



WORKPLACE AGREEMENT

Students enrolled in the INSTEP West Work Placement Program gain many opportunities, realistic insights and rewards into the world of work. Our employers agree to invest their time in you, by sharing their knowledge and skills, which is why it is therefore important that you fulfil your responsibilities in the workplace by reading and signing this agreement.

STUDENT EXPECTATIONS:

Students are expected to:

- commit to industry-based learning;
- cooperate and accept duties in an obliging manner;
- work with the workplace supervisor to design a workplace learning program that includes experiences and activities that develop the core skills for work;
- be eager to learn, listen to instructions and ask questions;
- be respectful, polite, courteous and honest;
- meet standards of hygiene, dignity and cleanliness; and
- comply with specified uniform and/or standard of dress expected at the host workplace.

STUDENT RIGHTS:

Students are entitled to:

- a workplace that is safe and free of bullying, discrimination, harassment or intimidation; and
- a meal break at a time to be negotiated with the workplace supervisor.

STUDENT RESPONSIBILITIES:

Students are responsible for (please read then tick each box below):

- ☐ contacting the workplace supervisor and, if requested, attending an interview before starting the work placement;
- ☐ contacting both the workplace supervisor and school-based workplace learning coordinator, or INSTEP West, if unable to attend the workplace on any given occasion;
- ☐ taking their *Workplace Learning Logbook* to the workplace and completing the written components each working day;
- ☐ following workplace rules and protocols, including use of mobile telephones and personal digital devices, use of company computers for personal use, or to access non-work-related web sites;
- ☐ maintaining their own safety and carrying out work duties in a safe manner;
- ☐ observing specific company safety policies and procedures and standards in the workplace, including reporting any workplace injuries/incidents and hazards/dangers;
- ☐ ensuring information regarding the business, and all people with whom students may have dealings, are kept confidential (students may be asked to sign a confidentiality agreement); and
- ☐ maintaining a high standard of conduct, and as a minimum, abiding by Federal, State and Local Government Laws.

ACKNOWLEDGEMENT:

I (print your full name) _____ have read and understand the **Expectations, Rights and Responsibilities listed above**. I have discussed these with my parent(s)/guardian(s) and have their support for enrolling in Authority Developed Workplace Learning Program. I understand that if I am in breach of any of the above, I may therefore be withdrawn from the program.

Student Signature: _____ **Dated:** _____

WORKPLACE REQUEST FORM



School:	Student:	
School Year: Day Student <input type="checkbox"/> Boarder <input type="checkbox"/>	Suburb of residence during placement:	
Do you have: (circle answer) Driver's Licence: Y - N access to Public Transport: Y - N	Contact Number:	Date:

PLACEMENT PERIOD (please choose from options below)

Semester One ☐ Semester Two ☐

Weekly Placement ☐ Day of work placement: _____

Block Placement ☐ Dates: _____

1st PREFERENCE

Industry of work placement: _____

Type of job/duties within this area: _____

If you have a preferred contact/employer within this industry (please provide business name, contact name and number):

2nd PREFERENCE

Industry of work placement: _____

Type of job/duties within this area: _____

If you have a preferred contact/employer within this industry (please provide business name, contact name and number):

WORK SAFETY DOCUMENTS (to be sighted by School Coordinator)

WorkSafe SmartMove Certificate completed (circle): Yes - No

White Card completed (if applicable): Yes - No

This form must be signed by either the Parent/Guardian/School INSTEP Coordinator:

Name:	Signature:	Date:
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TYPES OF WORK PLACEMENTS AVAILABLE:

- Agriculture/Horticulture (inc landscaping/greenkeeping, garden centres)
- Animal Care (inc animal refuge, vet clinics, equine)
- Beauty Therapy and Hairdressing
- Working with Children (inc childcare, teacherassistant and special needs)
- Design (inc floristry, fashion, graphic, multimedia, interior design, photography, printing)
- Electronics (inc sound and lighting)
- Food (inc pastry chef and cake decorating)
- Horticulture (inc gardening, greenkeeping and landscaping)
- Hospitality (inc event planning)
- Information Technology
- Library Assistant
- Marine (inc aquaculture, boat building/servicing)
- Medical (inc nursing, aged care, medical/dental reception)
- Metals and Engineering (inc welding, fabrication)
- Office and Administration
- Retail
- Sport & Recreation (inc schools, rec centres, gymnasiums, swimming pools)
- Surveying
- Trades (inc auto electrical, mechanical, panel beating, spray painting, electrical, building, plumbing, refrigeration and air conditioning, cabinet making, furniture making, roofing and tiling)