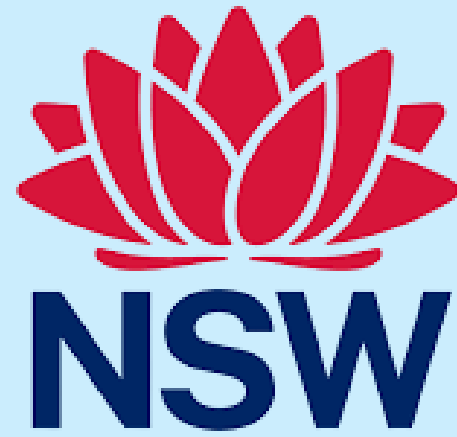




Go2WorkPlacement A Teacher Guide

Teachers Login - <https://teacher.cls.janison.com/auth/login/?returnUrl=%2F>

Gotoworkplacement Login - <https://www.go2workplacement.com/auth/login/?returnUrl=%2Fpages%2Fgo2work-student-dashboard>

Myworkexperience Login - <https://www.myworkexperience.com.au/auth/login>

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

About Go2WorkPlacement

Go2workplacement is for students enrolled in HSC 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, work ready activities so that students get the maximum benefit from their time in the workplace.

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.

Benefits of completing the go2workplacement include:

- Students having a good understanding of work placement expectations and how to make the most of the placement.
- Reinforces knowledge of Work Health Safety (WHS) prior to the placement.
- Student selects Course Competencies, Personal Attributes and Employment Related Skills to focus on and refine during the placement.
- Go2workplacement complements existing work readiness programs which are already part of your curriculum.
- The Work Placement Ready Certificate awarded on completion of go2workplacement assures the host employer students have prepared for their work placement.

The dashboard helps you to manage your class enrolments, monitor student progress and print Work Placement Ready Certificates for students and determine which students are ready for their work placement. You can print out completed Certificates and sign these for your students.

About MyWorkExperience

MyWorkExpereince is a resource schools and students can use if they are wanting to go into work experience.

For teachers, MyWorkExpereince is an additional tool for to ensure students are better prepared for work experience It compliments existing school based, work ready activities so that students get the maximum benefit from their time in the workplace.

MyWorkExpereince can be completed on a PC or a mobile device. It can be undertaken as a class activity or in the students own time.

Benefits of completing the MyWorkExpereince include:

- Reinforces knowledge of Work, Health & Safety (WHS) prior to the placement.
- Student selects Personal Attributes and Employment Related Skills to focus on during the experience.
- MyWorkexpereince may compliment existing work readiness programs, which are already part of your curriculum.
- The Work Experience Ready Certificate, earned through MyWorkExperience, assures host employers that students have prepared for their work placement

The dashboard helps you to manage your class enrolments, monitor student progress and print Work Experience Ready Certificates for students, and determine which students are ready for their work experience. You can print out completed Certificates and sign these for your students.

Teacher Registration

A teacher registration login has been created for teachers to manage student progress and completion of the Go2WorkPlacement & 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 are logos for 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK', 'NSW GOVERNMENT', and '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 shows a 'Teachers log in' modal window. This modal 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 red arrow points to the 'Teachers log in' header, and a text overlay reads 'Ensure you are registering as a teacher'.

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 campus can be selected from the dropdown menu. If you can't see it enter your schools name in the school name box as free text.

Confirmation of Registration

Once registration is complete, your account will be reviewed. You'll be notified by an email similar to the below.

Hi Your Name

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 (within 48hrs).

Hi Your Name

Thank you for registering 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).

