

Workplace Learning Self Sourced Placement

The purpose of the Workplace Learning Self Sourced Placement is to collect the information required for the workplace learning coordinator to complete a risk assessment of the workplace. All details must be completed and supplied to the school at least 6 weeks prior to the placement.

Student details:

| | | | | | |
|---------------------------|--|-------------------------------|---------------------------------|--------------------------|--|
| Student's Name: | | | | Student's Mobile: | |
| Year: (e.g.9,10,11,12) | | <input type="checkbox"/> Male | <input type="checkbox"/> Female | Related Course/Activity: | |

Organisation Details:

| | | | | | |
|---|---|--|-----------------------------------|-------------------------------------|-----------------------------|
| Name of Organisation: | | | | | |
| Name: | | Position: | <input type="checkbox"/> Employer | <input type="checkbox"/> Supervisor | |
| Address: | | | | Post Code: | |
| Phone: | | Fax: | | Mobile: | |
| Location of Placement if different to postal address | | | | | |
| Email: | | | | | |
| Web Site: | | | | | |
| Type of Industry: | | Main Activity: | | | |
| <input type="checkbox"/> Public/Government enterprise | <input type="checkbox"/> Private Enterprise | <input type="checkbox"/> Self Employed | <input type="checkbox"/> Other | | |
| Approx. no. Years in current operation | | Approximate no. Employees at proposed worksite | | | |
| Tick only if you have hosted school students for work experience or work placement in the last 12 months. | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Placement Details:

| | | | |
|-------------------------|--|-----------------|------|
| Start Date: | | Finish Date: | |
| Start Time: | | Finish Time: | |
| Lunch Break: | | Number of Days: | |
| Details of Arrangement: | | | |
| Employer Name: | | | |
| Employer Signature: | | | Date |