

MyWorkExperience A Teacher Guide

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

Work Placement Coordination Program
workplacementsupport@det.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 students completes the MyWorkExperience modules they will obtain their own Work Experience Ready 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, there is a header with 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 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'. A large red arrow points from the text 'Ensure you are registering as a teacher' to the 'Teachers log in' overlay.

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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/work email address. 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 similar to the below.

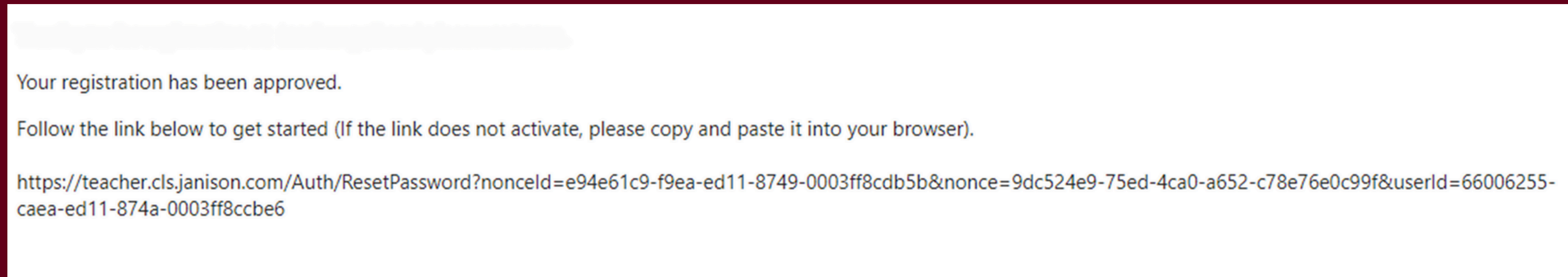
Thank you for registering at teacher.go2workplacement.com.

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 workplacementsupport@det.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.



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.




 Your Name 

Welcome Your Name!

Welcome to the new Dashboard

Go2workplacement is for students enrolled in HSC ICF and BEC 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.

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[Read More](#) 

Search for Student...

Search

Reset

Search for Catalogue Item...

Search

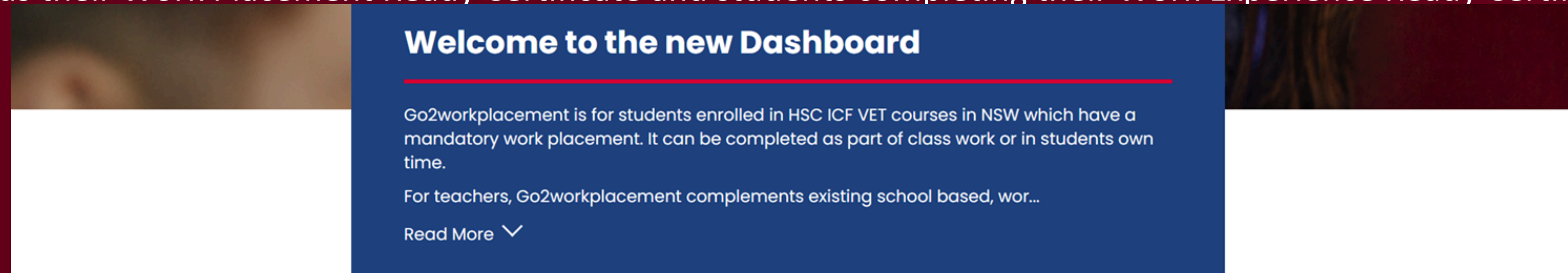
Reset

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 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
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	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 shows the NSW Education Workforce Management interface. The top header includes the 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the 'Education' label. On the right, there is a search bar containing 'Stewart Robertson [stewart.robertson@de' and a magnifying glass icon, followed by a user profile for 'STEWART ROBERTSON'. The left sidebar, under 'Manage People', lists '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 'Add User' and 'Run Bulk Action' buttons. A large search bar prompts 'Search for Names, Email or Username'. Below the search bar are filters for 'Active (235265)' and 'Inactive (17542)'. At the bottom, a table header is visible with columns: Name, Organisation, Org Unit, Username, Email, and Created.

