



An Australian Government Initiative



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Career Advice Australia



## STUDENT WORKPLACEMENT REQUEST FORM

**Must be filled in and returned to your teacher in order for placement to be arranged**

Dates Required: TERM  WEEK  From: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

SCHOOL: \_\_\_\_\_ TAFE CAMPUS: \_\_\_\_\_  
Enrolled in: TVET  or Pathways

STUDENT NAME: \_\_\_\_\_

COURSE: \_\_\_\_\_ CURRENT YEAR: 11  12

(Hospitality students please state whether Commercial Cookery/Food & Beverage/Extension)

VET TEACHER OR COORDINATOR: \_\_\_\_\_

NO OF WORK PLACEMENT HRS REQD : \_\_\_\_\_ HOME SUBURB: \_\_\_\_\_

HOME PH NO: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Other School Delivered Voc Ed Courses: \_\_\_\_\_

Other TAFE Delivered Voc Ed Courses: \_\_\_\_\_

Please **PRINT** your choices (up to 3) - these may be from your school's database, an employer you know or just the type of business you're interested in. We will make every effort to place you with one of your choices, however please understand this may not always be possible due to employer commitments.

NAME OF EMPLOYER OR BUSINESS	ADDRESS	NAME OF CONTACT PERSON THERE (do you know them ie: friend or relative?)	PHONE

**I confirm that these choices for work placement have been discussed with me:**

Parent/caregiver name: \_\_\_\_\_ Teacher: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

**Teacher's Notes:** (student special needs, area of expertise, ie: web design, transport difficulties, etc.)  
\_\_\_\_\_  
\_\_\_\_\_