



**HOST EMPLOYER DETAILS**

Name of organisation or trading name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Location of Placement (if different from above address) \_\_\_\_\_

**Declaration for Government schools:**

Host employer/workplace supervisor to note, sign and date below:-

- I have read An Employer's Guide to Workplace Learning and am aware of the employer's rights and responsibilities outlined in it and the need to provide a safe and positive environment for the student, free from harassment and discrimination.
- I will provide planned learning and skill development activities appropriate for the student under the supervision of myself or a capable and trustworthy employee briefed for the task.
- I confirm that the activities assigned are suitable for the student and the OHS risks have been assessed and managed in conformity with the NSW OHS Act 2000.
- I will see that the student is first provided with a site-specific workplace induction and then with the appropriate information, instruction, training, supervision (and protective equipment if needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement
- I will notify the student's school if the student is ill, injured, absent without explanation or behaving inappropriately,
- I am aware of the special responsibilities associated with working with children and young people as detailed in the section related to child protection in *An Employer's Guide to Workplace Learning*
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children
- I have informed employees of their responsibilities when working with children and young people.

\_\_\_\_\_  
Signature of host employer or workplace supervisor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Declaration for Catholic & Independent schools:**

Host employer/workplace supervisor to note, sign and date below:-

- I agree to supervise and support the student for the purposes of the placement.
- The student will not undertake activities involving no-go areas, or machinery and/or equipment that is deemed dangerous for new or young workers to operate.
- I agree to act in accordance with workplace responsibilities, including those set out in the OH&S and Anti-Discrimination Acts. This includes assessing activities to ensure that they are suitable for the student.
- I agree to provide the student with a site-specific workplace induction, training & supervision during the placement.
- Where I have been provided with Medical Needs information and/or Special Needs information, I accept the responsibility of supporting these needs whilst the student is in the workplace.
- I have read the appropriate *An Employer's Guide to Workplace Learning* and am aware of the employer's rights and responsibilities outlined in it.
- I have read and understand the section on Insurance and Indemnity Provisions.
- I acknowledge that the student will not be paid in relation to the placement.
- I acknowledge that the student is not a worker within the meaning of the NSW Workers' Compensation legislation.
- I have notified the school of any workplace requirements to be fulfilled by the student or school prior to commencement of the placement.
- I am aware of the special responsibilities associated with working with children as detailed in the section related to child protection in *An Employer's Guide to Workplace Learning*. I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.

\_\_\_\_\_  
Signature of host employer or workplace supervisor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

## Description of the proposed placement

The organisation has hosted school students in the last 12 months Yes / No  
I feel confident about which tasks in my workplace are suitable for students and which tasks are unsuitable Yes / No  
Student induction to the workplace includes relevant health and safety matters including emergency procedures and a tour of relevant work areas. (An *Employer's Guide* provides guidance) Yes / No  
I am willing to discuss the possibility of hosting a student with a mild disability or special needs. Yes / No

**Supervision:** Name of the experienced employee who will provide on-going supervision of the student:

Supervisor's name: \_\_\_\_\_ Position: \_\_\_\_\_

**Dress Requirements:** \_\_\_\_\_

### Attendance Details:

Starting time: \_\_\_\_\_ Finishing time: \_\_\_\_\_ Lunch break: \_\_\_\_\_ Total work hours per week: \_\_\_\_\_

**Student Tasks/Duties:** \_\_\_\_\_

**Student Special Requirements & Placement Comments:** Student MUST phone employer ONE week prior to placement to confirm details. **Other** (e.g. Transport / travel, multiple sites, equipment) please specify: \_\_\_\_\_

**Indicate any risks to the student** in the planned activities eg manual handling; repetitive activities such as keyboarding; exposure to sun, chemicals, fumes; use of particular tools or equipment \_\_\_\_\_

**How will those risks be eliminated or controlled?** \_\_\_\_\_

**Any activities or tasks the student is not to undertake** eg. No-go areas, machinery or equipment that is too dangerous for new or young workers to operate: \_\_\_\_\_

**Work Safety Information:** Circle if these are available to the student: First aid facilities, suitable toilet facilities. Other: lunch room, canteen, lockers, other: \_\_\_\_\_

**Overview:** Type of Industry: \_\_\_\_\_ Main Activity: \_\_\_\_\_

Public/Government enterprise  Private enterprise  Self-employer  Other \_\_\_\_\_

Approx. no. of years in current operation  Approx. no. of employees at proposed worksite

### Placements:

I am prepared to host students for work placement on a regular basis.  I cannot host students for work placement on a regular basis.

1 per week  1 per fortnight  1 per month  1 per term  Other: \_\_\_\_\_

2 per week  2 per fortnight  2 per month  2 per term