



# ONSITE Placement Form

for PLACEMENT YEAR 2023: SEMESTER 1  SEMESTER 2

## Applicant Information

Full Name: \_\_\_\_\_ 2023 Year Level: \_\_\_\_\_

Last Name

First Name

Suburb: \_\_\_\_\_ Mode of Transport: \_\_\_\_\_ Student Mobile: \_\_\_\_\_

There are **two options** when it comes to gaining a work placement with ONSITE. You can make contact with a chosen workplace through your own research and/or contacts **OR** you can list 4 preferences which details businesses you have an interest in gaining a placement with, in your chosen industry. **Please note: To work in many trade areas, you will need to obtain a White Card (online). You will need to discuss this with your School Coordinator.**

**Please check with School Coordinator that your dates fall within the agreed ONSITE calendar. If they do not, please specify exact dates (& day of the week):** \_\_\_\_\_

## OPTION 1: Confirmed Placement (the workplace has AGREED to take you)

Company: \_\_\_\_\_ What job will you be doing (please be specific)? \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date you spoke with this person: \_\_\_\_\_  
How did you get this contact? \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## OPTION 2: Preferences (under each company, please list the job you are hoping to do)

1. Company Address _____	What type of work do you hope to do? Must be specific, e.g. sport teaching/diesel mechanic/metal fabrication etc Contact name and number _____	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
2. Company Address _____	What type of work do you hope to do? Must be specific, e.g. sport teaching/diesel mechanic/metal fabrication etc Contact name and number _____	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
3. Company Address _____	What type of work do you hope to do? Must be specific, e.g. sport teaching/diesel mechanic/metal fabrication etc Contact name and number _____	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____
4. Company Address _____	What type of work do you hope to do? Must be specific, sport teaching/diesel mechanic/metal fabrication etc Contact name and number _____	How did you get this contact? <input type="checkbox"/> Own contact <input type="checkbox"/> Provided by school <input type="checkbox"/> Other _____

## Student Placement Information

### I UNDERSTAND:

1. All sections on the form must be completed in full.
2. **All four preferences** must be realistic. I should have an idea of the job role and the tasks I am likely to be undertaking.
3. Once a placement is organised there should be no changes and I am committed to finish the placement dates.
4. If I have been placed and I withdraw, I must contact the HOST WORKPLACE and ONSITE.
5. I must act in an exemplary manner at all times in the workplace and can be withdrawn for misconduct. I represent ONSITE, my school and myself.
6. I must inform the HOST EMPLOYER, ONSITE and the SCHOOL if I am going to be absent from the workplace, **giving as much notice as possible**.
7. I must advise ONSITE of any issues associated with the workplace.
8. Work placement commitments receive priority over all after-school activities.
9. I may need to travel a distance to my work placement which may include using public transport.
10. I may make up absent/extra days by negotiating with the workplace supervisor, and need to communicate these with ONSITE and my school coordinator.
11. I am responsible for bringing my logbook to each work day, and for completing all tasks to meet ADWPL requirements.

<b>Do not request</b> – unless confirmed own placement	<b>Difficult to place</b> – own placement/contact highly encouraged	<b>Easier</b> to secure placements	<b>Requires</b> travel and/or early hours
Aquaculture Film Music Radio TV Zoo	Animal Care (Vet Nursing) Design (Photography, Fashion, Drafting, Graphics) Electrical/Telecommunications Engineering IT Media Nursing (Aged Care recommended) Sport and Recreation Youth Work	Childcare Education Assistant Hairdressing Hospitality PE Teaching Retail Teaching Trades	Agriculture Construction Engineering Logistics Trades Transport

**To investigate possible career occupations and/or industries, please visit:**

<https://www.jobsandskills.wa.gov.au/>

Student Signature

Date

**Parent/Guardian: Please do not sign this Placement Form unless it is fully completed, otherwise it may be rejected. School Coordinators cannot accept incomplete forms.**

Parent/Guardian Signature

Date

Parent/Guardian Name *(Please print)*

- **Please note:** ONSITE keeps personal information strictly confidential and only uses information to meet Duty of Care requirements and to provide education and training for the students of member schools.
- ONSITE does use student photos for marketing the program. If you **do not** wish ONSITE to take photos of your daughter/son, you must advise ONSITE in writing, prior to the commencement of the first placement.
- ONSITE is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- ONSITE is a service agent of the member schools and works within the Privacy Guidelines established by each member school, with additions as listed above.