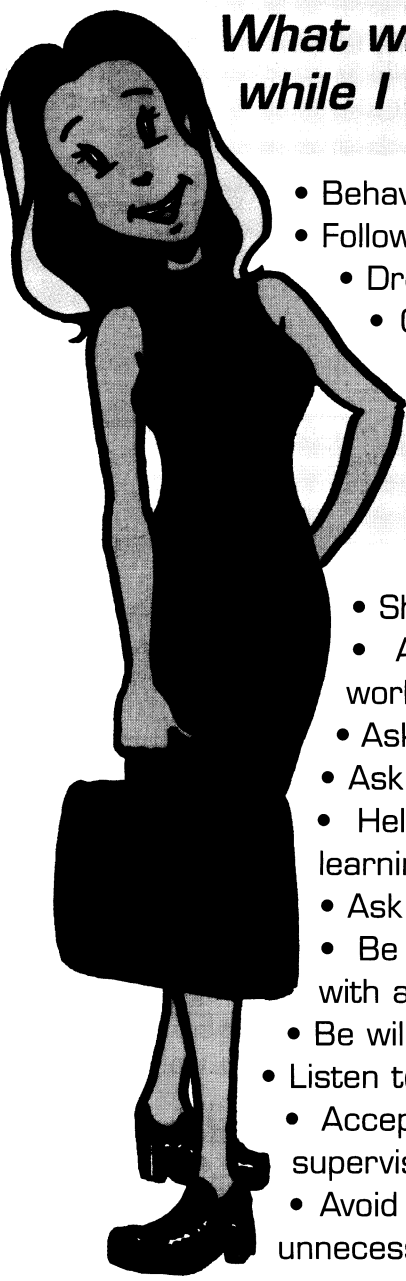
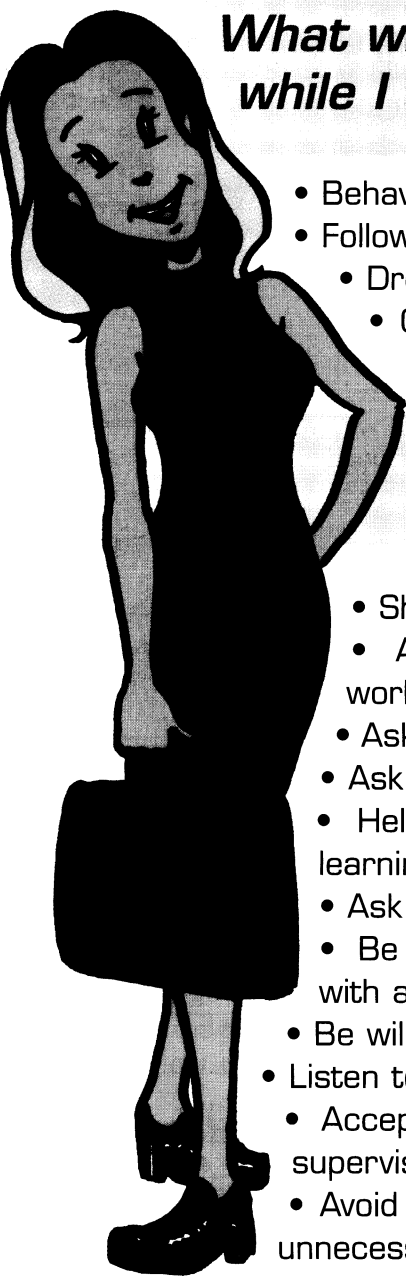


