

SWC Office Use Only: Staff Initials: _____ Date: _____

- ☐ Signed SPR received.
- ☐ Paperwork received is correct.
- ☐ Host Employer phoned: _____
- ☐ Placement details confirmed.
- ☐ Host employer Pack emailed.
- ☐ Placement confirmed with school.
- ☐ Host Employer Profile & signed HEF given to BD for PPV: _____



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 **4 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: _____