



Go2workplacement

A Guide for Students

Work Placement Coordination

Pathways & Transitions

support@workplacement.nsw.edu.au

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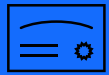
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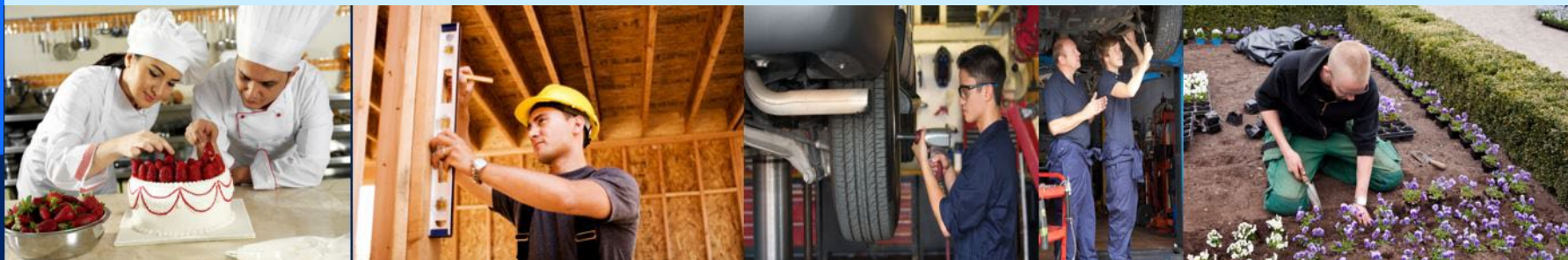
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Getting Started



Step 1: Click the 'Create an Account' Button



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](#)



To create an account, go to:
www.go2workplacement.com

Step 2: Complete all Required Fields

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



Use your **School** or **TAFE** email



1. Once you have completed all required fields you will be able to create your own account.



2. Make sure you enter your email address correctly.

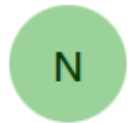


3. Check your inbox for your account confirmation

Step 3: Confirm your Account



Check the inbox of the email used to set up your account to retrieve the confirmation email.



no-reply@janison.com.au

To: You



Fri 3/15/2024 9:44 AM

Hi [Your Name]

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?nonceld=d47e5a71-54e2-ee11-8364-544c8a75b042&nonce=c4d9dce5-651c-4084-878a-042201a4c822&userId=cd7e5a71-54e2-ee11-8364-544c8a75b042>

Regards,

The Workplacement Ready Team

If you cannot find the link, check your junk mail folder.

Step 4: Create a Password

You must create a password for your account

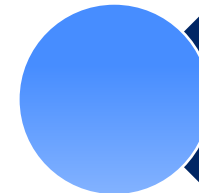
Set my password

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

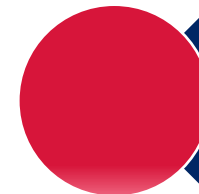
New Password*

Confirm Password*

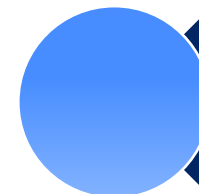
Set Password



By clicking the link, you will be prompted to setup a password for your account.



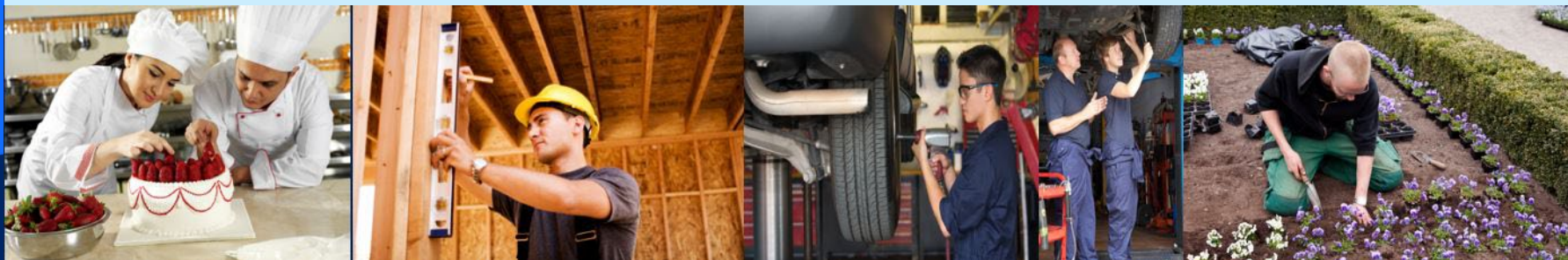
To keep your account secure, we strongly recommend that you create a strong password that only you will know and will be able to remember. Please use uppercase and lowercase letters, symbols, and numbers.



