

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 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
- 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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