



Go2workplacement

A Guide for Students

Work Placement Coordination Program
VET in Secondary Schools
workplacementsupport@det.nsw.edu.au

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MANDATORY ITEMS



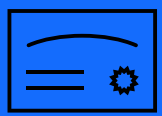
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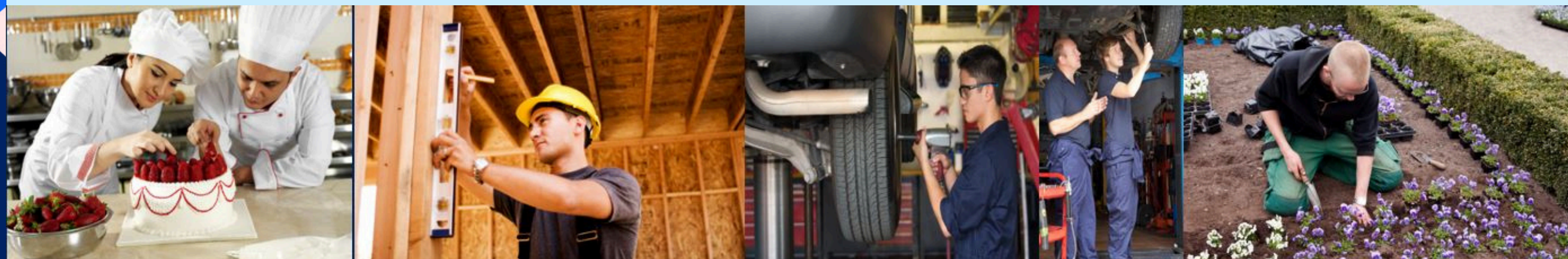
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Work Placement Ready
Certificate



