



Year 10 Work Experience

Student Placement Form

Section 2: Host Employer

General

Employer: Address:
Industry: Phone:

Workplace Supervisor

Name: Department:
Position: Email:
Phone: Mobile:

Work Experience Placement

Start Date: Finish Date
Start Time: Finish Time:
Placement Duration: Lunch Break:
Orientation Date: Orientation Time:
Meals (*please circle*): Bring Own / Provided by Host Employer / Canteen Facilities Available / Shops Nearby
Dress Standards: Footwear Requirements:
Other:

Summary of tasks the student will complete during placement:

Host Employer Declaration

- I agree to supervise and support the student for the duration of the placement.
- The student will not undertake activities involving 'no-go' areas or use machinery or equipment that is deemed dangerous for new, young and/or untrained employees to operate.
- I acknowledge that the student is not an 'employee' or 'worker' within the meaning of the NSW Workers Compensation Legislation.
- I agree to act in accordance with all relevant workplace and employment legislation including those set out in the WHS, and Anti-Harassment and Bullying Acts. This includes assessing activities to ensure they are suitable and safe for the student.
- I agree to provide the student with site-specific workplace induction, training and supervision for the duration of the placement.
- Where the student has notified me of specific medical and/or special needs they have, I accept the responsibility of supporting these needs for the duration of the placement and will maintain student confidentiality.
- I have read Oran Park Anglican College's 'Employers Guide to Work Experience' and am aware of my rights and responsibilities.
- I am aware of the special responsibilities associated with working with children as detailed in the section related to child protection in Oran Park Anglican College's 'Employers Guide to Work Experience' and under Child Protection Legislation.
- I am not aware of anything in the background of any member of staff, contractor or any other person who will have close contact with the student that would legally preclude that staff member or person from working with children.
- I will (where possible) ensure the student is provided with a variety of tasks and is fully utilised for the duration of the placement.

Employer's Name:

Signature:

Date:

Section 3: Parents and Guardians

Parents and Caregivers Declaration

- I have read and understand Oran Park Anglican College's 'Parents Guide to Work Experience'.
- I consent to the placement proceeding as specified in Sections 1 and 2 of this 'Work Experience Placement Form'.
- I understand that the information provided on the 'Work Experience Placement Form' will be given to the Host Employer for the purpose of work experience organisation and management.
- I have checked through this 'Work Experience Placement Form' and confirm that all information provided in Section 1 is complete and accurate.

Parents/Guardian's Name:

Signature:

Date:

Section 4: Oran Park Anglican College

General

Oran Park Anglican College
Peter Brock Drive
Oran Park 2570

Email: admin@opac.nsw.edu.au
Website: www.opac.nsw.edu.au
Phone: (02) 4604 0000

Key Contacts

Name: Mr Brendan Langley
Position: Year 10 Pastoral Care Teacher
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Name: Mr Michael Newton
Position: Deputy Principal - Head of Senior School
Phone: (02) 4604 0000
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Oran Park Anglican College Declaration

The College undertakes to ensure that:

- The student is prepared for the workplace in accordance with any curriculum/syllabus and safety requirements.
- The placement is supported in accordance with the documents entitled: 'Employers Guide to Work Experience', 'Students Guide to Work Experience' and 'Host Employers Guide to Work Experience'.

College Authorisation: Mr Michael Newton

Signature:

Date:

Privacy Notice

Approved work experience is an educational initiative of this College. Personal information collected is for the purpose of program management, including the discharge of the school's duty of care inclusive of statutory child protection requirements. All personal information is collected in accordance with the College's privacy policy.