

Pathways Program Transport and Logistics Industry

Checklist for Employers

Action	Completed by	Date
1. Before committing to the program, check the list of outcomes for students, which will be provided by the coordinator, to ensure that the student can complete all requirements in your workplace.		
2. Confirm participation in program and advise coordinator.		
3. Allocate a supervisor/mentor for the student and ensure that the coordinator has this person's details.		
4. In consultation with the supervisor/mentor, study the list of outcomes so that tasks can be planned around these outcomes.		
5. Advise other staff members of the arrangements so they can be involved.		
6. The coordinator will arrange a time for the school and RTO to visit the workplace before the work placement begins.		
7. Confirm dates and hours of work with the school and RTO.		
8. Conduct an induction on the day the student arrives		
9. Liaise with the RTO regarding assessment times for students.		
10. Ensure you are aware of the paperwork you are required to complete.		
11. At the completion you will be asked to complete an evaluation of the program.		
12. If a graduation is planned, you may be asked to attend.		