



SWC Office Use Only:

- Paperwork received is correct.
- Host Employer phoned: _____
- Placement confirmed: _____
- Host employer Pack emailed: _____

STUDENT SELF SOURCED WORK PLACEMENT

This form is to be completed only if a student has sourced their own work placement with a specific employer *relevant* to their VET Course.

This form must be submitted to SWC four weeks *prior* to the work placement date together with completed and signed Host Employer Pages 2 & 3 (Section 3) of the SPR

Student name: _____ VET Course: _____
School: _____ Year Group: _____
Teacher: _____ Date of Work Placement: _____

HOST EMPLOYER DETAILS

Organisation Name: _____
Name of Contact Person: _____ Position: _____
Street Address: _____
Suburb: _____ State: _____ Postcode: _____
Phone: _____ Mobile: _____ Email: _____
Start Time: _____ Finish Time: _____ Breaks: _____
Dress Requirements: _____
Summary of Duties to be Performed: _____

Why have you chosen this employer: _____

STUDENT (PLEASE TICK):

- I have approached the host employer listed above and have asked if they are able to host me for work placement.
- I have attached Pages 2 & 3 of the SPR - which has been **FULLY completed and signed** by the host employer.

Student signature: _____ Date: _____

TEACHER (PLEASE TICK):

- I have discussed the suitability of this work placement with the student and I am satisfied it would be an appropriate workplace for this student.
- I acknowledge that South West Connect **does not** carry out site visits to host employers **outside its service region** for placements that are self-sourced by students.

Teacher Signature: _____ Date: _____

The coordination of work placement is funded by the State of New South Wales through its Department of Education under the Work Placement Coordination Program

and in conjunction with schools administered by Catholic Schools NSW and Independent Schools NSW.
South West Connect is proudly supported by Fairfield City Council.

South West Connect

Ph: 9822 9370 Email: info@swconnect.org.au ABN: 45 399 482 621
PO Box 68 Edensor Park NSW 2176

Bossley Park Community Centre, Belfield Rd Bossley Park