After your password is set, you are ready to go!



Mandatory Items



Student Dashboard: Mandatory Items

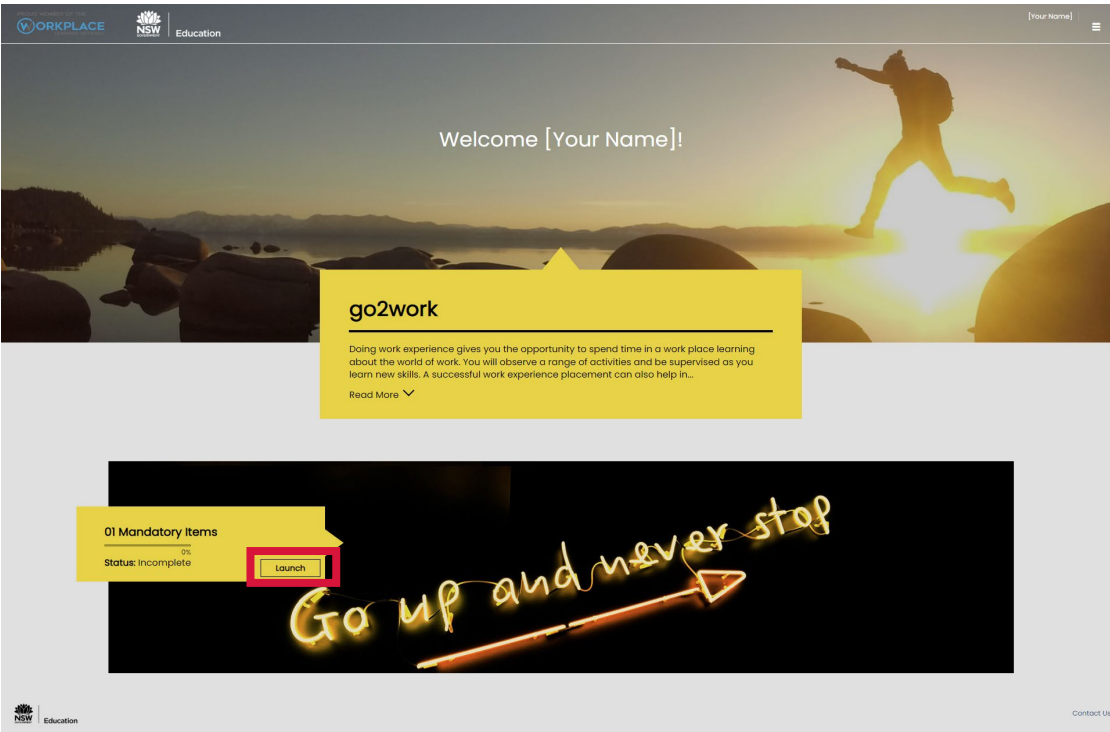


Locate 'Mandatory Items' on your dashboard and select 'launch'.