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

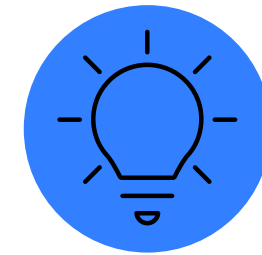
Username

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

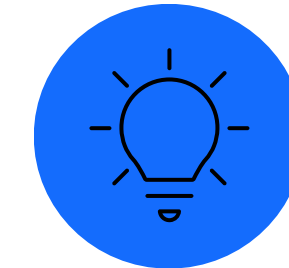
First Name*

Last Name*

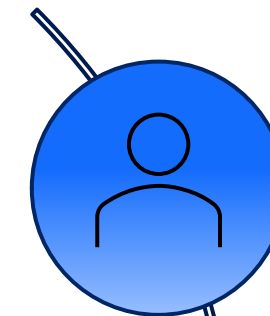
School*

Email*

Re-enter email*



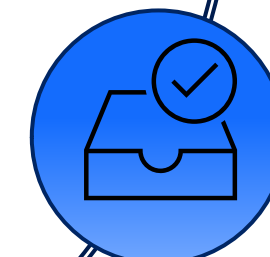
Use your **School** or **TAFE** email



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

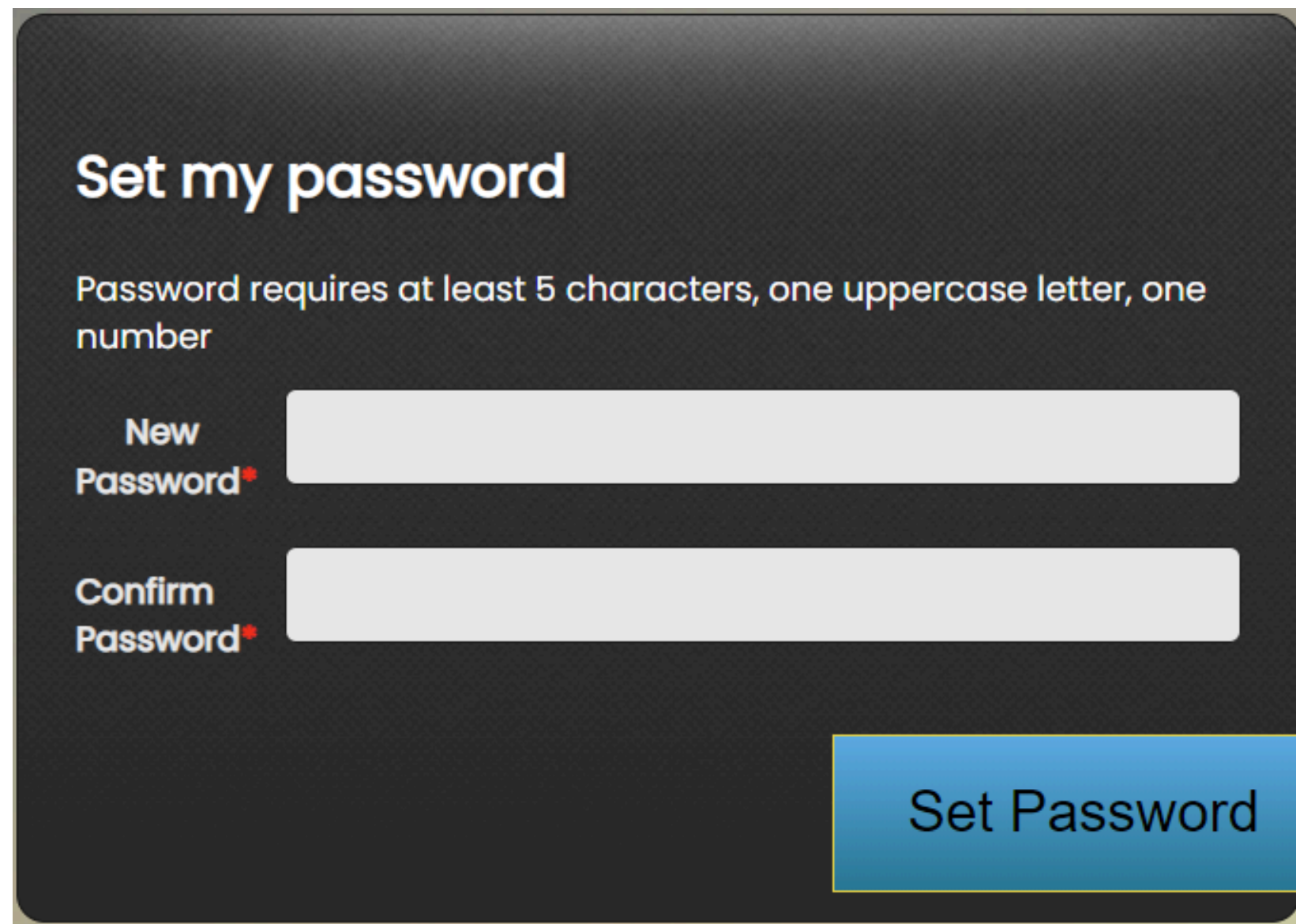
Regards,

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



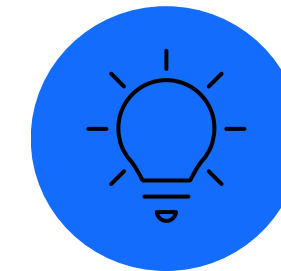
Set my password

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

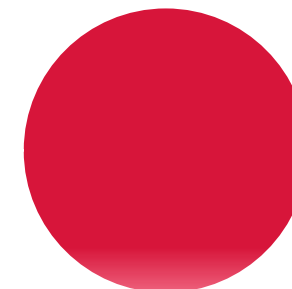
New Password*

Confirm Password*

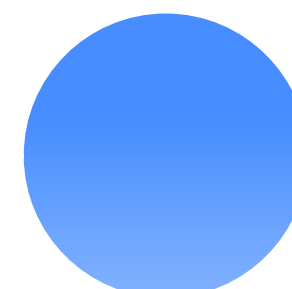
Set Password



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



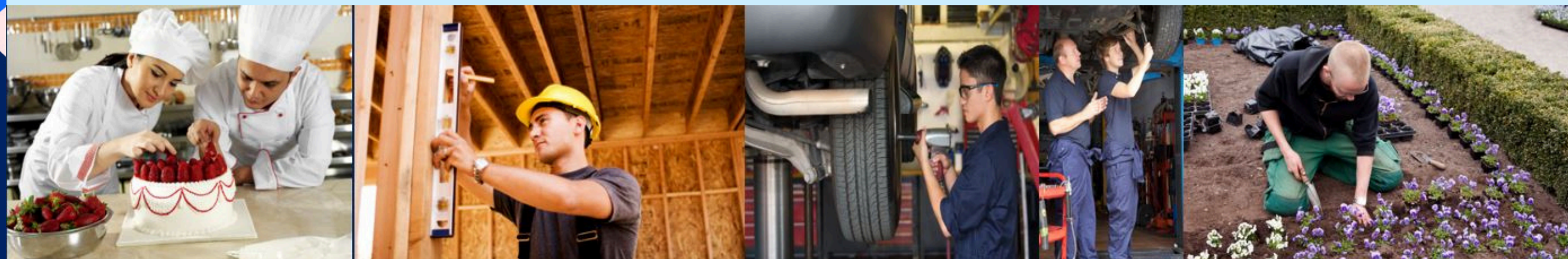
To keep your account secure, we strongly recommend that you create a strong password that only you will know and will be able to remember. Please use uppercase and lowercase letters, symbols, and numbers.