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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 ▼
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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.


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 Stewart Robertson




 Manage People

Users


Enrolments


Customisable Reports

 Recently Viewed

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

In School

 User Extra Roles

 Administrators

OrganisationSchool

Org UnitShellharbour Anglican College [77844]

Username

State

Country

Email

Account SourceSelf 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.


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 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

> System

> Certificates

> Enrolments Summary

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> Recent activities

Actions ▾

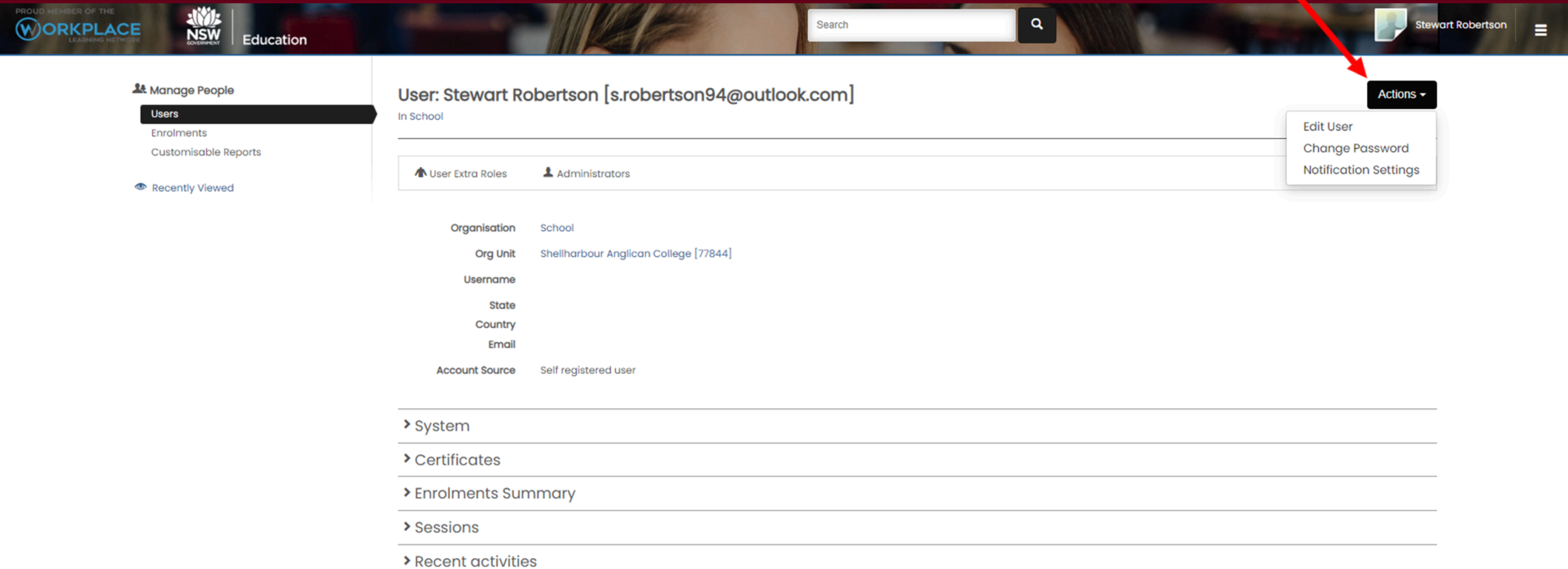
Edit User

Change Password

Notification Settings

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 displays the NSW Education Workplace Learning Network interface. The top navigation bar includes the Workplace Learning Network logo, the NSW Government logo, and the word 'Education'. A search bar is located on the right side of the header. The user profile for Stewart Robertson is shown, with the email address s.robertson94@outlook.com. The 'Actions' dropdown menu is open, showing options to 'Edit User', 'Change Password', and 'Notification Settings'. A red arrow points to the 'Edit User' option.

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

› 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 workplacementsupport@det.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 your new school
- 3.Ensure your new school signature is present in the request email

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