

MyWorkExperience A Teacher Guide

<https://teacher.cls.janison.com>

Stewart Robertson

Career & Workplace Learning

Pathways & Transitions

support@workplacement.nsw.edu.au



About MyWorkExperience

MyWorkExperience helps students prepare for their work experience. MyWorkExperience is a fun way to prepare for work experience and can be completed as a class activity or in their own time.

Once a student completes the MyWorkExperience modules they will obtain their own Ready For Work Experience Certificate.

The Certificate lets the host employer know that the student has prepared for their work experience and have identified a set of skills and competencies to focus on during their time in the workplace.

Content

This guide will take you through key aspects of MyWorkWxperience and how to navigate the site. The instructions can be found in the following order.

- [Teacher Registration](#)
- [Teacher Dashboard](#)
- [Managing Student Accounts](#)
- [Keeping Your Account Secure](#)
- [Contact Us](#)

Teacher Registration

A teacher registration login has been created for teachers to manage student progress and completion of the MyWorkExperience modules. Make sure you select the teacher registration field to create your teacher account.

<https://teacher.go2workplacement.com/auth/login/?returnUrl=%2F>

The screenshot displays the Go2WorkPlacement website interface. At the top, the header includes the 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the word 'Education'. The main content area is divided into two columns. The left column features a 'Work placement' section with descriptive text and tips, followed by a 'For Students' section with links for 'Student log in' and 'Student registration'. The right column contains a dark grey 'Teachers log in' overlay. This overlay has a red arrow pointing to the 'Teachers log in' title and the text 'Ensure you are registering as a teacher'. It includes a message 'Your session has timed out. Please log on again.', input fields for 'Username' and 'Password', a link for 'Approved Teacher? and forgot your Password?', and buttons for 'Create an account' and 'Login'.

PROUD MEMBER OF THE
WORKPLACE
LEARNING NETWORK

NSW
GOVERNMENT

Education

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 *

School ▼

Location *

If you selected
TAFE please add
your main Campus

None ▼

Email *

Re-enter email *

* denotes mandatory fields

Create an account

Your school or TAFE 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.

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).

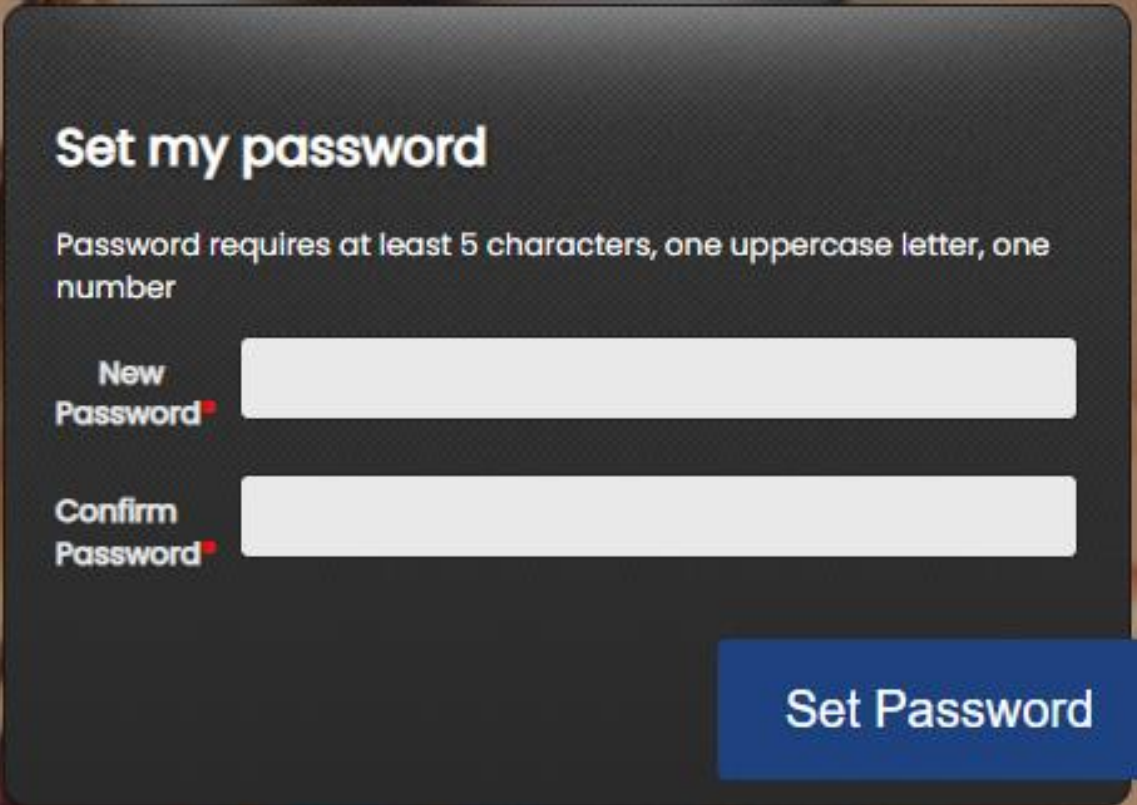
<https://teacher.cls.janison.com/Auth/ResetPassword?nonceId=e94e61c9-f9ea-ed11-8749-0003ff8cdb5b&nonce=9dc524e9-75ed-4ca0-a652-c78e76e0c99f&userId=66006255-caea-ed11-874a-0003ff8ccbe6>

