



# Go2workplacement

## A Guide for Students

Work Placement Coordination Program  
VET in Secondary Schools  
[workplacementsupport@det.nsw.edu.au](mailto:workplacementsupport@det.nsw.edu.au)

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Mandatory Items  
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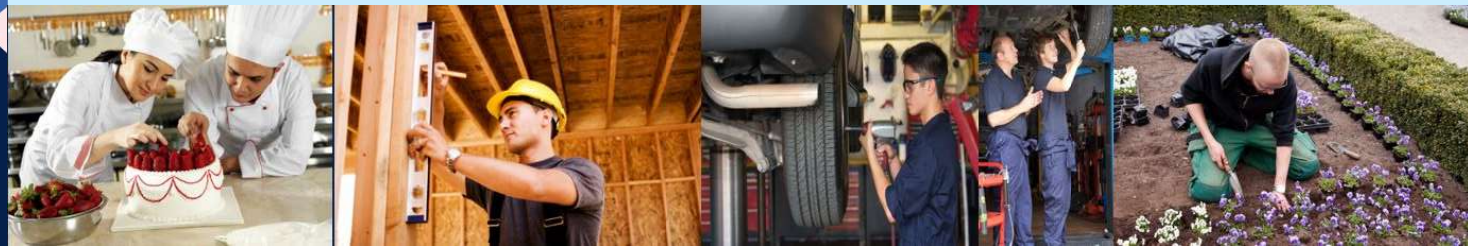
Industry Course  
modules



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](#)

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### 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](http://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.



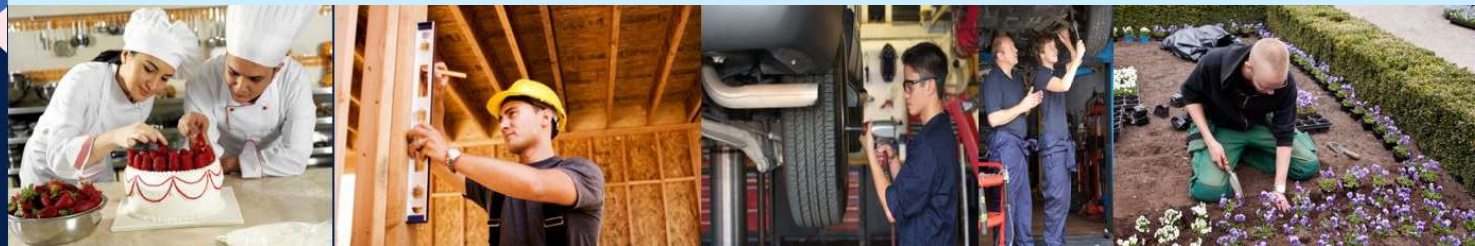
To keep your account secure, we strongly recommend that you create a strong password that only you will know and will be able to remember. Please use uppercase and lowercase letters, symbols, and numbers.



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



# *Mandatory Items*





# Student Dashboard: Mandatory Items

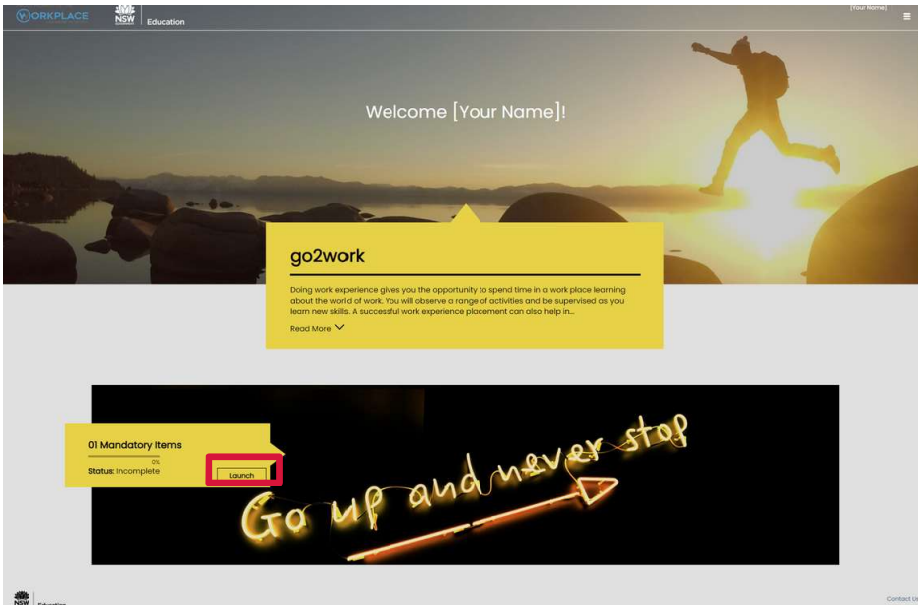


Locate 'Mandatory Items' on your dashboard and select 'launch'.

