

# BEAUTY SERVICES

## What tasks could a student on placement do?

- Observing various salon treatments, and providing assistance as required
- Stock control
- Visual merchandising
- Customer service
- Supporting customers to complete relevant paperwork
- Set up, cleaning & maintenance of facilities
- Observe & undertake WHS provisions on site

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# RETAIL SERVICES

## What tasks could a student on placement do?

- Customer service
- Stock control and management
- Folding clothes
- Assisting with sales
- Stock take
- General cleaning & tidying of store
- Observe & undertake WHS provisions on site
- Replenish point of sale areas, eg. Bags, register rolls, stationery.
- Dust shelving, fixtures and stock.
- Refill floor stock from stockroom and face-up, move stock forward.
- Size merchandise and ensure hangers face the same way.

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# **HOSPITALITY: KITCHEN OPERATIONS**

## **What tasks could a student on placement do?**

- Interpreting customer orders
- Food preparation
- Plating of meals
- Observing various work practices and techniques
- Maintaining & cleaning of work areas & equipment
- Stock control & ordering
- General kitchen cleaning
- Observe & undertake WHS provisions on site

For student placement inquiries:  
Bernadette Broadman - 9986 3339  
0402 170 487





# **HOSPITALITY: FOOD & BEVERAGE**

## **What tasks could a student on placement do?**

- General customer service
- Taking customer orders
- Running orders from kitchen to customer
- Making & serving coffee & various beverages
- Maintaining & cleaning of work areas & equipment
- Stock control & ordering
- Observe & undertake WHS provisions on site

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# **BUSINESS SERVICES**

## **What tasks could a student on placement do?**

- Direct customer service
- Teamwork & communication in the workplace
- Using a range of office equipment
- Develop understanding of, & follow Workplace Health & Safety policies.
- Create documents
- Document filing
- Scanning of documents
- Completing financial records
- Researching competitor websites/products/prices/offerings etc
- Creating flyers for promotions or office posters
- Preparing name tags, signage & handouts for events

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# AUTOMOTIVE

## What tasks could a student on placement do?

- Use of hand tools & power tools
- Service & maintain workplace tooling & equipment
- Remove & replace wheels
- Check tyre pressures
- Use hoists, jacks & car stands
- Remove & replace engine oils
- Remove & replace engine filters
- Drain sumps
- Inspect & conduct battery test
- Remove & replace batteries
- Test circuits/components & identify faults
- Remove engine system components
- Clean up work area & maintain equipment
- Observe & document the WHS measures in workplace

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# OUTDOOR RECREATION

## What tasks could a student on placement do?

- Performing basic water rescue
- Observing & assisting with the set up & pack down of activities
- Bushwalks in tracked environment
- Top rope climbs
- Ride & repair bicycles
- Bushwalking, Abseiling, Fishing, Mountain biking, Surfing, Kyacking, Horse care.
- Assist with group management & well-being of participants
- Cleaning, checking & maintaining equipment
- Leading a section of a bush walk while supervised by host
- Utilising map and compass to assist with guiding
- Adhering to safety guidelines to industry standards

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- Horse care



# **PRIMARY INDUSTRIES: AGRIBUSINESS**

**Dairy Farm  
Agronomy Company  
Equine Enterprise  
Stock & Station Agency  
Drover Ag or CSIRO  
Artificial Insemination**

## **What tasks could a student on placement do?**

- Animal husbandry practices
- Drenching
- Vaccinating
- Ear tagging
- Cattle & sheep movement
- Developing rations and feeding regimes

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# **PRIMARY INDUSTRIES: AGRIBUSINESS**

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## **What tasks could a student on placement do?**

- Animal husbandry practices
- Drenching & vaccinating
- Ear tagging
- Cattle & sheep movement
- Developing rations & feeding regimes for livestock
- Planning daily work routines
- Preparing & maintaining equipment for daily tasks
- Assisting with basic field duties

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# PRIMARY INDUSTRIES: PLANTING ENTERPRISE

## What tasks could a student on placement do?

- Basic tractor operations
- Assisting with spraying
- Assisting with sowing & harvesting practices including planting crops by hand
- Providing nursery care such as watering & trimming
- Preparing equipment for daily activities
- Cleaning, maintaining & storing equipment
- Practicing environmentally sustainable practices

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# EARLY CHILDHOOD EDUCATION & CARE

## What tasks could a student on placement do?

- Lead young people's activities, tell stories, teach songs & prepare craft materials
- Prepare & serve snacks
- Arrange rooms or furniture for lunch and/or rest periods
- Help children eat, dress & use the toilet
- Write down observations about children in class for your supervisors
- Discuss children's progress and challenges at staff meetings
- Help supervisors keep records
- Maintain & clean daycare equipment

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# METALS & ENGINEERING

## What tasks could a student on placement do?

- Observe & undertake WHS provisions on site
- Use hand tools to assist in a job
- Measure a job with graduated devices & perform basic calculations
- Manual production assembly
- Sheet and metal plate assembly
- Basic soldering
- Operate general and basic machinery to complete tasks
- Manual and mechanical cutting
- Manual heating, thermal cutting & gouging
- Routine manual arc & gas metal arc welding
- Perform electronic assembly
- Braze & silver solder
- Design & build own project

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# ASSISTANT DANCE TEACHER

## What tasks could a student on placement do?

- Contribute to planning and selecting music and choreography for dance classes
- Identify and access equipment and resources for dance classes
- Assist in implementation of teaching methods & strategies
- Assist in implementing injury-prevention strategies
- Assist participants to perform dance moves & make appropriate corrections
- Plan a class from start to finish that suits the needs and capabilities of participants.
- Demonstrate basic techniques in chosen dance genre or style
- Monitor participant progress and provide positive feedback

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# **INFORMATION, DIGITAL MEDIA & TECHNOLOGY**

## **What tasks could a student on placement do?**

- Work processing – Prepare a mail merge document, prepare & send emails, memos & letters
- Databases – data entry, set up & maintain databases, produce reports
- Install software & hardware components as directed by supervisor
- Produce power Point presentations with sound/visual
- Produce brochures
- Scan data/pictures
- Access the internet & search & retrieve information
- Scan system for viruses
- Produce a spreadsheet to produce graphs of product sales & supplies
- Document the backup procedures

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# CONSTRUCTION

## What tasks could a student on placement do?

- Observe WHS procedures followed on site
- Clean site & equipment including bricks and removing formwork under supervision
- Stack, store and create inventory of materials
- Locate & identify key features on the site plan as well as from sectional details & elevations.
- Perform basic carpentry, demolition, steel work & painting
- Maintain & store tools not in use with consideration of safety
- Produce a flowchart of the current job & tool requirements
- List all trades involved on the job and their responsibilities
- Observe quotation process & estimating procedure

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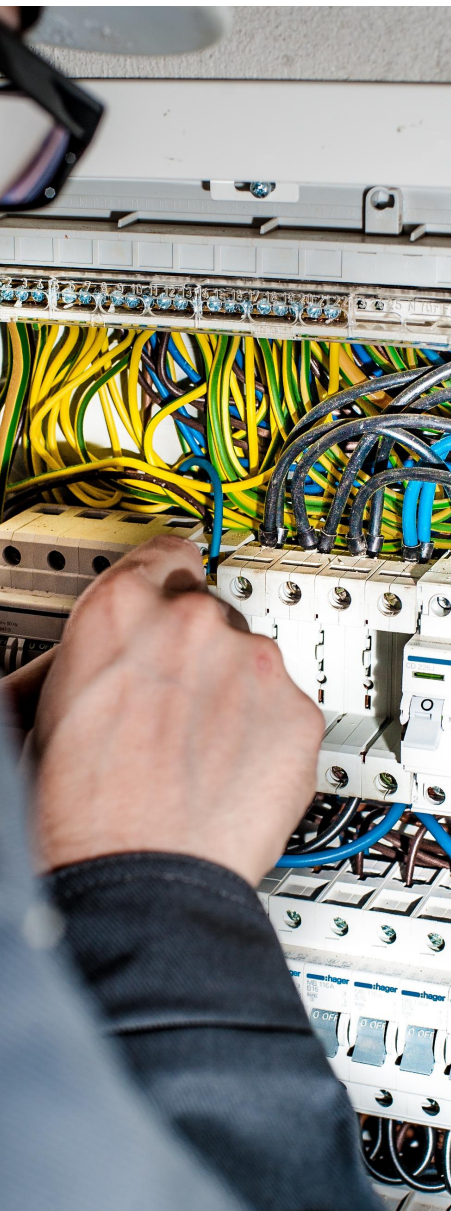