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

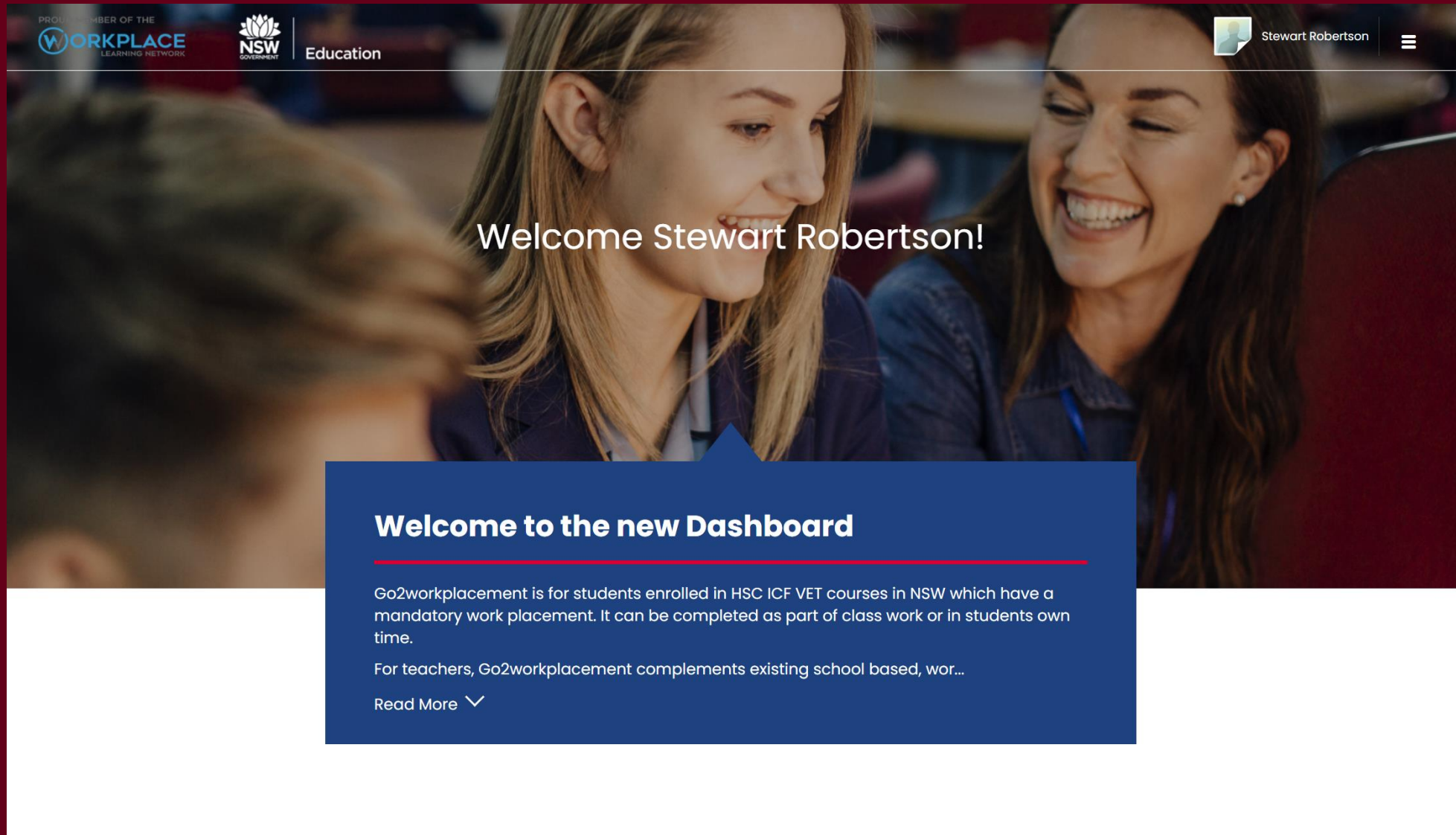
New Password

Confirm Password

Set Password

Ready To Go

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



The screenshot shows the Go2workplacement Teacher Dashboard. The header includes the 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the 'Education' department name. The user 'Stewart Robertson' is logged in, indicated by a profile icon and name in the top right corner. The main content area features a large background image of two smiling women. Overlaid on this is a white text box that says 'Welcome Stewart Robertson!'. Below this, a blue box with a white border contains the heading 'Welcome to the new Dashboard', followed by a red horizontal line. The text in the blue box explains that Go2workplacement is for students in HSC ICF VET courses in NSW with a mandatory work placement, and that it complements existing school-based work for teachers. A 'Read More' link with a downward arrow is at the bottom of the blue box.

PROUD MEMBER 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

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](#) 

Search

Reset

Search

Reset

Export To CSV

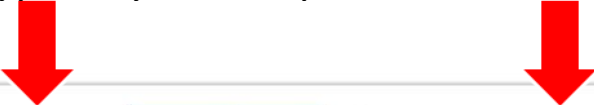
Name	Catalogue Item	Status	Completed Date	Enrolment Group Membership	Certificate
	Hospitality Industries (Kitchen Operations)	Completed	1/02/2017 3:23 PM		Certificate
