



**HSC VET WORK PLACEMENT IN FINANCIAL SERVICES INDUSTRY**

**Simulation Support Kit**

**Suggested Structure Summary**



  

| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| --- | --- | --- | --- | --- |
| **Registration**   * Students sign in * Assigned work area * Provide with a company stationery pack each | **General Housekeeping** | **General Housekeeping** | **General Housekeeping** | **General Housekeeping** |
| **Induction**  Welcoming (by managing director or senior manager)   * Introduction to Industry * Overview of organization * Organizational chart * Mission Statement * Introduce staff * Expectations * professional conduct & ethics * work behaviour * employability skills * Structure of workplace learning during the week * Importance of ongoing professional development Performance appraisal | **Training 3** (Total time 3 hrs)   * Computerised accounting   (MYOB)   * Overview * Set up company file * Banking (process cash transactions & reconcile) | **Training 4** (Total time 2 hrs)   * Computerised accounting   (MYOB)   * Sales & purchases basics (process invoices and credit notes) * activities and exercises | **Option 1** (Time 1 hr)   * Guest speaker from industry   **Option 2** (Time 1 hr)   * Short Training on spreadsheet basics | **Self performance appraisal**   * Individual * Team |
| **Students start working on individual and team work.**   * In addition to the normal combination of work on the previous two days, introduce extra work duties (complex) such as * reply to client’s questions (verbal or written) * additional work from client (e.g. prepare a petty cash book, correct errors, new information) * financial calculations   **(Morning tea break is on roster)** | **Formal performance appraisal**   * approximately 10 minutes for each student * conducted by the human resource manager (based on notes made during the week) * students have the opportunity to provide their feedback   **Team work**   * prepare for presentation while taking turn for the performance appraisal |
| **Activity** (Ice breaker)   * ‘Getting to know you’   or any other ice breakers |
| **Morning tea** | **Morning tea** | **Morning tea** |
| **Office Manager briefing**   * Housekeeping * Tea and lunch breaks * Organisational policies & procedures * Work Health and Safety manual * Dress code * Complete work log * Sustainable work practices * Site tour | **Training 3**   * Computerised accounting   (MYOB)   * activities and exercises | **Students start working on individual and team work.**  New addition to general office duties   * set up a central pool of unassigned office work such recycling, shredding, sorting, binding for students to work on a volunteer basis |
| **Work Health & Safety**   * workstation WHS check |
| **Lunch** | | | | |
| **Training 1 General office skills**  - equipment basics & maintenance  - scanning, photocopying | Students are expected to prioritise, plan and manage their time for individual and team work and work around their tea breaks according to the roster  **Individual work**   * Work on client’s file   (Each student is assigned a ‘client’s’ file)   * Set up file * Process **cash transactions & reconcile** using MYOB (apply skills learnt from training 3) * Reception duties (45 minutes each) * phone * walk in clients * General office duties as assigned by office manager (such as scanning, copying, filing, mail registering) * Complete work log and workplace journal   **Team work**   * prepare for presentation   **Afternoon tea**   * Roster (posted on notice board) | Students are expected to prioritise, plan and manage their time for individual and team work and work around their tea breaks according to the roster  **Individual work**   * Work on client’s file * Process **sales & purchases** transactions using MYOB (apply skills learnt from training 4) * Reception duties (45 minutes each) * phone * walk in clients * General office duties * from unassigned list * as assigned by office manager * Complete work log and workplace journal   **Team work**   * prepare for presentation   **Afternoon tea**   * Roster (posted on notice board) | Students are expected to prioritise, plan and manage their time for individual and team work and work around their tea breaks according to the roster  **Individual work**   * Work on client’s file * additional work (as aforementioned) * Reception duties (45 minutes each) * phone * walk in clients * General office duties * from unassigned list * as assigned by office manager * Complete work log and workplace journal   **Team work**   * prepare for presentation   **Afternoon tea**   * Roster (posted on notice board) | Managing director has informal conversation with each group. |
| **Training 2 Communication**   * Professional telephone etiquette | **Presentation (Team 1 & 2)**   * Managing director provides comments after each presentation |
| **Afternoon tea** | **Afternoon tea** |
| **Team work**   * Context * professional development * Requirement * research on a topic and make a 20 minute presentation to managing director, managers and colleagues on day 5) * Assign teams and topics   (5 teams of 3)   * Team building activity * Students organize, prioritise, plan, book meeting room, etc | **Presentation (Team 3, 4 & 5)**   * Managing director provides comments after each presentation |
| **Award Announcement**  (& Prizes)   * Staff of the week * Best team (management) * Best team (presentation)   Other awards e.g.   * Best manner * Improvement * Quiet Achiever |
| **Individual wrapping up**   * Complete work log and workplace journal * Tidy work area | **Individual wrapping up**   * Complete work log and workplace journal * Tidy work area |