TO WHOM IT MAY CONCERN,

I would like to introduce _______________________________ who is in Year 12 at Copperfield College and is completing the ________________________ VET Certificate. He/she is endeavoring to obtain, on his/her own initiative, a Work Placement to be completed during the school holidays for one week.

Work placement programs are schemes whereby students are employed in the community one day a week for the duration of their course. The student will be covered for any Work Cover by the Department of Education, Employment and Training, and should be paid a minimum of $5.00 per day by the employer. The student will be required to attend work punctually and regularly as an employee. This student will be briefed regarding what will be expected of them and is required to successfully complete the safe@work (General and Industry Specific) modules before leaving the school. This educates them regarding responsibilities being taken on and covers Occupational Health & Safety in the workplace. I will visit the student during the Work Placement period.

Students’ experiences in the work force can have many outcomes. One is that they provide a basis on which future decisions about careers and employment can be made. While on the job, the students may also come to realise the relevance of some school subjects to working life while they still have the opportunity to follow them up. There are aspects of work which will encourage responsibility, independence and self-discipline. In addition students may gain greater knowledge of sections of the community with which they would rarely come in contact.

If you are able to take part in this scheme, please complete the Work Placement Detail Form below. Please do not hesitate to contact me if you require further information.

Yours faithfully,

Kerry Farrall
Work Placement Coordinator
Ph: 9307 5547

PLEASE NOTE: Legal paperwork will be given to the student that requires the employer, the parent, the student and the school Principal’s signatures.

** STUDENTS ARE NOT TO COMMENCE A PLACEMENT WITHOUT COMPLETED PAPERWORK***

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VCE WORK PLACEMENT DETAIL FORM

PLEASE COMPLETE ALL SECTIONS

STUDENTS NAME:_____________________________  12 ________ WORK DAY:  Tue or Thurs

COMPANY/ORGANISATION:____________________________PHONE NUMBER:_____________

WORK ADDRESS:___________________________________________________________________

POSTAL ADDRESS (if different):________________________________________________________

TYPE OF INDUSTRY (eg. hospitality):_______________________________________________________

CONTACT PERSON:_________________________   TITLE (Manager, HR): _______________________

SUPERVISOR FOR WORK PLACEMENT STUDENT: ____________________________________

HOURS: _______________ TO ________________   RATE OF PAY PER DAY: ________________

** STUDENTS ARE TO RETURN THIS SECTION TO THE CAREERS OFFICE**