	01 Mandatory Items	Completed	1/02/2017 3:16 PM		Certificate
	Hospitality Industries (Kitchen Operations)	Completed	2/05/2022 9:41 AM		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 to Search for Students

MyWorkExperience and Go2WorkPlacement use the same data base so you will be able to see students that are working towards their Work Placement Ready Certificate and students completing their Work Experience Ready Certificate.



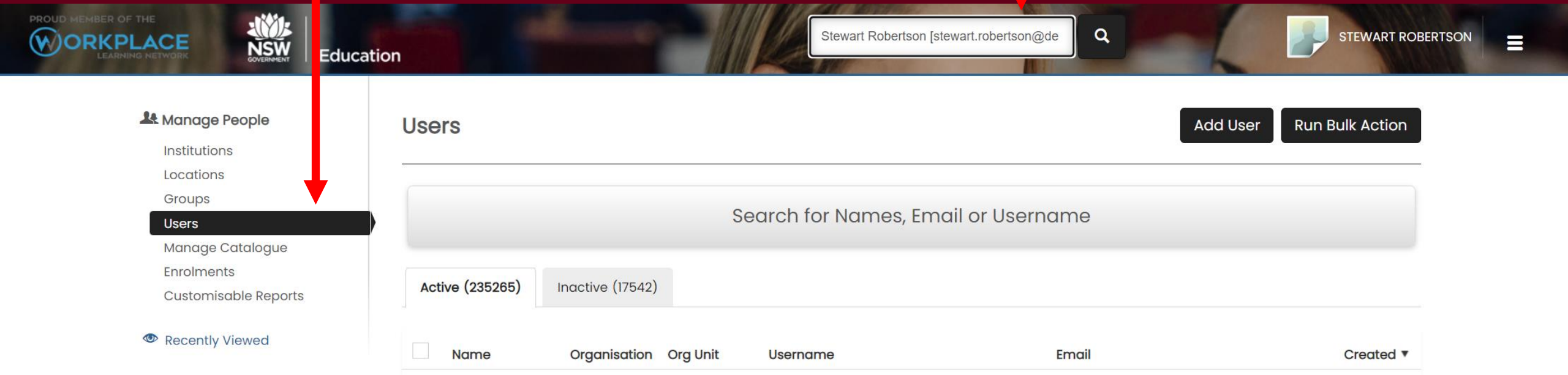
Use the search bars to look up students completing their Work Experience Certificate or type 'MyWorkExperience' to search the catalogue item.



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			

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 displays the NSW Education Workplace Learning Network interface. The top navigation bar includes the 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the 'Education' label. A search bar in the top right contains the text 'Stewart Robertson [stewart.robertson@de]'. The left sidebar shows the 'Manage People' section with the 'Users' tab highlighted. The main content area is titled 'Users' and features a large search bar with the placeholder text 'Search for Names, Email or Username'. Below the search bar are two tabs: 'Active (235265)' and 'Inactive (17542)'. At the bottom, a table header is visible with columns: Name, Organisation, Org Unit, Username, Email, and Created.

