

Suggested Student Activities

BUSINESS SERVICES

Teachers delivering this course and workplace supervisors who have hosted their students recommend any of the following activities for students to complete during work placement. This is not a finite list, you may wish to offer other equally suitable activities relevant to the course.

Talking with the students should help reveal their level of confidence and maturity, their current strengths, their preferred competencies to work on and perhaps some areas to improve.

NB: The activities include degrees of independent work – instruction and supervision must still be provided for the student.

- Participate in a WH&S site induction
- Identify the organisation's policy for:
 - visitors
 - telephone calls
 - messages
 - leave
 - dress code
- Identify types of forms the organisation uses – provide example if possible.
- Outline the mail processes both incoming and outgoing.
- Assist with the receipting, stamping and distribution of incoming mail.
- Produce simple documents, letters, reports etc. using the computer.
- Receive and relay telephone and other incoming messages.
- Observe and, if possible, be part of petty cash handling procedures, invoicing and banking.
- Identify and retrieve documents from the computer, perform data entry, print monthly statements/prepare invoices using a computerised account system.
- Observe protocol for preparing and processing financial documentation for cash flow and accounting records.
- Copy, collate, scan and file documents in accordance with office protocols as required.
- Draft simple correspondence with the aid/approval of the supervisor.
- Write the operating instructions for a piece of equipment used for the first time. What routine maintenance is required with this piece of machinery?

For great work placement support contact...

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