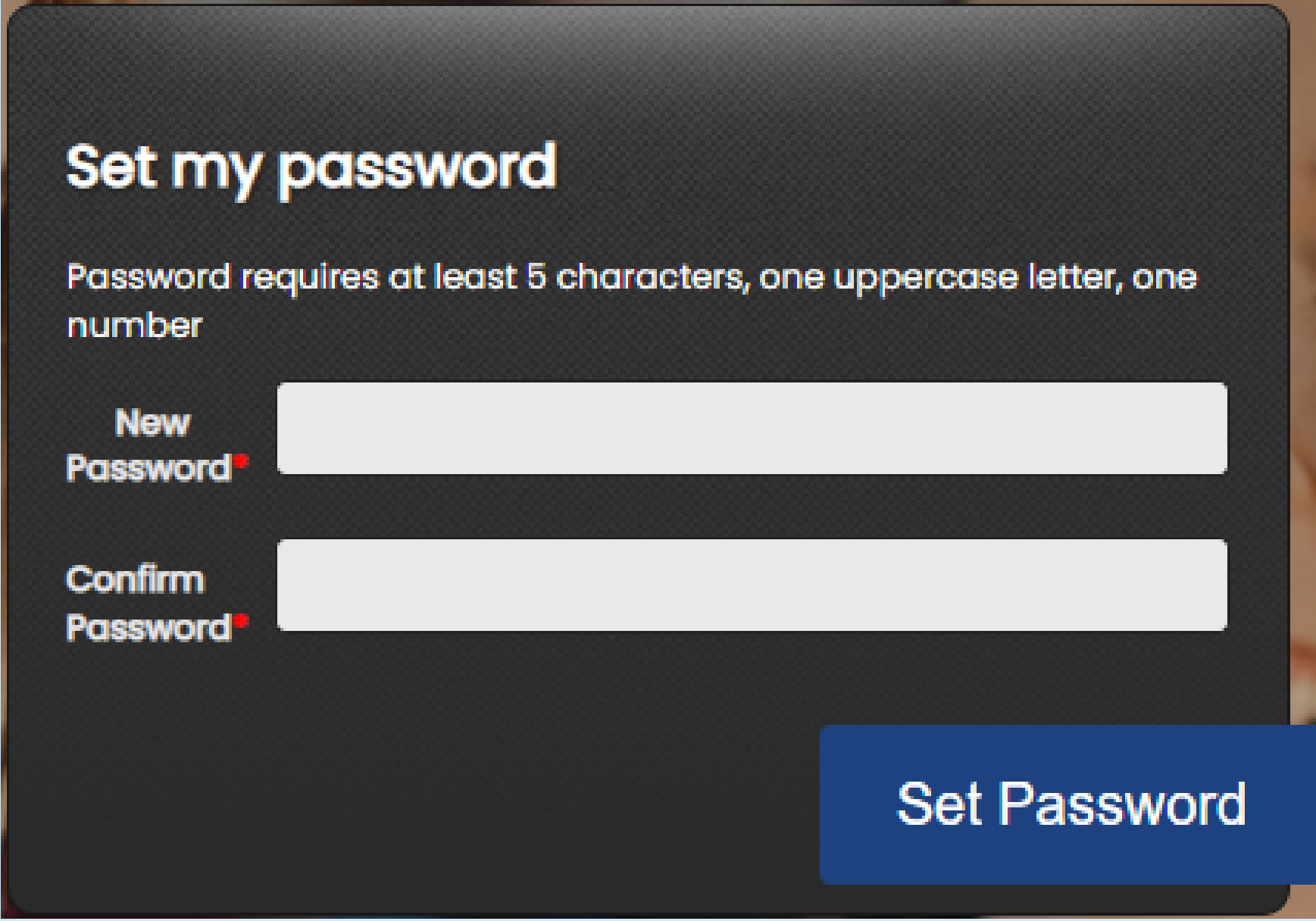
<https://teacher.cls.janison.com/Auth/ResetPassword?nonceId=e94e61c9-f9ea-ed11-8749-0003ff8cdb5b&nonce=9dc524e9-75ed-4ca0-a652-c78e76e0c99f&userId=66006255-caea-ed11-874a-0003ff8ccbe6>

Please contact workplacementsupport@det.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