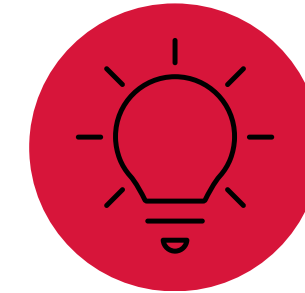
After your password is set, you are ready to go!



Mandatory Items



Student Dashboard: Mandatory Items



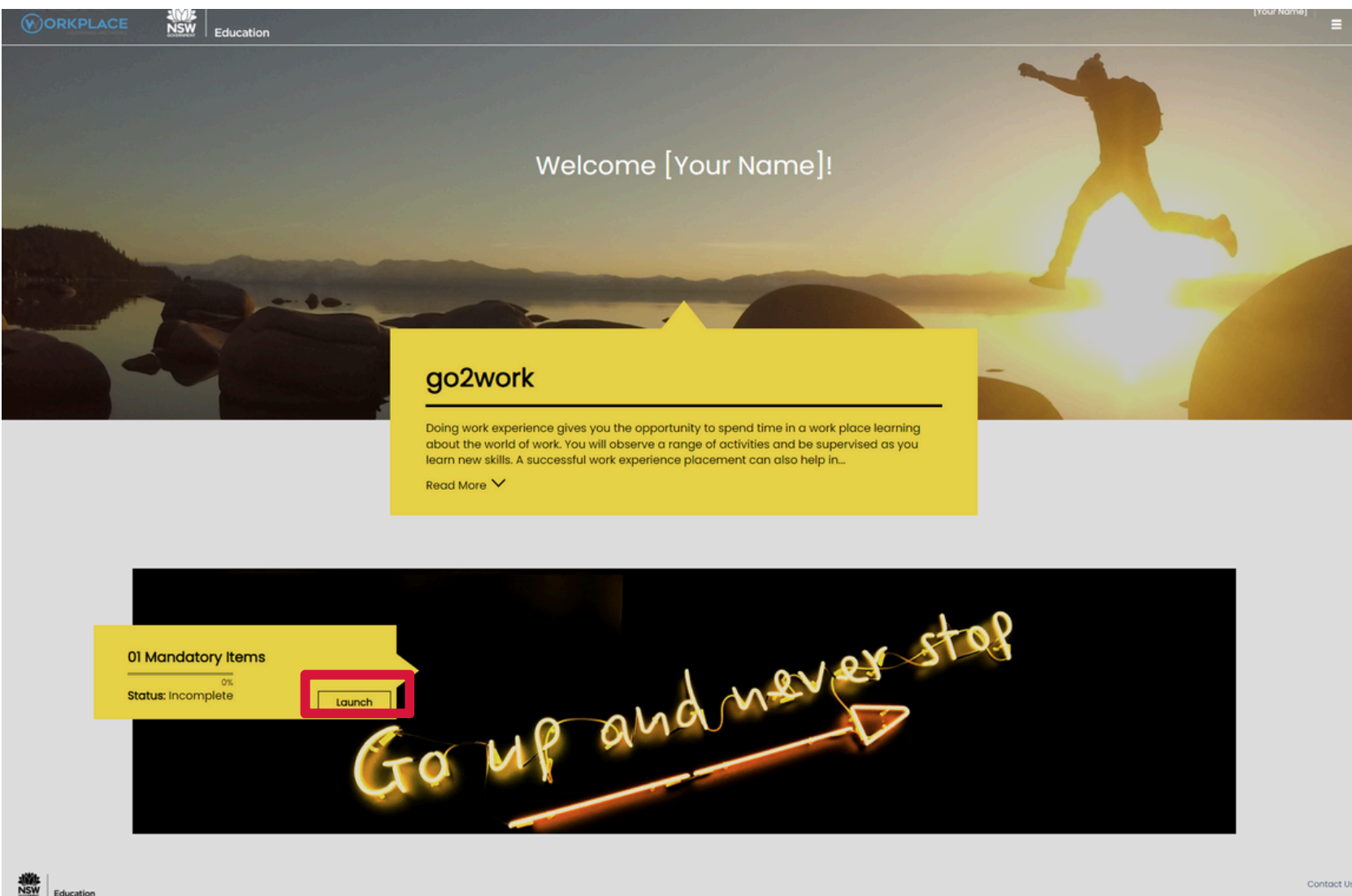
Locate ‘**Mandatory Items**’ on your dashboard and select ‘**launch**’.

