

## Work Placement Student Choices

### Student Details

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_ Suburb: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

VET Course: \_\_\_\_\_ VET Teacher: \_\_\_\_\_

School Name: \_\_\_\_\_ Current Year: Year 11  Year 12

### Placement Details

Placement Dates: from \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Total No. of Days: \_\_\_\_\_

Block  Rolling  Work Trial  Work Experience Day of week if rolling: \_\_\_\_\_

Preferred Employer: \_\_\_\_\_ or  Organised my own work placement with:

1. \_\_\_\_\_ Business: \_\_\_\_\_

2. \_\_\_\_\_ Contact: \_\_\_\_\_

3. \_\_\_\_\_ Phone: \_\_\_\_\_

### Student Declaration

- I request Mid Coast Connect to obtain a work placement for me using the information contained on this form.
- I will phone my host employer to arrange an interview and signing of the Student Placement Record at least two weeks before the placement commences.
- I will obtain all signatures required for the Student Placement Record and return it to my school at least one week prior to my placement. I understand my placement may be cancelled if I fail to return the Student Placement Record.
- I will prepare for work placement by developing a work ready attitude, neat personal presentation and polite verbal communication skills.
- I will attend my work site each day for the required hours as indicated on the Student Placement Record.
- I will wear a name tag at my work placement when I am there unless directed otherwise by my employer.
- I will contact my host employer and school if I am late or unable to attend work placement.
- I will abide by all Work Health and Safety (WHS) policies and practices which my work placement host has in place.
- I will not discuss any private information that I am privy to during my work placement and agree that all such information is confidential.
- I will write a thank you letter to the host employer after completing my work placement.

(please tick)

I have read the above Student Declaration, I understand what it means and I accept the information & conditions.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Teacher Approval

From the information currently available to me, I believe that the student's work placement readiness is

Average  Good  Excellent  Needs assistance Means of transport confirmed:  Yes  No

Teacher Comments: \_\_\_\_\_

Teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_