PROUD MEMBER OF THE
WORKPLACE
LEARNING NETWORK

NSW
GOVERNMENT

Education

Stewart Robertson [stewart.robertson@de]

STEWART ROBERTSON

Manage People

- Institutions
- Locations
- Groups
- Users**
- Manage Catalogue
- Enrolments
- Customisable Reports

Recently Viewed

Users

Add User Run Bulk Action

Search for Names, Email or Username


Active (235265) Inactive (17542)


<input type="checkbox"/>	Name	Organisation	Org Unit	Username	Email	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.


PROUD MEMBER OF THE




 Education

Search

Q

 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 drop down
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. A red arrow points from the instructional text to the 'Change Password' option in the 'Actions' dropdown menu.

Page Header: PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK, NSW GOVERNMENT, Education, Search, Stewart Robertson, Menu icon.

Left Sidebar:

- Manage People
 - Users**
 - Enrolments
 - Customisable Reports
- Recently Viewed

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

Actions: Edit User, Change Password, Notification Settings

User Details:

User Extra Roles	Administrators
Organisation	School
Org Unit	Shellharbour Anglican College [77844]
Username	
State	
Country	
Email	
Account Source	Self registered user

System Navigation:

- 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 left sidebar contains navigation links: Manage People, Users (selected), Enrolments, Customisable Reports, and Recently Viewed. The main content area displays the user's profile and a list of actions.

Header: PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK | NSW GOVERNMENT | Education | Search | Stewart Robertson

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

Actions: Edit User, Change Password, Notification Settings

User Details:

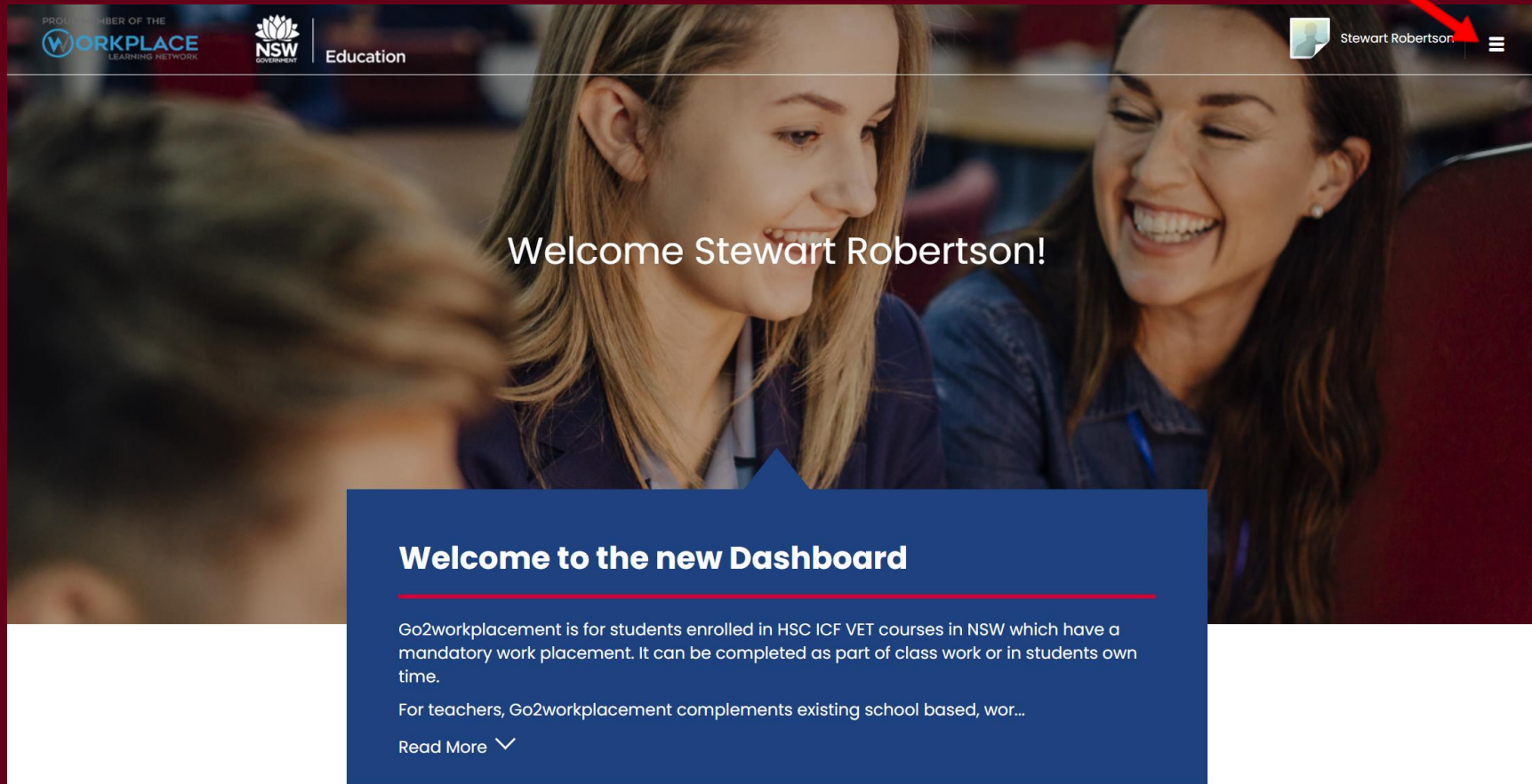
Organisation	School
Org Unit	Shellharbour Anglican College [77844]
Username	
State	
Country	
Email	
Account Source	Self registered user