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






Workplace Health and Safety

Status: *Not Started*
Percent Completed: 0%


Start the module



Employment-Related Skills

Status: *Not Started*
Percent Completed: 0%

Start the module



Personal Attributes

Status: *Not Started*
Percent Completed: 0%

Start the module

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.

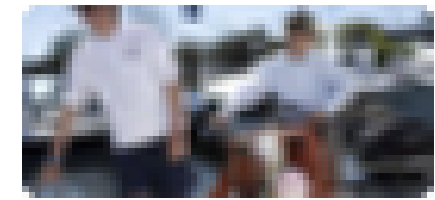
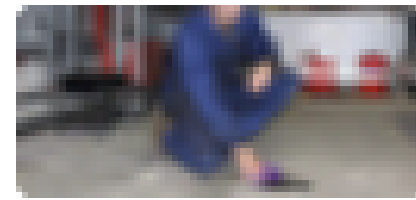
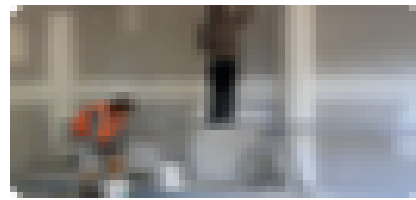
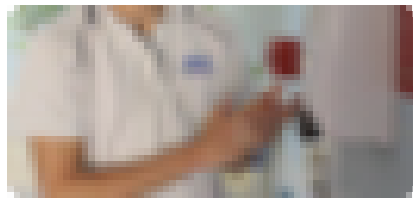
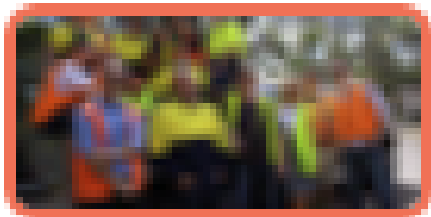


Tips for Completing Modules






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 'green tick' may appear on each item you successfully complete.



Green “tick” not appearing? No worries, this sometimes happens. As long as you are at 100% on the next page, you are good to go

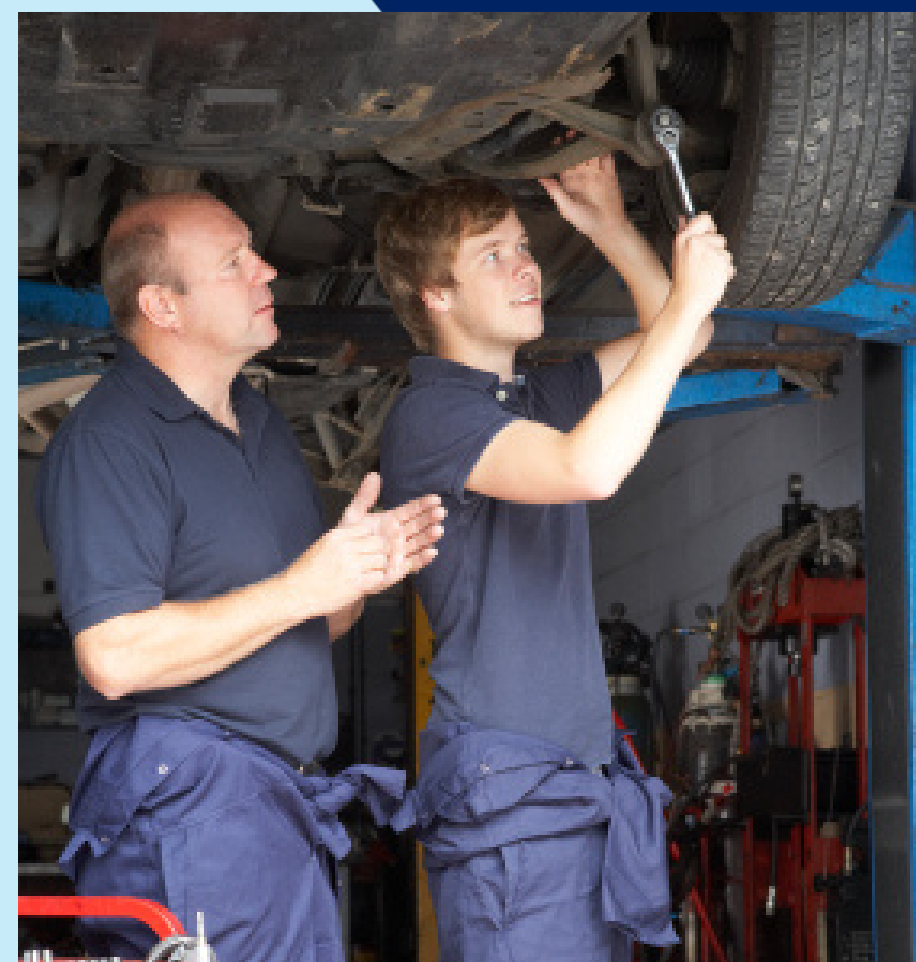
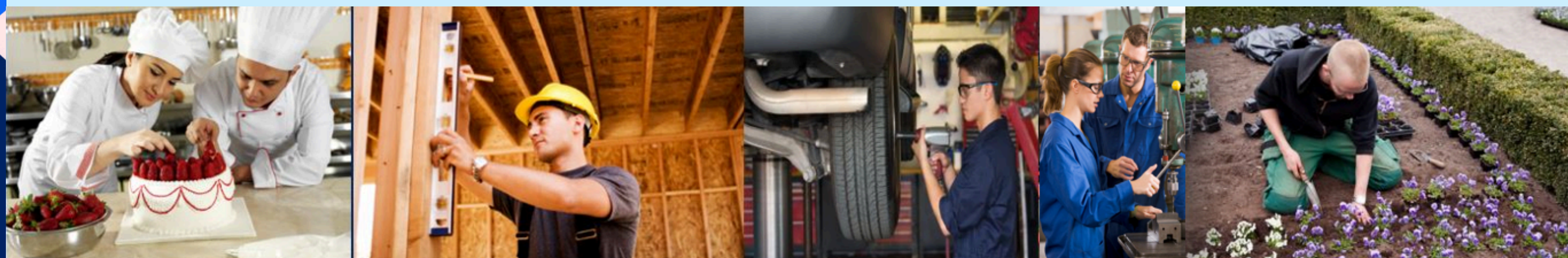
Complete all 3 Modules