1. Workplace Health and Safety

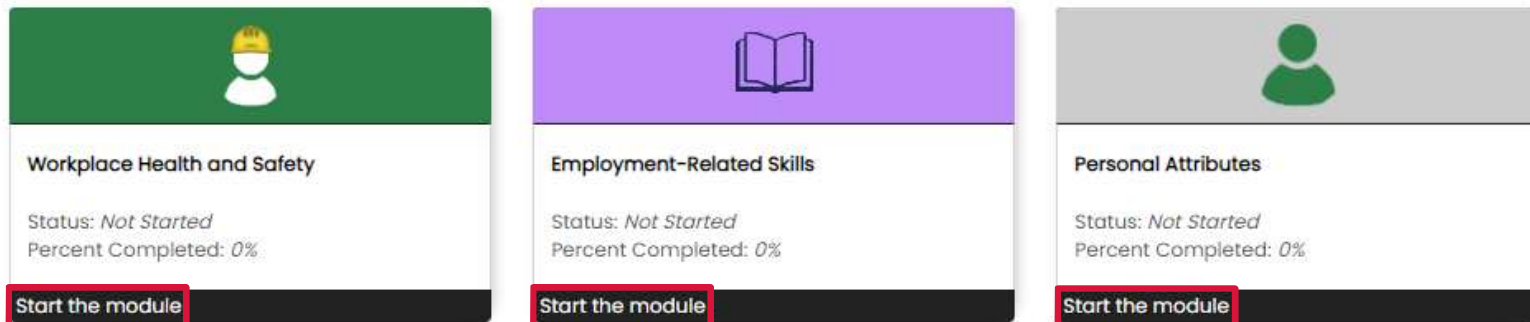
2. Employment-related skills

3. Personal Attributes



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

# Complete the 3 Mandatory Items



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.

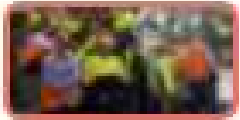


# Tips for Completing Modules




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

Status: *Completed*  
Percent Completed: 100%

Start the module

Edit




## Employment-Related Skills

Status: *Completed*  
Percent Completed: 100%

Start the module

Edit



## Personal Attributes

Status: *Completed*  
Percent Completed: 100%

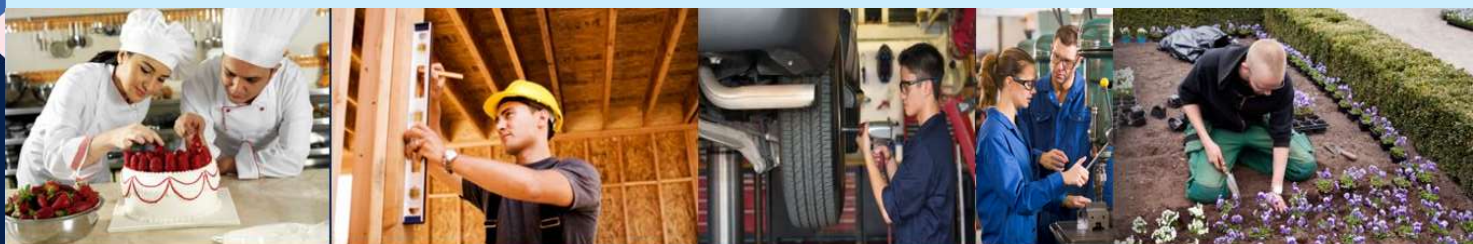
Start the module

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.