1. Workplace Health and Safety

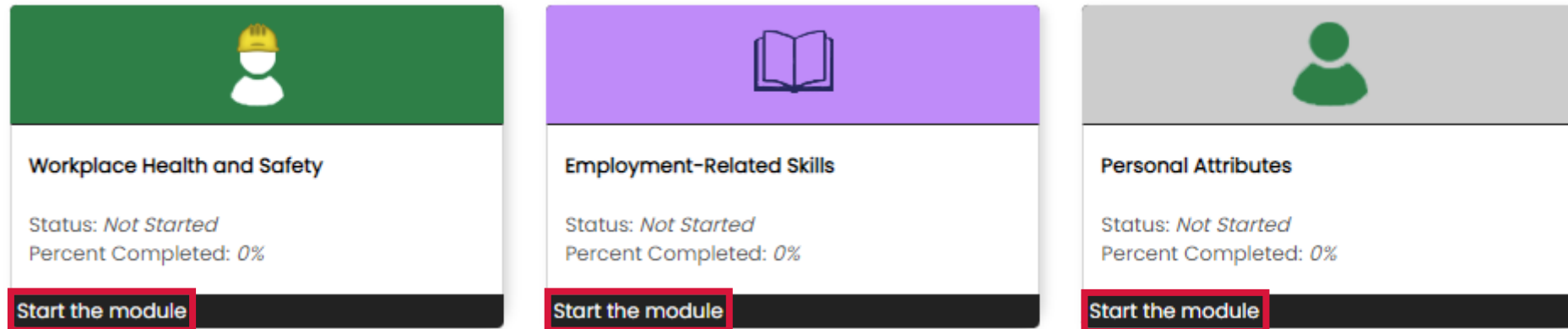
2. Employment-related skills

3. Personal Attributes



You must complete the 3 Mandatory Items before you can choose your Industry Course.

Complete the 3 Mandatory Items



When a module is completed, the 'Status' will change to *completed* and 100%.

If your module is not 100% completed, you must finish it before you can choose your Industry Course.



Tips for Completing Modules

You will need to answer multiple-choice questions. If you select the wrong answer, click 'Retry' and try again.

Progress: As you work through the module, a 'tick' will appear on each item you successfully complete.

< 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.



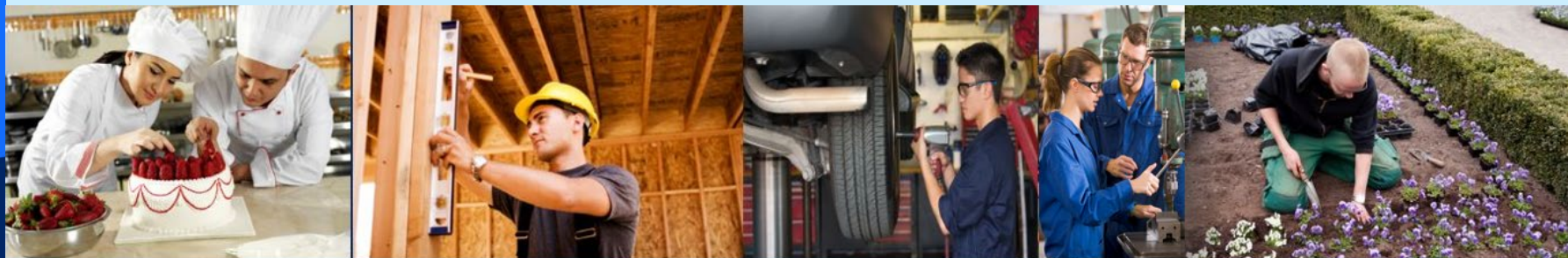
PREVIOUS

NEXT

'Tick' not showing? Refresh the page and try again.



Industry Course



Complete Your Industry Course

Browse other VET courses



Electrotechnology



Hospitality Industries (Food and Beverage)



Hospitality Industries (Kitchen Operations)



Human Services



Tourism and Events



Automotive Industries



Business Services



Construction Industries



Entertainment



Financial Services



Information Technology



Primary Industries



Manufacturing and Engineering



Salon Assistant



Engineering



Find your industry course by scrolling down on your dashboard.

TAFE Student?



If you are studying your course at TAFE NSW, please select your TAFE campus using the dropdown menu.

If you are completing this course at TAFE please select the campus, otherwise click continue

Select from the below



Continue or Cancel

Starting your Industry Course

< 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



You will have 2 modules to complete before you can receive your Work Placement Ready Certificate.

Course Competencies



< 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 ready certificate.

At the end of the Industry Course, you are required to select between 2 and 5 competencies.

- ☒ Apply safe work practices
- ☐ Communicate in the workplace to support team and customer outcomes
- ☒ Work effectively in a customer service environment
- ☐ Interact with customers
- ☐ Organise and maintain work areas
- ☐ Operate retail technology
- ☐ Apply point-of-sale handling procedures
- ☒ Perform stock control procedures
- ☐ Minimise loss
- ☐ Balance and secure point-of-sale terminal
- ☐ Sell products and services

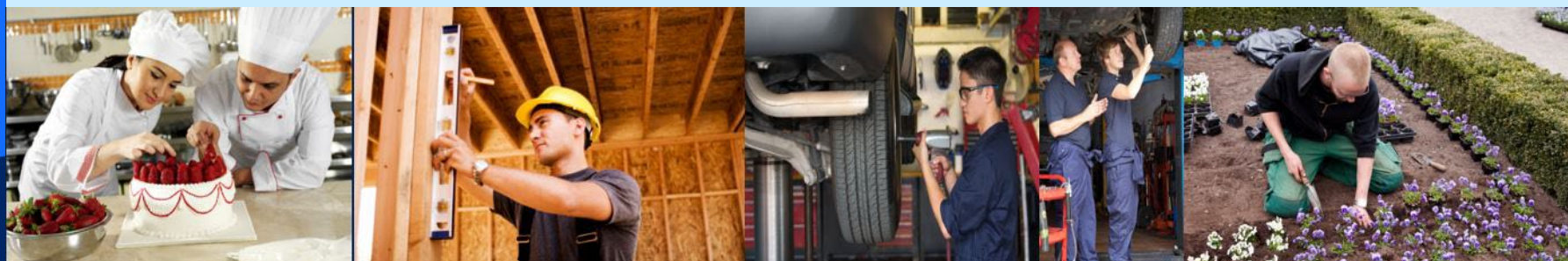
PREVIOUS

NEXT





Work Placement Ready Certificate



Your Work Placement Ready 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

Once you have completed **'Mandatory Items'** and your **'Industry Course'**, you can download your certificate.



