

Registered Training Organisation / School Details																					
RTO or School Name																					
Contact Person		Phone																			
Email																					
Student Details																					
Full Name of Student																					
Proposed Work Experience Dates																					
Please attach: <ul style="list-style-type: none"> <input type="checkbox"/> Copy Certificate of Currency (insurances) <input type="checkbox"/> Student Work Placement Record, if required <input type="checkbox"/> Copy of student's white card, if required <p>Please note approval will not be granted until authorised by the relevant Department Manager and the Manager Organisation Development.</p>																					
Area of Interest																					
<table border="0"> <tr> <td><input type="checkbox"/> Administration</td> <td><input type="checkbox"/> Finance</td> </tr> <tr> <td><input type="checkbox"/> Human Resources</td> <td><input type="checkbox"/> Community Services</td> </tr> <tr> <td><input type="checkbox"/> Technical Services*</td> <td><input type="checkbox"/> Building Services</td> </tr> <tr> <td><input type="radio"/> Recycling & Waste</td> <td><input type="checkbox"/> Town Planning</td> </tr> <tr> <td><input type="radio"/> Parks & Gardens</td> <td><input type="checkbox"/> Children's services</td> </tr> <tr> <td><input type="radio"/> Surveying/Design/Projects/Assets</td> <td><input type="checkbox"/> Tourism</td> </tr> <tr> <td><input type="radio"/> Workshop (Mechanics)</td> <td><input type="checkbox"/> Other:</td> </tr> <tr> <td><input type="radio"/> Water (Plumbers or Treatment Plants)</td> <td></td> </tr> <tr> <td><input type="radio"/> Road Operations</td> <td></td> </tr> </table>				<input type="checkbox"/> Administration	<input type="checkbox"/> Finance	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Community Services	<input type="checkbox"/> Technical Services*	<input type="checkbox"/> Building Services	<input type="radio"/> Recycling & Waste	<input type="checkbox"/> Town Planning	<input type="radio"/> Parks & Gardens	<input type="checkbox"/> Children's services	<input type="radio"/> Surveying/Design/Projects/Assets	<input type="checkbox"/> Tourism	<input type="radio"/> Workshop (Mechanics)	<input type="checkbox"/> Other:	<input type="radio"/> Water (Plumbers or Treatment Plants)		<input type="radio"/> Road Operations	
<input type="checkbox"/> Administration	<input type="checkbox"/> Finance																				
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Community Services																				
<input type="checkbox"/> Technical Services*	<input type="checkbox"/> Building Services																				
<input type="radio"/> Recycling & Waste	<input type="checkbox"/> Town Planning																				
<input type="radio"/> Parks & Gardens	<input type="checkbox"/> Children's services																				
<input type="radio"/> Surveying/Design/Projects/Assets	<input type="checkbox"/> Tourism																				
<input type="radio"/> Workshop (Mechanics)	<input type="checkbox"/> Other:																				
<input type="radio"/> Water (Plumbers or Treatment Plants)																					
<input type="radio"/> Road Operations																					
* All placements in Technical/Environmental Services require OHS Construction Induction Certificate (white card)																					
Proposed Supervisor (if known)																					
Verbal contact made with proposed supervisor	<input type="radio"/> Yes <input type="radio"/> No																				

This page is for Council Use Only

Supervisor Declaration			
Supervising Staff Member Name(s)			
<p>I agree to supervise the work of _____, who will be a work experience student in my area from _____ to _____ and I will ensure that the student is under supervision at all times. I will take all reasonable steps to ensure their safety and that the student will be inducted to worksites and have appropriate PPE available. If the student is under 18 years of age, I understand that there are child protection issues and so I declare that I have never had an Apprehended Violence Order against me and I have never been convicted of a Registrable Offence (see below).</p>			
Signature		Date	
Position			
<p><i>A Registrable Offence against a child includes murder, sexual offences, indecency, kidnapping and offences related to child prostitution or child pornography.</i></p>			

Department Manager			
<input type="radio"/> Approved <input type="radio"/> Declined			
Signature		Date	
Manager Human Resources			
<input type="radio"/> Approved <input type="radio"/> Declined			
Signature		Date	

Human Resources Application Checklist & Approvals
<input type="checkbox"/> Current Certificate of Currency received confirming student covered by school/RTO insurance <i>(1 month prior to commencement)</i>
<input type="checkbox"/> School Placement Record received, where required <i>(10 days prior to commencement)</i>
<input type="checkbox"/> Original School Placement Record returned to school
<input type="checkbox"/> Proposed supervisor & manager have agreed on viability of work experience <i>(work, facilities, requirements)</i>
<input type="checkbox"/> Supervisor declaration completed <i>(above)</i>
<input type="checkbox"/> Copy of student's white card received <i>(10 days prior to commencement)</i>
<input type="checkbox"/> On-line Induction completed prior to commencement
<input type="checkbox"/> Supervisor advised of application outcome
<input type="checkbox"/> School/RTO notified of application outcome and all requirements met/not met

Please return completed form to Senior Human Resources Officer