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



Mandatory Items  
modules



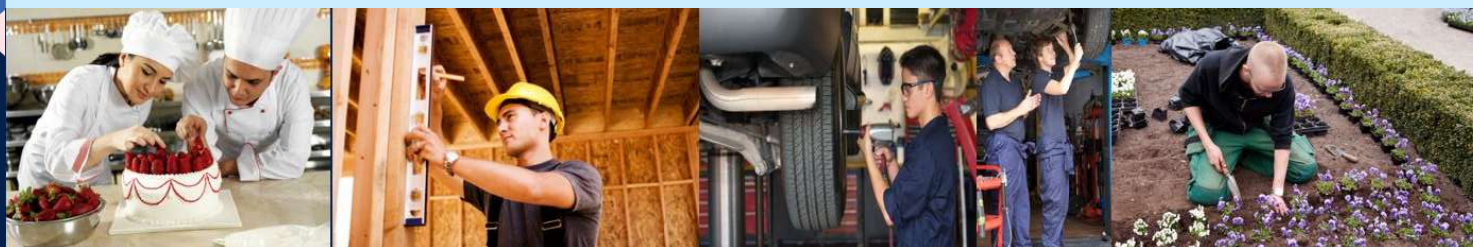
Industry Course  
modules



Work Placement Ready  
Certificate



# *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

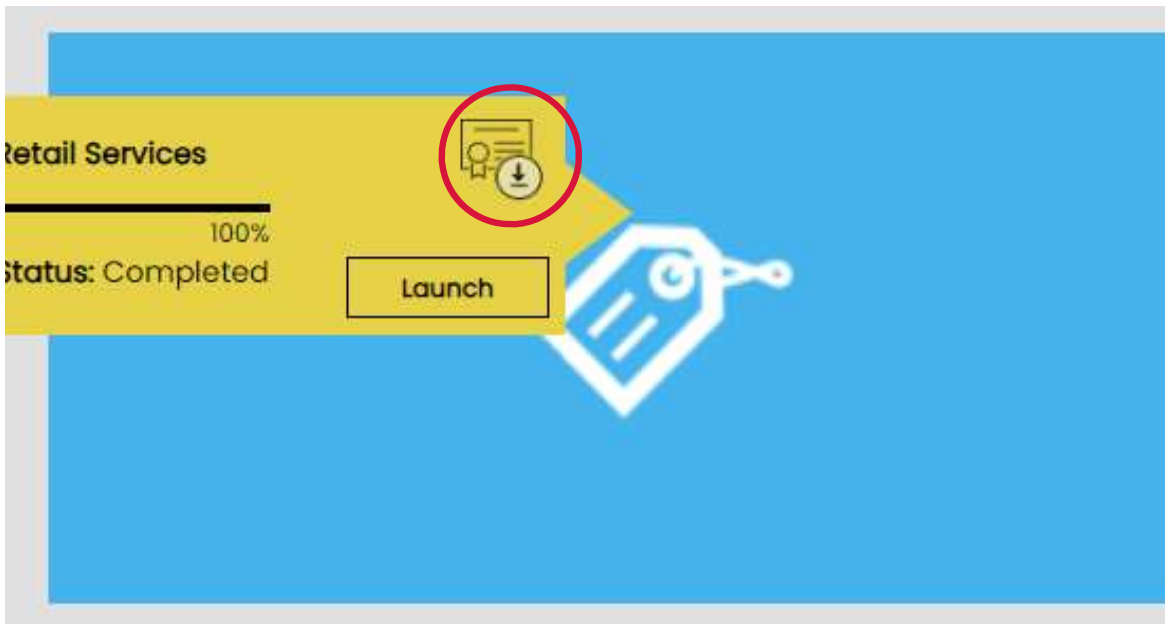


Industry Course  
modules



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

## 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 completed}

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

**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:**

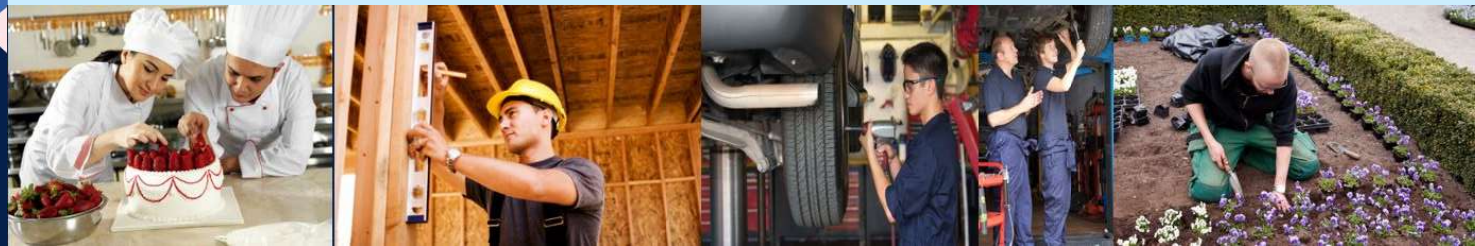
Apply safe work practices  
Communicate in the workplace to support team and customer outcomes  
Work effectively in a customer service environment  
Interact with customers  
Organise and maintain work areas