Mandatory Items
modules

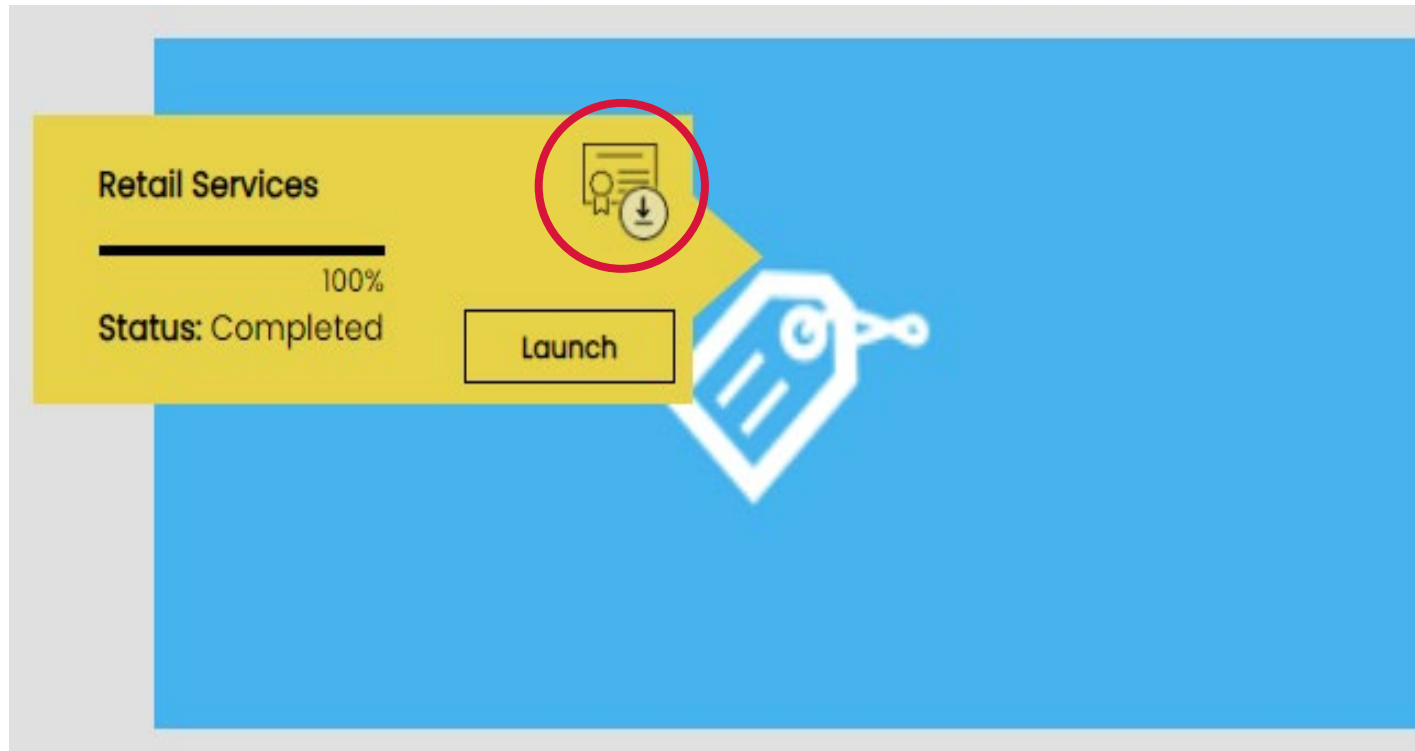


Industry Course
modules



Work Placement Ready
Certificate

Your Work Placement Ready Certificate



You can readily locate your certificate on your dashboard by selecting the **certificate icon** next to the Industry Course.

Congratulations! You are now ready for Work Placement!



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

School

Work Placement Ready Certificate

Issued to

[Your Name]

All Saints Catholic Senior College

for successfully completing the Work Placement Ready Certificate for
[School Name]

Retail Services

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

15 March 2024

Teacher Name

Teacher Signature



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

Personal Attributes – during my work placement I want to discuss with my supervisor the importance of:

Loyalty
Commitment
Honesty and integrity
Enthusiasm

Employment Related Skills – during my work placement I want to discuss with my supervisor the importance of:

Self-management
Initiative and enterprise
Learning

Course Competencies:

Apply safe work practices
Work effectively in a customer service environment
Perform stock control procedures

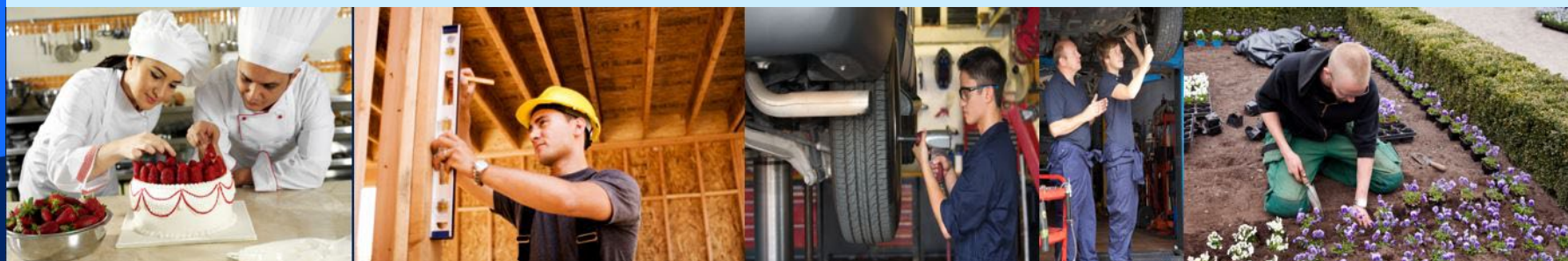


Provide a copy
of your
certificate for
your Employer
on day one.





Troubleshooting



The 'tick' is not appearing when I select the correct answer. What can I do?

Ensure the
answer you
selected is
correct.

If you are selecting the
correct answer but the
'tick' does not appear, it is
recommended that you:

If the below options are
not working, contact:

- 1.Refresh the page and try again.
- 2.Use Google Chrome as your browser
- 3.Log out and log in to your account and try again.

About go2workplacement:
[Click here for the About Page](#)
support@workplacement.nsw.edu.au

For further assistance

I can't find my certificate.



A Work Placement Ready Certificate is only issued when you have completed ALL required modules:

1. Mandatory Items.
2. Chosen Industry Course.

Refer to page 18-19 for guidance about locating and downloading your certificate.

If you have completed all required modules but your certificate is not appearing, contact support@workplacement.nsw.edu.au for assistance.

Forgotten Username/Password



Forgotten Username

Your username is **ALWAYS** the email address you used to create an account

1. Try your school/TAFE email.
2. Try your personal email address e.g. Gmail
3. If still unknown, contact support@workplacement.nsw.edu.au



Forgotten Password

You can use the 'Forgot Your Password?' link on the login page to reset your password

Or

Contact

support@workplacement.nsw.edu.au

and we will reset it for you.

I have moved to a new school. How do I update my details?

