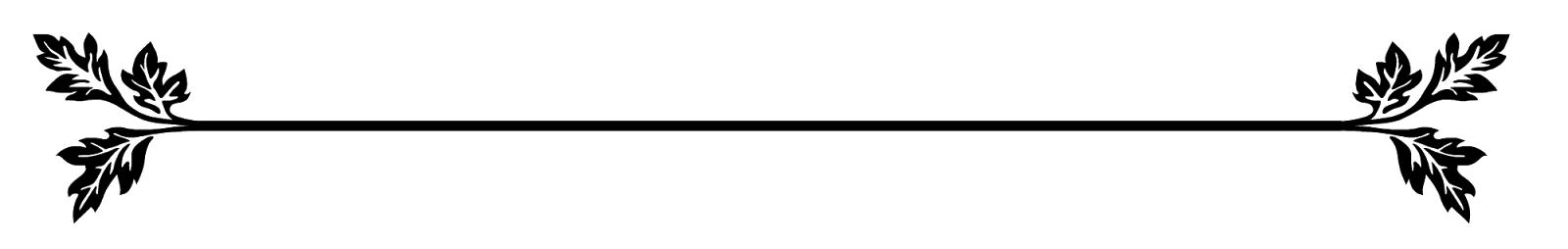
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Business name and description** | | | | | | | | | |  | | | | | | | | |
| Name:  Brief description of business and what it does: | | | | | | | | | | | | | | | | | | |
| **Contact person** | | |  | | | | | | | | | | | | |  | | |
| Name:  Position held:  Phone number:  Email: | | | | | | | | | | | | | | | | | | |
| **Opportunity/business profile** | | | | | | | |  | | | | | | | | | | |
| Outline your type of business and a “blurb” that will attract students to your workplace: | | | | | | | | | | | | | | | | | | |
| **Address** |  | | | | | | | | | | | | | | | | | |
| Postal address:  Address of placement: | | | | | | | | | | | | | | | | | | |
| **School preference for students** | | | | | | | | | |  | | | | | | | | |
| 🞎 All schools  🞎 Specific school/s Please List: | | | | | | | | | | | | | | | | | | |
| **Number of placements available for 2018** | | | | | | | | | | | | | |  | | | | |
| Number: 🞎 Structured Workplace Learning 🞎 School Based Apprenticeship Traineeship | | | | | | | | | | | | | | | | | | |
| **Date range for placement** | | | | | |  | | | | | | | | | **Hours** | |  | |
| From:  To:  *If more than one placement, please complete extra details on page 3 and include number, type, date range and hours.* | | | | | | | | | | | | | | | Arrival time:  Finish time: | | | |
| **Placement style** | | | |  | | | | | | | | | | | |  | | |
| 🞎 1 day a week for 🞎 weeks  Preferred day’s (if applicable): | | | | | | | | | | | | | | | | 🞎 Block of 1 week over school holidays 🞎 Block of 2 weeks over school holidays  🞎 Negotiable – discuss with Sarah Forte | | |
| **Attendance requirements** | | | | | | |  | | | | | | | | | | | |
| e.g. 7.6-hour day, attend on time | | | | | | | | | | | | | | | | | | |
| **Dress requirements on placement** | | | | | | | | | | |  | | | | | | | |
| e.g. Dress neatly, closed-in shoes, no jewellery | | | | | | | | | | | | | | | | | | |
| **Safety requirements, checks / qualifications required for placement** | | | | | | | | | | | | | | | | | |  |
| e.g. White Card, First Aid, follow OHS procedures | | | | | | | | | | | | | | | | | | |
| **Possible student duties/tasks** | | | | | | | | |  | | | | | | | | |  |
| 🞎 Assisting in the day to day tasks of the business 🞎 Cleaning  🞎 Answering the phone 🞎 Administration duties  🞎 Interacting with clients/customers 🞎 Researching  🞎 Use of social media platforms 🞎 Set up and pack up of equipment  Other (Please List): | | | | | | | | | | | | | | | | | | |
| **Potential skills attained during SWL** | | | | | | | | | | | |  | | | | | | |
| Skills students might learn (employability skills or industry-specific skills):  🞎 Customer Service 🞎 Cash handling 🞎 Communication skills  🞎 Ability to work in a team 🞎 Time management 🞎 Ability to work autonomously  🞎 Technical skills 🞎 Using specialist technology 🞎 Organisational  🞎 Problem solving 🞎 Self management 🞎 Initiative  🞎 Ability to work with a range of people  Other (Please List): | | | | | | | | | | | | | | | | | | |
| **Student requirements/ expectations** | | | | | | | | | | | | |  | | | | | |
| 🞎 Punctual 🞎 Prepared to work hard 🞎 Reliability  🞎 Show initiative 🞎 Consistent 🞎 Trustworthy  🞎 Appropriate dress 🞎 Get along with others 🞎 Responsible  🞎 Listens and takes direction 🞎 Accepts feedback 🞎 Positive attitude  🞎 Represent the business professionally  🞎 Good communication and interpersonal skills  Other (Please List):  Would you like to interview the student before placement? 🞎 Yes 🞎 No | | | | | | | | | | | | | | | | | | |
| **First day requirements** | | | | |  | | | | | | | | | | | | | |
| e.g. Who to report to, access/security issues, requirement to bring lunch | | | | | | | | | | | | | | | | | | |
| **Requirements of school** | | | | |  | | | | | | | | | | | | | |
| e.g. Visit student while on placement | | | | | | | | | | | | | | | | | | |
| **Extra details** | |  | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| **SWL Coordinator Notes** | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |



***Thank you for providing a valuable SWL Opportunity.***