**2020 SELF SOURCED WORK PLACEMENT REQUEST FORM**

This form is to be used only if you have found your own placement. It is essential that you have spoken with the employer and gained approval for the work placement prior to completing and submitting this form.

***THIS FORM MUST BE SUBMITTED A MINIMUM OF 6 WEEKS PRIOR TO WORK PLACEMENT***

**STUDENT INFORMATION**

|  |  |
| --- | --- |
| NAME: |  |
| SCHOOL/TAFE: |  |
| YEAR LEVEL: |  |
| COURSE: |  |
| TEACHER: |  |
| MOBILE/HOME NO: |  |
| EMAIL: |  |
| WORK PLACEMENT DATES: |  |

**EMPLOYER INFORMATION**

|  |  |
| --- | --- |
| BUSINESS NAME: |  |
| CONTACT PERSON: |  |
| CONTACT POSITION: |  |
| PHONE: |  |
| ADDRESS: |  |
| POSTAL ADDRESS: |  |
| EMAIL: |  |
| DATE CONTACT MADE: |  |
|  | ***Would you consider hosting further Work Placement students?***  ***Yes/No*** |

Email form to:

[deborah@youthconnections.com.au](mailto:admin@youthconnections.com.au)

**HOST EMPLOYER:**

Please complete all of the following responses to give the school important information about the proposed placement. This will assist the school to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements. Thank you.

**OVERVIEW:**

|  |  |
| --- | --- |
| Type of industry: |  |
| Main activity: |  |
| Approx. no of years in operation: |  |
| Approx. no of employees at worksite: |  |

**SUPERVISION AND STUDENT HOURS:**

|  |  |
| --- | --- |
| Supervisors name: |  |
| Position: |  |
| Contact Phone: |  |
| *Attendance details: start/finish time & break* |  |

**Please note: There are a number of hazardous activities which are prohibited for students undertaking work placements. For prohibited activities and those that need special consideration please refer to the relevant Workplace Learning Guide for Employers.**

**DESCRIPTION OF THE PROPOSED PLACEMENT – in detail:**

|  |  |
| --- | --- |
| Student dress requirements: |  |
| Activities/duties to be undertaken by student:  **Example of acceptable answer:** *Aspects of cabinet making using machinery including panel saw, edge bander, nail guns and drills. The student will be supervised by a qualified tradesperson* |  |
| Any activities or tasks the student is **not** to undertake *e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate*  A **Nil** response would be **unsatisfactory**  **Example of acceptable answer:** *Must not use nail gun or use press without close supervision as they can be dangerous for a new or young worker* |  |
| Indicate any risks to the student in the planned activities *e.g. manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm equipment.*  **Example of acceptable answer:** *Manual handling of packaged goods over 4 kg and moving wheelie bins* |  |
| How will those risks be eliminated or controlled?  **Example of acceptable answer:** *In the case of a panel saw the students will be trained to ensure the environment around the machine is clear from obstruction; that the safety guard is engaged; that use of the on and off switching, especially the emergency shut off switch, is clearly understood* |  |
| Special conditions *e.g. clothing, footwear, equipment, pre-training, transport, multiple sites, and routine car travel.* |  |