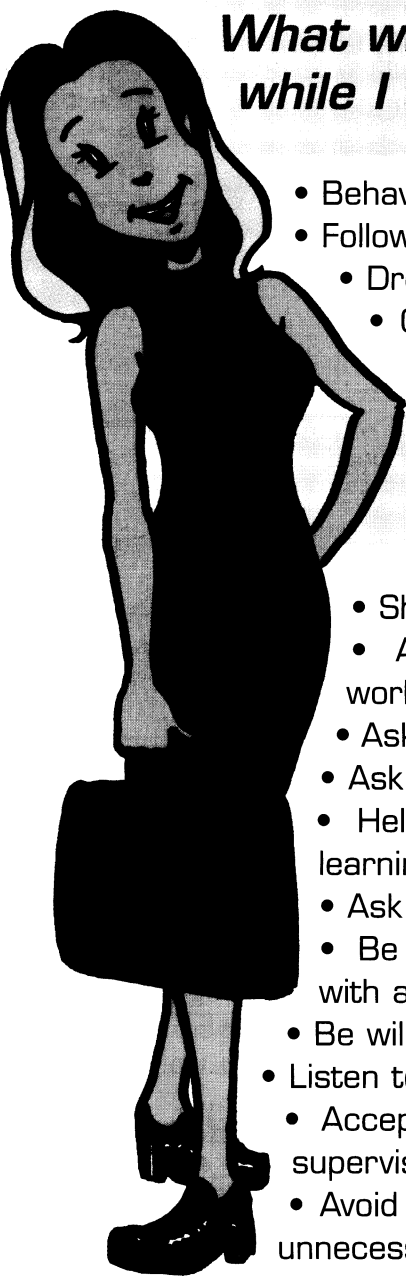
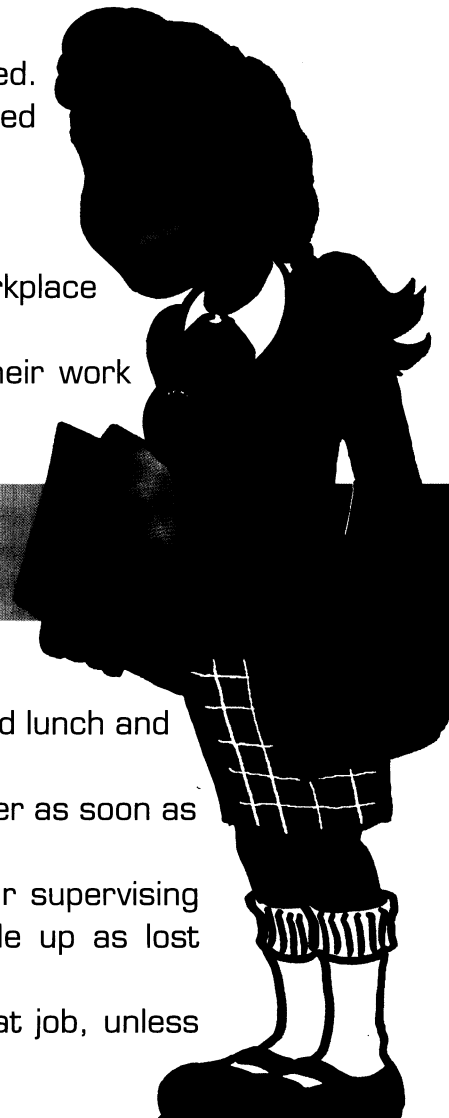
## ***What will be expected of me while I am at work?***

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- Behave like a new employee.
  - Follow the rules of the workplace.
    - Dress appropriately for the workplace.
    - Carry out any directions given to me by my workplace supervisor, especially about safety.

### ***Have a positive attitude!***

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- Show enthusiasm, initiative and smile.
  - Accept and complete duties planned by the workplace supervisor.
  - Ask questions if you are not sure what is being asked.
  - Ask how to do something which is difficult.
  - Help with the planning of the workplace learning program.
  - Ask for another task if a task is completed.
  - Be polite, courteous and well-mannered with all staff, clients and customers.
  - Be willing to learn.
  - Listen to instructions.
  - Accept and act on advice given by workplace supervisors.
  - Avoid distracting other employees from their work unnecessarily.

## ***Be on time! You will be expected to:***

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- Start on time each day.
  - Take only the allocated time for morning and afternoon tea and lunch and return to your work promptly after all breaks.
  - Contact your workplace supervisor and the supervising teacher as soon as possible if you are unable to attend your placement.
  - Account for absences to your workplace supervisor and your supervising teacher. Check whether these absences need to be made up as lost hours at another time.
  - Attend your placement for the normal hours of work for that job, unless you have negotiated otherwise.