|  |  |
| --- | --- |
| **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 equipmentOther (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 peopleOther (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 skillsOther (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.***