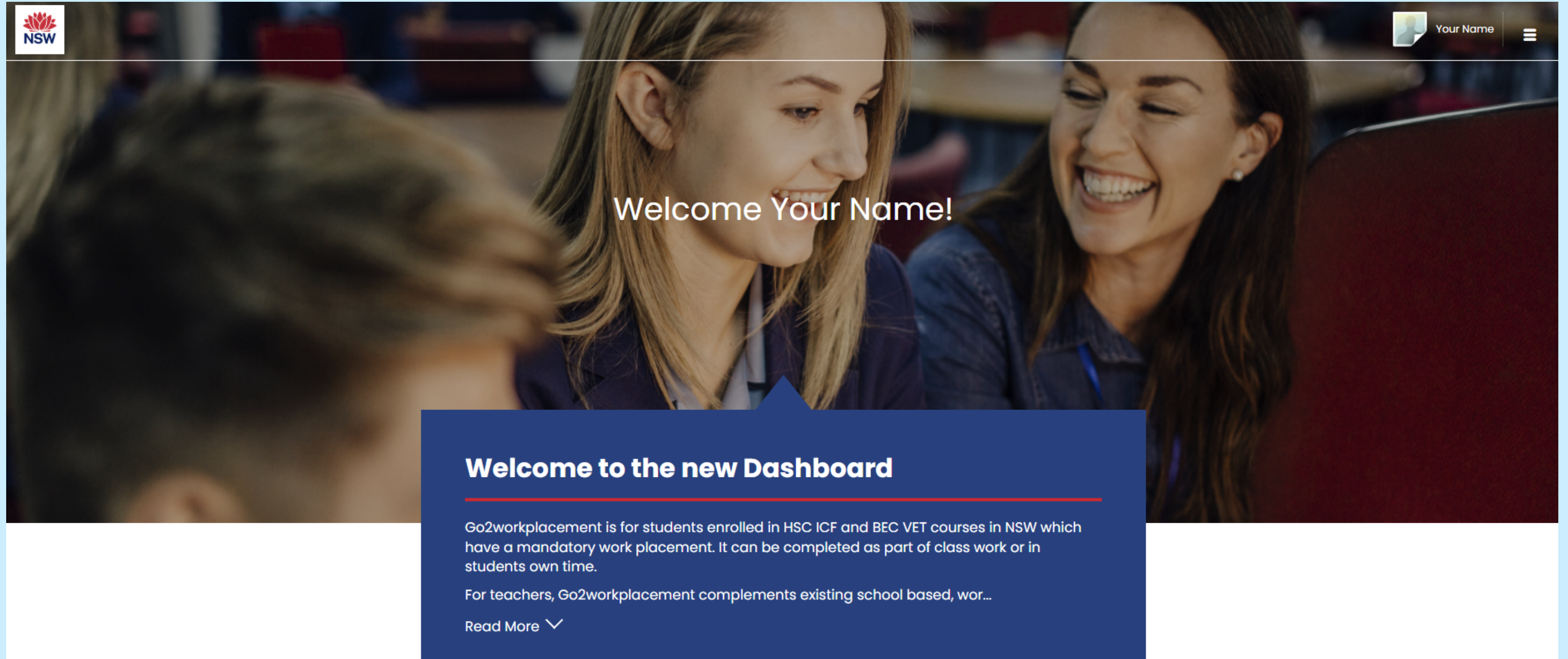
New Password

Confirm Password

Set Password

Ready To Go

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



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 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 do Students Get Their Work Placement Ready Certificate?

For a student to obtain their Work Placement Ready Certificate they **must**;

