

**WORK EXPERIENCE**

**PLACEMENT DETAILS**

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| **STUDENT DETAILS** |
| **NAME:** | **Pastoral Class:** |

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| **PARENT / GUARDIAN CONTACT DETAILS** |
| **NAME:** |
| **EMAIL:**  | **MOBILE:**  |
| **I hereby acknowledge that my son/daughter is applying for work experience and will miss one day of school per week for the duration of the work experience.****PARENT SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| ***Please note this is the Placement Details form only. This is NOT the Work Experience Agreement form which covers the student for insurance. That contract will be generated upon receipt and approval of this form.*** |

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| **WORK EXPERIENCE PLACEMENT DETAILS****ALL DETAILS TO BE FILLED IN PLEASE** |
| **DATE/S OF PLACEMENT:****Thursday preferred release day. Must allow a 2 week turnaround from when this paperwork** **is given to the Careers Centre before being able to commence** |
| **START TIME:** | **FINISH TIME:** |
| **BUSINESS NAME:** | **OCCUPATION/INDUSTRY:**  |
| **BUSINESS/SITE ADDRESS (not a PO Box):** |
| **CONTACT PERSON & POSITION (Full Name):** |
| **PHONE:** | **MOBILE:** |
| **EMAIL:** | **IS A WHITE CARD REQUIRED? YES NO** |
| **DRESS REQUIREMENTS (what the student should wear):****Top:****Bottom:****Shoes:****Any PPE that the student should supply):****PPE (to be provided by host employer):** |
| **WORK DUTIES TO BE UNDERTAKEN BY STUDENT:** **Example:** **Hospitality**: Customer service, setting restaurant, taking orders, delivering beverages & meals, clearing tables. **Trade**: May use hand and power tools, general labouring duties; assisting with minor duties; site cleaning; handle materials; carry out general demolition of minor building structures; carry out measurements and calculations.**Childcare**: Cleaning and sanitising areas when required; ensure the health and safety of children; Provide care for children with supervision; maintain an environment safe for children and young people; interact positively with infants and toddlers in a recreation environment. | **PLEASE LIST DUTIES BELOW:** |
| **Brisbane Catholic Education Risk Assessment:****Example** of Health and Safety Hazards**Biological:** Hygiene, blood, bodily fluid, food handling**Chemical Handling:** Non-hazardous, hazardous**Emergency Management:** Lockdown, evacuation, disruption to work**Energy Systems:** Electrical, LPG gas, mechanical, chemical**Environment:** Sun exposure/cold temperatures, sound, noise, animals, dust/fumes**Facilities/Built environment:** Driveways, playground equipment, traffic management ie forklifts, loading bays, delivery vehicles**Machinery and Equipment:** Machinery fixed/portable, hand tools, vehicles/trailers**Manual Tasks:** Working at heights, restricted space, glare/lighting**People:** Students, employees, customers/clients**Driving in Car with Employees:** Deliveries, location to location | Please list all relevant “Health and Safety Hazards” that may be applicable for the **activities (listed above) undertaken by the student** using the list from the left. **Hazards:*** Lockdown
* Evacuation
* Employees/Clients/Customers
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If your placement is within the construction industry such as Carpentry, Building, Plumbing and Electrical, you will need to apply for a White Card prior to the placement commencing.

A Work Experience Agreement form will be processed after receiving this Placement form. The Agreement form will be sent to the host employer, student and parent/guardian via email to be signed electronically. The Agreement form is the legal document that will cover the student for insurance whilst on the work experience placement.

Placement CANNOT proceed until

all signatures are obtained.