COPPERFIELD COLLEGE
Delahey Senior Campus
Goldsmith Ave, Delahey 3037
Phone: 9307 5555  Fax: 9307 5444

VCE - YEAR 11 WORK PLACEMENT 2011

TO WHOM IT MAY CONCERN,
I would like to introduce _______________________________ who is in Year 11 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 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 commencing their placement. 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 workforce can have many outcomes. One is that they provide a basis on which future decisions about careers and employment can be made. Whilst 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 would like 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.

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

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### VCE WORK PLACEMENT DETAIL FORM

**PLEASE COMPLETE ALL SECTIONS**

**STUDENTS NAME:** _______________________________  
**11 _______ DATES:** __________________

**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**