		
Workplace Health and Safety	Employment-Related Skills	Personal Attributes
Status: <i>Completed</i> Percent Completed: <i>100%</i>	Status: <i>Completed</i> Percent Completed: <i>100%</i>	Status: <i>Completed</i> Percent Completed: <i>100%</i>
Start the module Edit	Start the module Edit	Start the module Edit

100% completed? You can now move into Industry courses



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



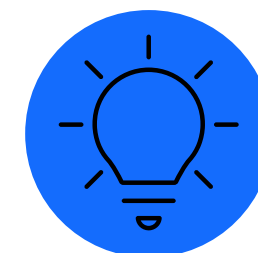
Manufacturing and Engineering



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.

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%*

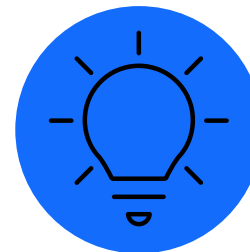
Start the module

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.

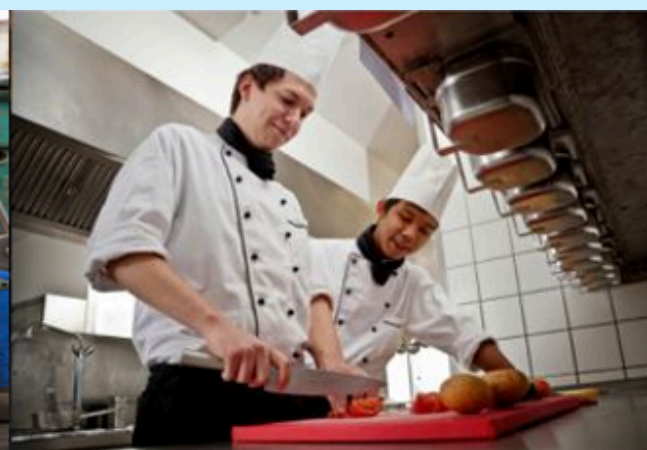
- ☒ Apply safe work practices
- ☐ Communicate in the workplace to support team and customer outcomes
- ☒ Work effectively in a customer service environment
- ☐ Interact with customers
- ☐ Organise and maintain work areas
- ☐ Operate retail technology
- ☐ Apply point-of-sale handling procedures
- ☒ Perform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

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

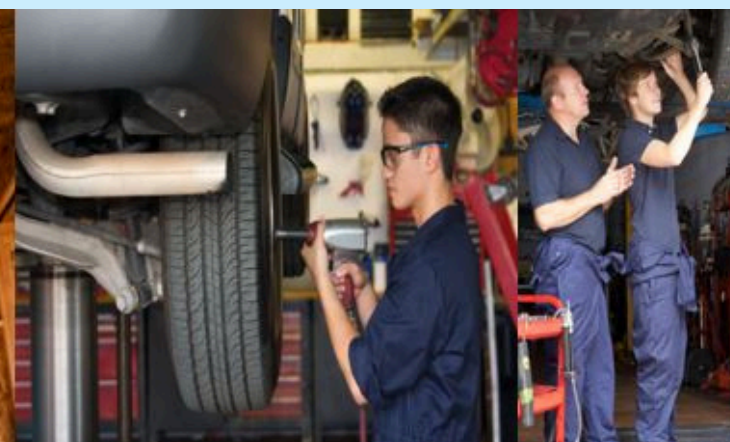
[PREVIOUS](#)