System Navigation:

- System
- Certificates
- Enrolments Summary
- Sessions
- Recent activities

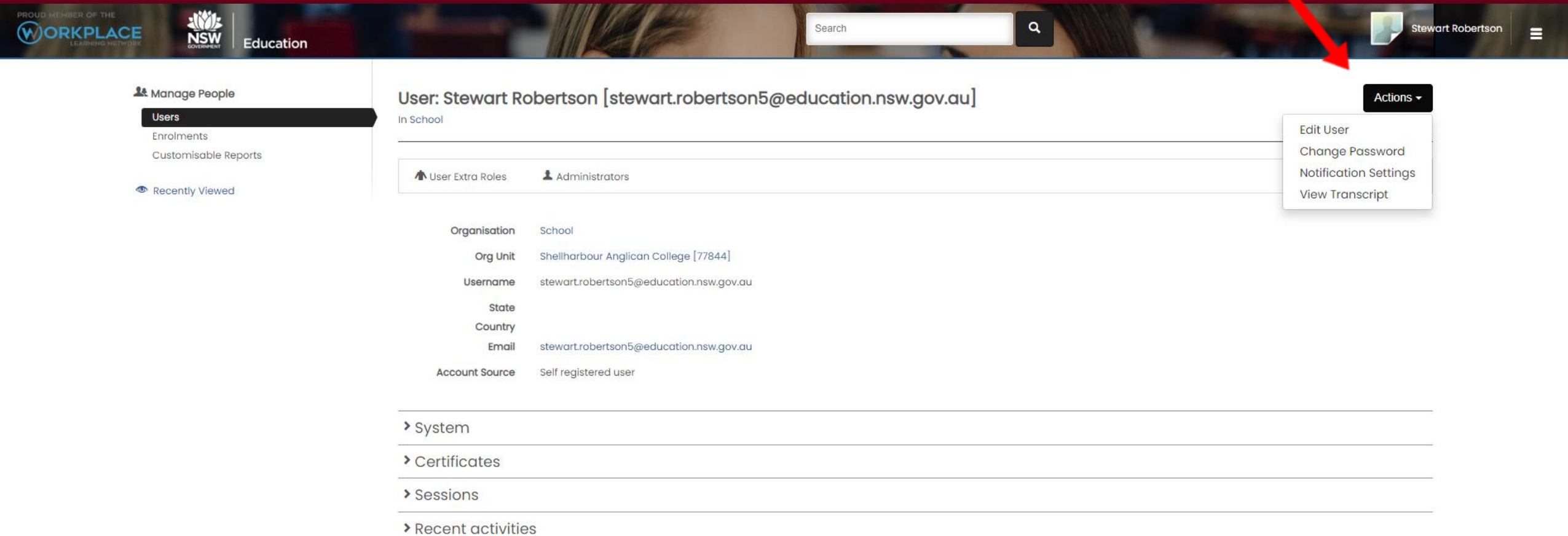
Keeping Your Account Secure

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'.



Keeping Your Account Secure

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



The screenshot shows the Workplace Learning Network interface. The top navigation bar includes the Workplace Learning Network logo, NSW Government Education logo, a search bar, and a user profile for Stewart Robertson. The left sidebar contains 'Manage People' and 'Recently Viewed' sections. The main content area displays the user profile for Stewart Robertson [stewart.robertson5@education.nsw.gov.au], including their role 'In School' and a list of user details. A red arrow points from the text above 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

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

Actions

Edit User

Change Password

Notification Settings

View Transcript

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.

For any other support or enquiries please contact support@workplacement.nsw.edu.au