# ELECTRO TECHNOLOGY

## What tasks could a student on placement do?

- Observe WHS procedures, codes of practice, safety check, hazards & safe work practice with electricity
- Acquire knowledge of basic electrical concepts
- Acquire basic skills in identifying power, signal & communication cables, & termination cables
- Stack, store & create an inventory of materials
- Learn about construction, specifications, colour coding & application of cords & cables
- Maintain and store tools not in use
- Observe & learn to read a range of electrical diagrams
- Observe quotation process & estimating procedure
- Obtain wiring practice

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# SPORTS COACHING

## What tasks could a student on placement do?

- Identifying & managing risk to ensure participant safety
- Setting up and packing down for various training sessions
- Observing coaching techniques and assisting as required
- Demonstrating and supporting participants in carrying out fundamental skills
- Planning & leading supervised training exercise
- Assisting with sporting events & carnivals
- Maintaining sporting equipment
- Acting as referee for practice sessions
- Observing & undertaking WHS provisions on site.

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# SPORTS & RECREATION

## What tasks could a student on placement do?

- Identifying & managing risk to ensure participant safety
- Setting up and packing down for centre activities
- Observing various roles in the centre & assisting as required
- Maintaining & cleaning facilities & sporting equipment
- Creating flyers for events & activities
- Assisting with administrative tasks
- Taking stock & presenting merchandise
- Providing customer service as first point of contact
- Observing & undertaking WHS provisions on site.

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# FINANCIAL SERVICES

## What tasks could a student on placement do?

- Process financial transactions
- Perform financial calculations
- Identify and retrieve documents from computer
- Perform data entry
- Produce spreadsheets
- Document management – copy, collate, scan & file documents in accordance with office protocols
- Communicate effectively with others – answer incoming calls.
- Meet & greet clients accessing services
- Undertake stationary/supplies stock-take
- Participate in a WHS site induction

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# FITNESS

## What tasks could a student on placement do?

- Identifying & managing risk to ensure participant safety
- Setting up and packing down for various training sessions
- Maintaining & cleaning training equipment
- Observing coaching techniques and assisting as required
- Demonstrating and supporting participants in carrying out fundamental skills
- Planning & writing up a training session
- Researching & creating flyers for healthy eating
- Observing & undertaking WHS provisions on site

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# TOURISM & EVENTS

## What tasks could a student on placement do?

- Communicate on the telephone
- Perform office procedures & process financial transactions
- Source & provide destination information & advice
- Access & interpret information
- Receive & process reservations
- Prepare quotations
- Coordinate guest & delegate registrations at venues
- Provide on-site information & assistance
- Use business technology & produce simple word-processed documents

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# ENTERTAINMENT

## What tasks could a student on placement do?

- Bump in & bump out of shows & functions
- Assist in making costumes/props
- Design, apply & remove make-up
- Assist in the staging/stage management of a show/performance
- Set up & pack up of sounds, lighting & video recording equipment
- Operate a variety of lighting & audio-visual equipment
- Set up digital presentations & connecting multimedia presentations
- Collect & organise content for broadcast or publication
- Usher patrons/performers
- Assist with design of programs, tickets & posters
- Back of stage support
- Conference reception/customer service

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