

Suggested Student Activities

INFORMATION & DIGITAL TECHNOLOGY

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 the student's levels 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
- Observe and document the WH &S measures in the workplace
- Create the following IDT solutions for the current workplace: memos, letterheads, emails, forms, web pages
- If practicable, follow the maintenance procedures for a piece of equipment while conducting maintenance. Create a maintenance schedule.
- Install software and hardware components as directed by the supervisor.
- Locate software that you are unfamiliar with – what is it used for? What type of licence does the site have for the software?
- Create an organisational chart for the site. List each person's qualifications.
- Use a spreadsheet to produce graphs of product sales and stock supplies
- Set up a database of the organisations clients – use to produce reports on contracts, spare parts, computers, software, client details, etc.
- Use a word processing program to prepare a mail merge document and prepare and send emails, memos and letters.
- Document the backup procedures the site utilises. Where is the back-up stored?
- Undertake a stocktake for the organisations computer hardware and software.
- Document the anti-virus software used; conduct a system check and perform an anti-virus check. Document the organisations procedures when a virus is discovered.
- Obtain a copy of the WH&S policy for the organisation, especially the section relating to ergonomics and minimum space required. Conduct and document a WH&S audit of the work stations.

For great work placement support contact...

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