

Work Placement Application

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Period from: To:			
Each day			
a) A level of public liability insurance (self-employed)			
b) Covered by an educational facility			
Y DETAILS (if applic	cable)		
Please be aware you as manager/Supervisor are totally responsible for the student and HR will only be involved at the initial process, and to help arrange an OSH induction. The general management and supervision is the responsibility of the yourself taking on the student. If you agree to take on the student you will need to: • directly discuss logistics with the Student to ascertain if they are suitable for the role, • discuss requirements and PPE required of the role (ie steel cap boots) and • arrange all associated commencement activities such as computer access, building access, rosters, and inductions.			
Request a letter from the Education Institute outlining the following; Information about the work placement; Student details; Emergency contacts; Insurance information (Certificate of Currency) Forward HR a copy of the letter/information to be assessed.			
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Business Unit Assessment	organisation;	act the work placement will have on the business unit and angements are not to proceed until Human Resources has acement	
APPROVAL			
Approval to go ahead with the Placement	Once HR has approved the work placement, they will contact you. You can then continue the process and liaise direct with the Educational Institute to discuss logistics for the work placement.		
FINALISE PREPARATIONS			
Arrange PPE and any other equipment required			
Arrange OSH induction	Date & Time:		
	Location:		
Arrange General inductions	Induction	Details	
Arrange other inductions, building access, IT access etc			
Start date and time:			
WORK TRIAL SIGN OFF			
Feedback	Forward feedback form to HR		
HR to Finalise paperwork	File this checklist, feedback form, Education Institute letter and relevant emails/correspondence to PER/899		