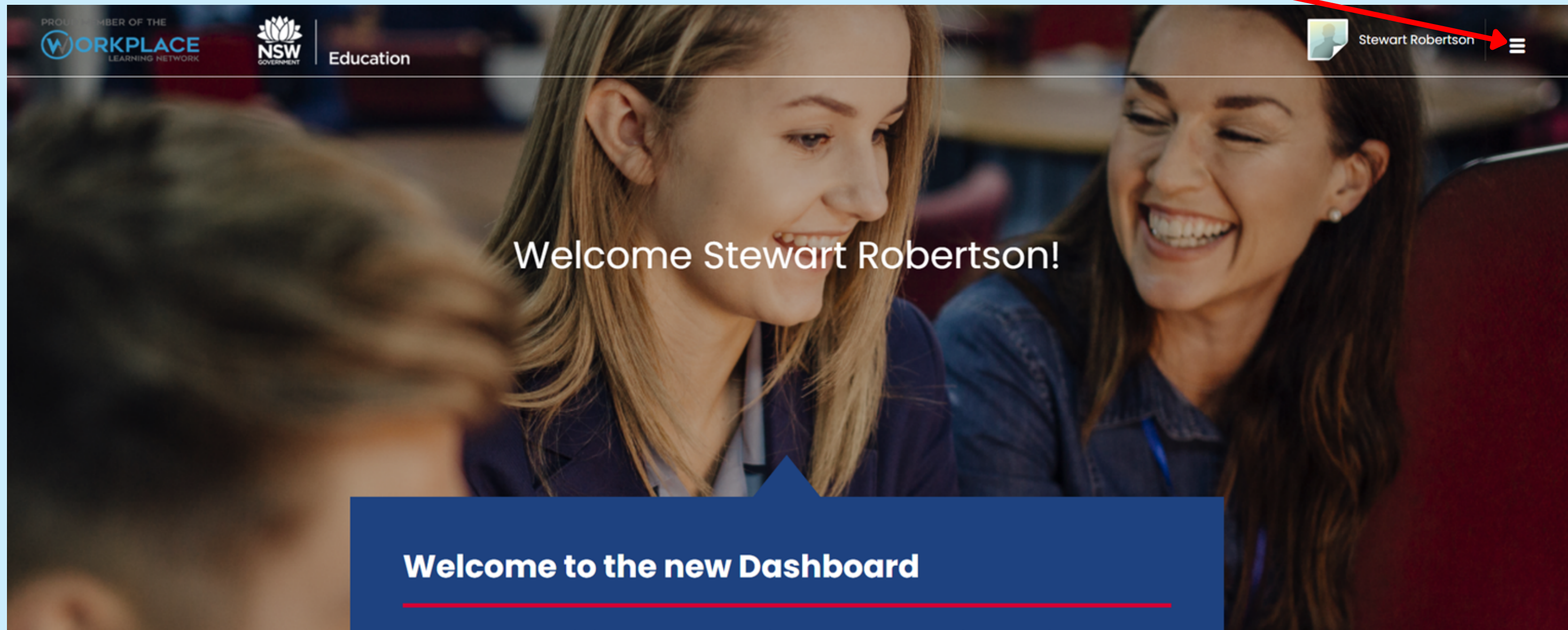
1. Complete the '01 Mandatory Items'
2. Enrol in and Complete their Industry Course

Once all modules are complete, both the student and teacher will be able to download a copy of the students Work Placement Ready Certificate.

Note: There is no Certificate of Completion of the '01 Mandatory Items'.
Work Placement Ready Certificates are only available after the completion of '01 Mandatory Items' and Industry Course.

Manage Your Students

To manage your students further, hover over the 'hamburger' menu bar at the top right of your Teacher Dashboard and select 'Manage People'



Welcome to the new Dashboard

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For teachers, Go2workplacement complements existing school based, wor...

[Read More](#) ✓

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 WorkPlace Learning Network interface. The top header includes the WorkPlace Learning Network logo, the NSW Government logo, and the word 'Education'. A search bar in the top right contains the text 'Stewart Robertson [stewart.robertson@de]'. The left sidebar shows a 'Manage People' section with a list of options: '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 two buttons: 'Add User' and 'Run Bulk Action'. A large search bar in the center of the main area contains the 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

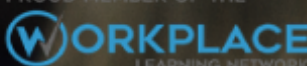
Active (235265) Inactive (17542)

☐	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.

PROUD MEMBER OF THE

 WORKPLACE
LEARNING NETWORK

 NSW
GOVERNMENT

Education

 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

Actions

Click the dropdown
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.

