



An Australian Government Initiative



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WORK PLACEMENT – RECORD OF ATTENDANCE

IMPORTANT: Students must fill out this form and ensure their employer or supervisor signs off the hours worked. Student MUST RETURN THIS SIGNED FORM TO THEIR TEACHER/VOC ED COORDINATOR ON COMPLETION OF THE WORK PLACEMENT

Student	
School/TAFE	
Course & Year	
Work Placement Dates	
Employer Name	
Supervisor Name	

DATES	START TIME	FINISH TIME	HOURS WORKED (less breaks)	SUPERVISOR'S SIGNATURE
TOTAL HOURS WORKED				

If a student is unable to attend on any day please note absence, date and reason for absence:
