features a large image of two smiling women with the text 'Welcome Stewart Robertson!'. Below this is a blue box with the heading 'Welcome to the new Dashboard' and a red underline. The text in the blue box reads: '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...'. At the bottom of the blue box is a 'Read More' link with a downward arrow.

Welcome to the new Dashboard

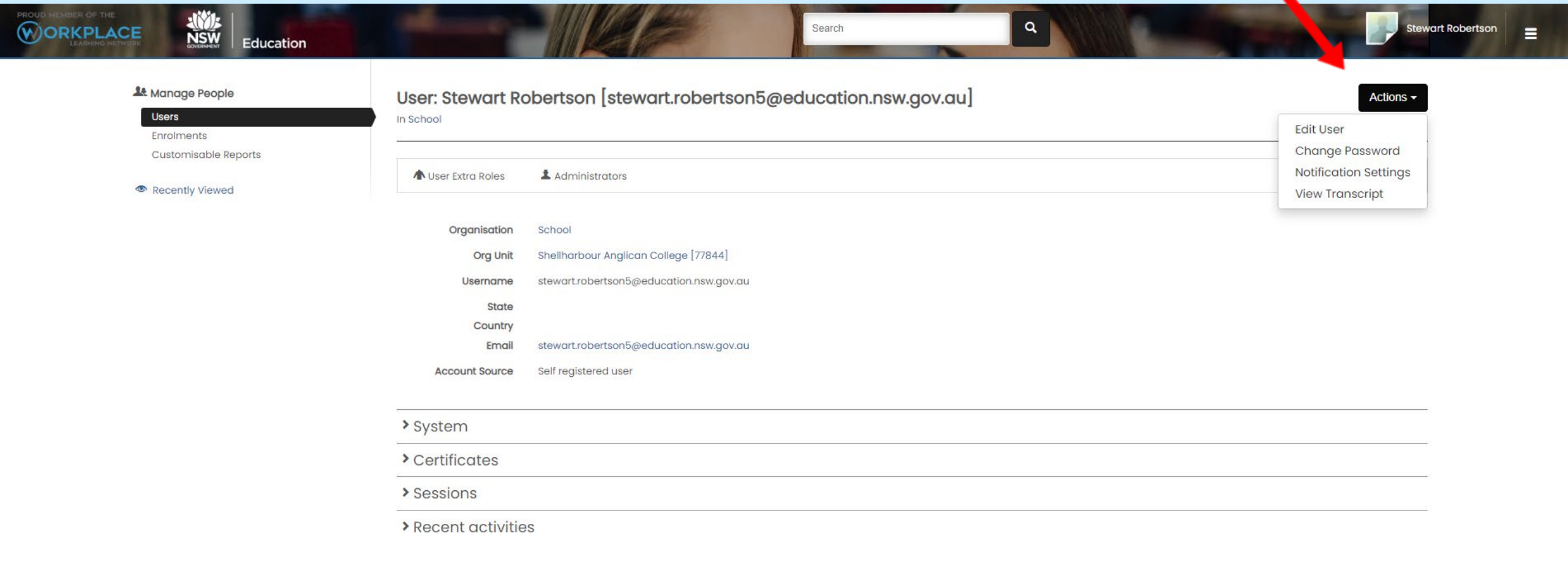
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For teachers, Go2workplacement complements existing school based, wor...

[Read More](#) ▾

Keeping Your Account Secure

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



The screenshot displays the user management interface for Stewart Robertson. A red arrow points to the 'Actions' dropdown menu, which is open and shows the following options: Edit User, Change Password, Notification Settings, and View Transcript. The user's profile information is visible below the header, including their email address and organization details.

PROUD MEMBER OF THE
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NSW
GOVERNMENT

Education

Search

Stewart Robertson

Manage People

- Users**
- Enrolments
- Customisable Reports

Recently Viewed

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

In School

User Extra Roles Administrators

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

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