[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

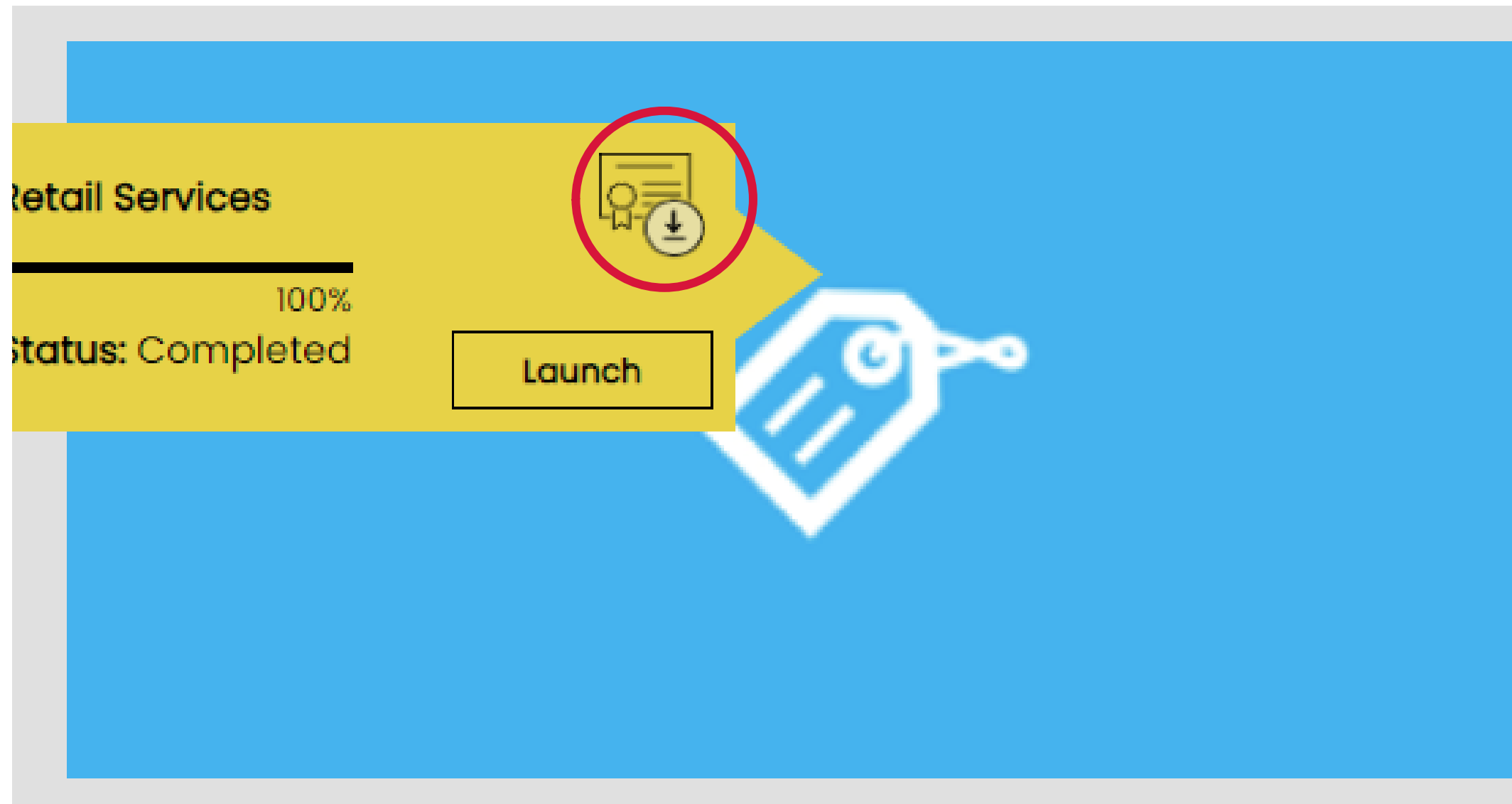


Industry Course
modules



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

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

Work Placement Ready Certificate

Issued to

{Your Name}

{Your School}

for successfully completing the Work Placement Ready Certificate for

Retail Services

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

{date compeled}

Teacher Name

Teacher Signature

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

- Loyalty
- Commitment
- Honesty and integrity

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:

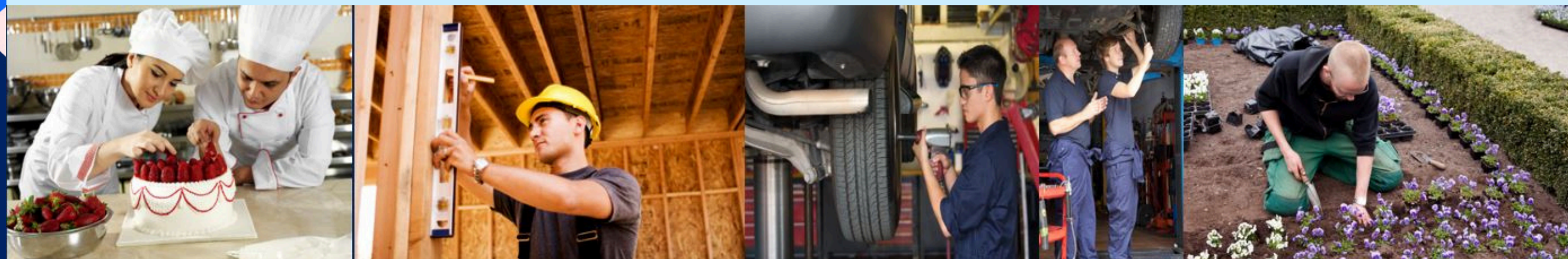
- Apply safe work practices
- Communicate in the workplace to support team and customer outcomes
- Work effectively in a customer service environment
- Interact with customers
- Organise and maintain work areas



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:

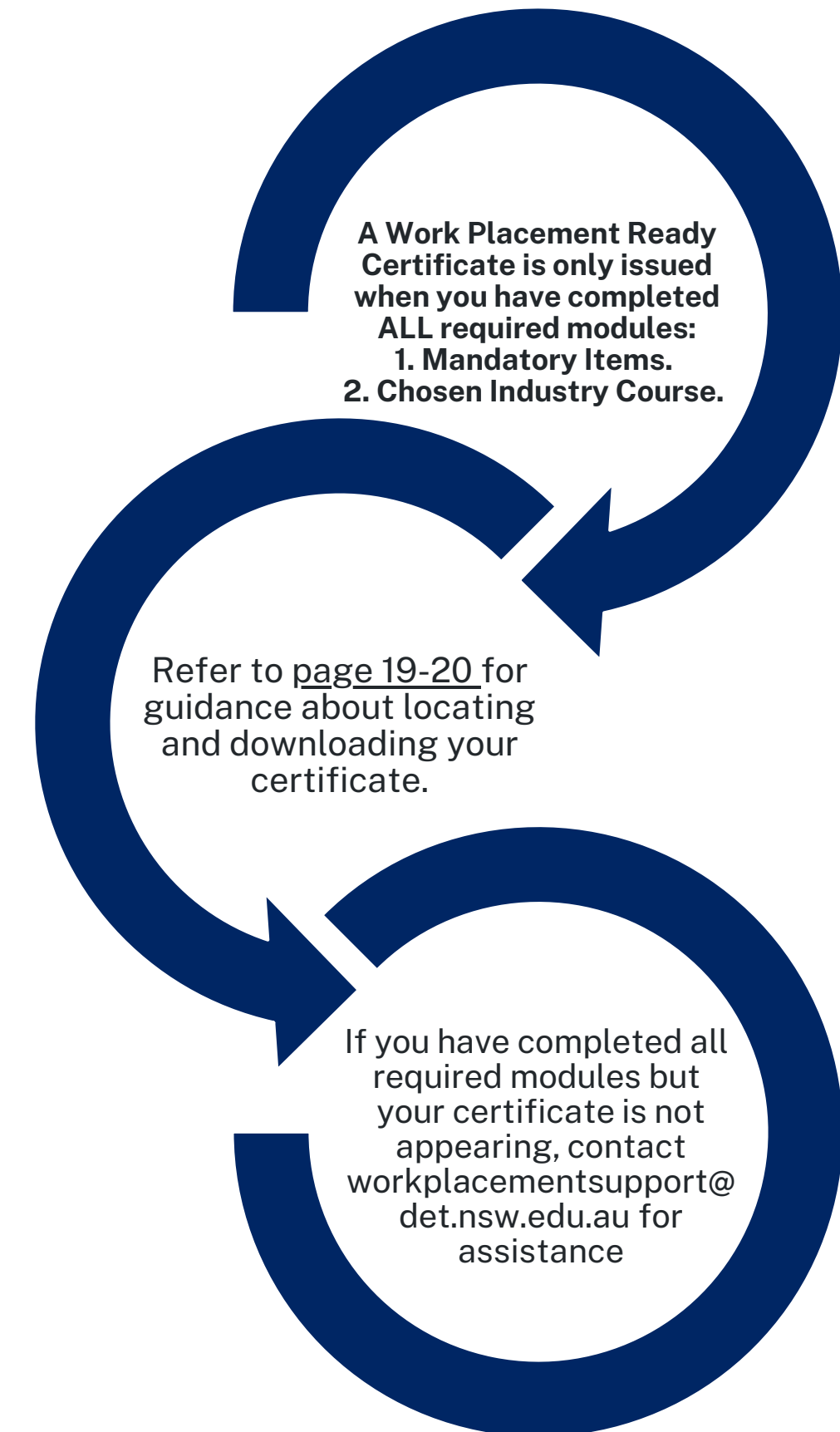
If the below options are not working, contact:

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.

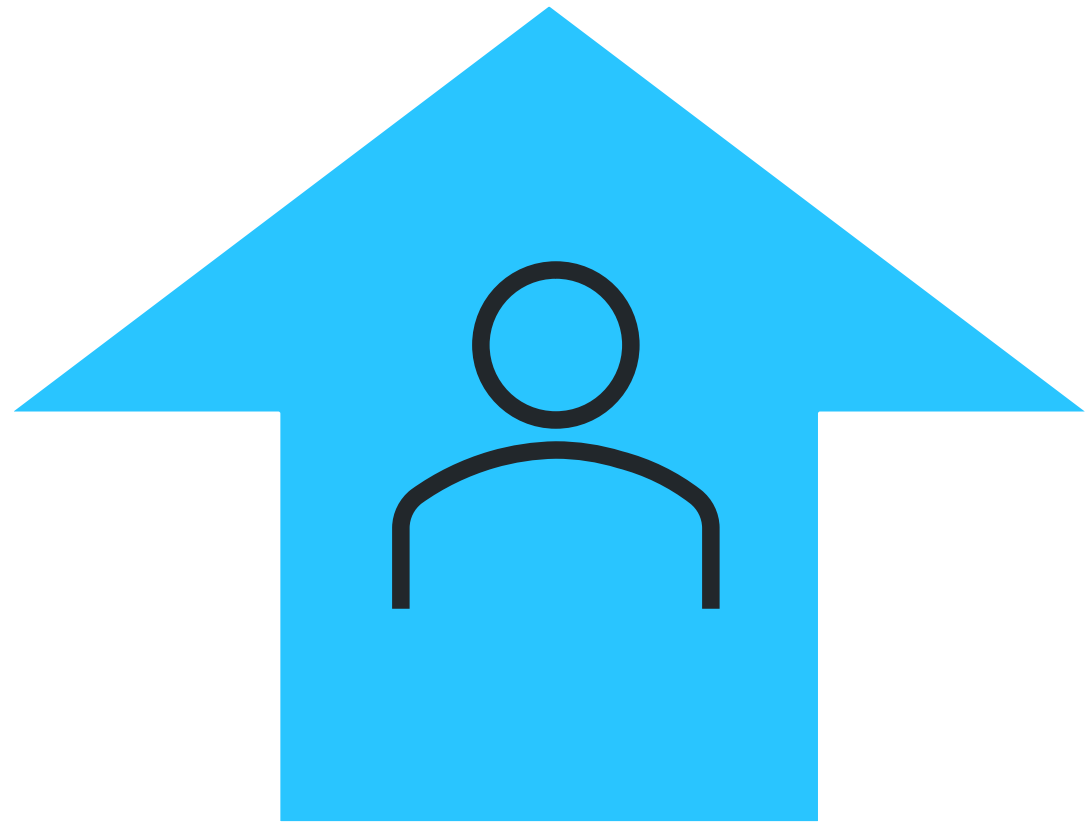
Your VET teacher, coordinator or Careers Adviser

Manually Mark as Complete

I can't find my certificate.



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

workplacementsupport@det.nsw.edu.au



Forgotten Password

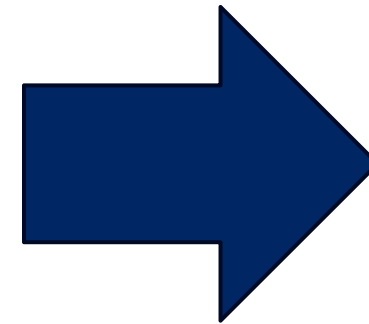
You can use the 'Forgot Your Password?' link on the login page to reset your password

Having troubles? Contact

workplacementsupport@det.nsw.edu.au

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

Contact
workplacementsupport
@det.nsw.edu.au to
update your school. You
will need:



The email
address your
account is set
up under.



2. The full
name of your
new school.