PROUD MEMBER OF THE

 WORKPLACE
LEARNING NETWORK

 NSW
GOVERNMENT

Education

 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

> Sessions

> Recent activities

Actions ▾

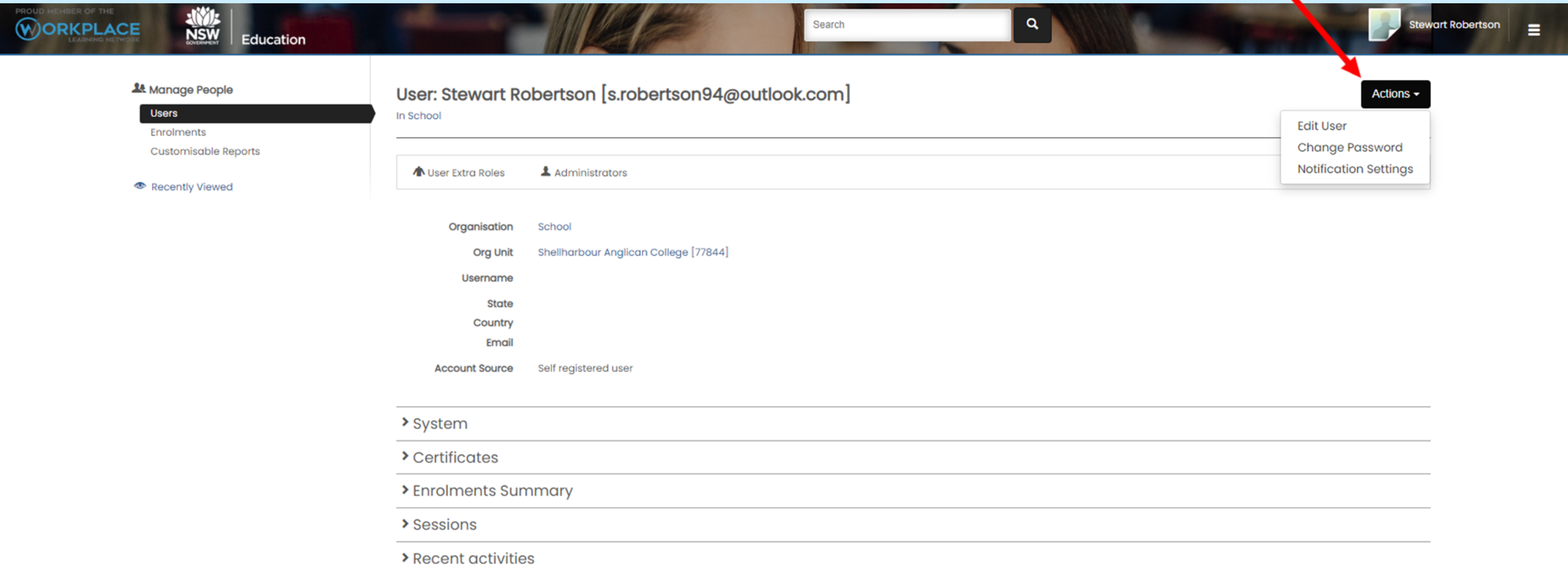
Edit User

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 'PROUD MEMBER OF THE WORKPLACE LEARNING NETWORK' logo, the 'NSW GOVERNMENT' logo, and the 'Education' label. A search bar is located on the right, and the user's name 'Stewart Robertson' is displayed next to a profile icon. A red arrow points to the 'Actions' dropdown menu, which contains the following options: 'Edit User', 'Change Password', and 'Notification Settings'.

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 the email is signed off with your new school signature

Summary

Ensure Students complete **both** the '01 Mandatory Items' **and** relevant 'Industry Course Modules' to gain their Work Placement Ready Certificate.

Student progress and completion of certificates are monitored and can be downloaded through the 'Manage People' tab. You can also use this function to management student email addresses, usernames and passwords.

Remember to keep your account secure by regularly updating your password.

We recommend you complete your own Work Placement Ready Certificate.

For any support needed, contact:
workplacementsupport@det.nsw.edu.au