



INABURRA SCHOOL

Work Experience Placement Form

Section 1: Student

General

First Name:

Last Name:

Home Group:

Mobile:

Medicare No:

Date of Birth:

Medical

Do you have a medical condition?
(if yes, provide details and attach relevant documentation)

Yes No

Do you have any special needs or disability?
(if yes, provide details and attach relevant documentation)

Yes No

Emergency Contacts if Parent Not Available

Name:

Relationship:

Phone:

Name:

Relationship

Phone:

Parents and Caregivers

Name(s):

Relationship:

Address:

Phone (Home/Work):

Mobile:

Personal learning objectives for the duration of the placement

Student Declaration

- During my placement I will perform my duties to the best of my ability; comply with all reasonable directions from my Host Employer (and employees) and adhere to all policies and procedures.
- I have participated in pre-placement activities to optimise my safety and performance during my work experience placement.
- I am aware of my rights and responsibilities and emergency contacts and procedures if needed.
- I will notify my Workplace Supervisor and the Work Experience Co-ordinator at Inaburra promptly of any injury, accident or incident that may have occurred.
- I will treat all information I have access to during work experience with the highest level of confidentiality.
- I will behave in accordance with Inaburra's code of conduct at all times.
- On completion of section 1 of the 'Work Experience Placement Form' I will provide a copy to all relevant parties for them to then complete their respective sections and return this to Inaburra no later than Friday 31 March 2017. I also agree to information on this form being released employers for the purposed of work experience.
- I have read and understood Inaburra's 'Students Guide to Work Experience' and will complete all tasks as specified.

Student's Signature:

Date:

Section 2: Host Employer

General

Employer: _____ Address: _____
Industry: _____ Phone: _____

Workplace Supervisor

Name: _____ Department: _____
Position: _____ Email: _____
Phone: _____ Mobile: _____

Work Experience Placement

Start Date: _____ Finish Date: _____
Start Time: _____ Finish Time: _____
Placement Duration: _____ Lunch Break: _____
Orientation Date: _____ Orientation Time: _____
Meals (*please circle*): Bring Own / Provided by Host Employer / Canteen Facilities Available / Shops Nearby
Dress Standards: _____ Footwear Requirements: _____
Other: _____

Summary of tasks the student will complete during placement:

Host Employer Declaration

- I agree to supervise and support the student for the duration of the placement.
- The student will not undertake activities involving 'no-go' areas or use machinery or equipment that is deemed dangerous for new, young and/or untrained employees to operate.
- I acknowledge that the student is not an 'employee' or 'worker' within the meaning of the NSW Workers Compensation Legislation.
- I agree to act in accordance with all relevant workplace and employment legislation including those set out in the WHS, and Anti Harassment and Bullying Acts. This includes assessing activities to ensure they are suitable and safe for the student.
- I agree to provide the student with site-specific workplace induction, training and supervision for the duration of the placement
- Where the student has notified me of specific medical and/or special needs they have, I accept the responsibility of supporting these needs for the duration of the placement and will maintain student confidentiality.
- I have read Inaburra School's 'Employers Guide to Work Experience' and am aware of my rights and responsibilities.
- I am aware of the special responsibilities associated with working with children as detailed in the section related to child protection in Inaburra School's 'Employers Guide to Work Experience' and under Child Protection Legislation.
- I am not aware of anything in the background of any member of staff, contractor or any other person who will have close contact with the student that would legally preclude that staff member or person from working with children.
- I will (where possible) ensure the student is provided with a variety of tasks and is fully utilised for the duration of the placement.

Employer's Name: _____

Signature: _____

Date: _____

Section 3: Parents and Caregivers

Parents and Caregivers Declaration

- I have read and understand Inaburra School's 'Parents Guide to Work Experience'.
- I consent to the placement proceeding as specified in Sections 1 and 2 of this 'Work Experience Placement Form'.
- I understand that the information provided on the 'Work Experience Placement Form' will be given to the Host Employer for the purpose of work experience organisation and management.
- I have checked through this 'Work Experience Placement Form' and confirm that all information provided in Section 1 is complete and accurate.

Parents/Caregiver's Name:

Signature:

Date:

Section 4: Inaburra School

General

Inaburra School
Billa Road Bangor NSW 2234
PO Box 3066

Email: school@inaburra.nsw.edu.au
Website: www.inaburra.nsw.edu.au
Phone: 9543 2533

Key Contacts

Name: Mr Stuart Jones
Position: Work Experience Co-ordinator
Phone: 8525 2228
Mobile: 0412 862 742
Email: careers@inaburra.nsw.edu.au

Name: Mrs Sue Gaskell
Position: Director of Student Services
Phone: 8525 2288
Mobile: 0418 469 490
Email: gaskells@inaburra.nsw.edu.au

Inaburra School Declaration

The school undertakes to ensure that:

- The student is prepared for the workplace in accordance with any curriculum/syllabus and safety requirements.
- The placement is supported in accordance with the documents entitled: 'Employers Guide to Work Experience', 'Students Guide to Work Experience' and 'Host Employers Guide to Work Experience'.

School Authorisation: Mr Stuart Jones

Signature:

Date:

Privacy Notice

Approved work experience is an educational initiative of this school. Personal information collected is for the purpose of program management, including the discharge of the school's duty of care inclusive of statutory child protection requirements. All personal information is collected in accordance with the school's privacy policy. For further information please see <http://www.inaburra.nsw.edu.au/privacy-policy/>.