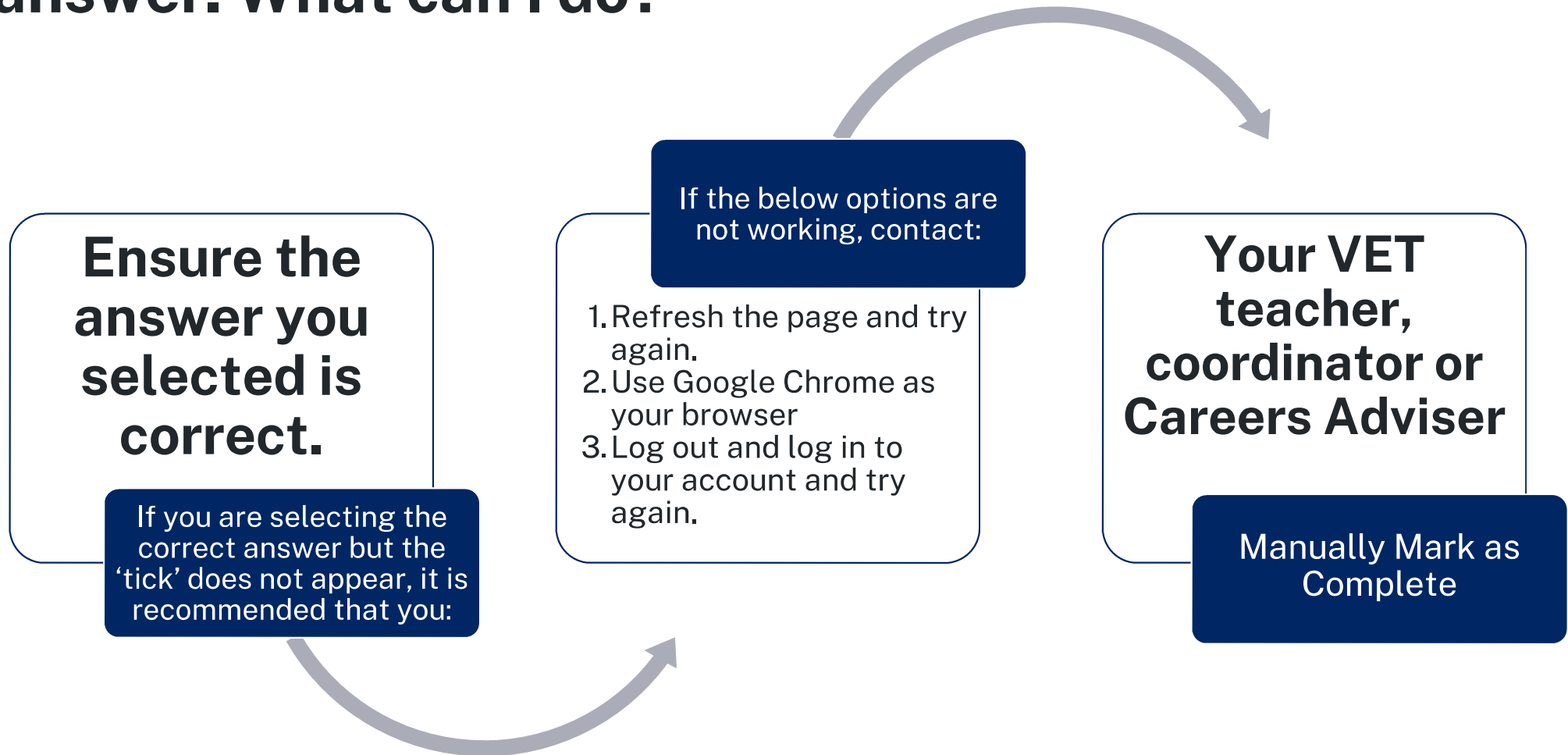
Provide a copy of  
your certificate  
for your  
Employer on day  
one.



# *Troubleshooting*



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





# I can't find my certificate.

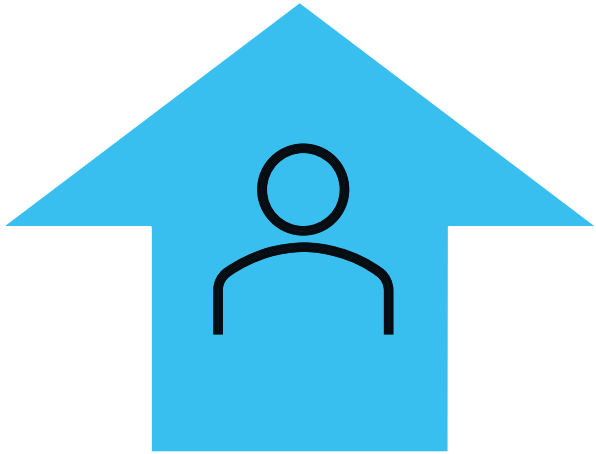


A Work Placement Ready Certificate is only issued when you have completed ALL required modules:  
1. Mandatory Items.  
2. Chosen Industry Course.

Refer to [page 19-20](#) for guidance about locating and downloading your certificate.

If you have completed all required modules but your certificate is not appearing, contact [workplacementsupport@det.nsw.edu.au](mailto:workplacementsupport@det.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

[workplacementsupport@det.nsw.edu.au](mailto: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](mailto:workplacementsupport@det.nsw.edu.au)

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

