

Student's Name: _____	TAFE NSW Institute: _____	Host Business: _____
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### Section 3: TAFE NSW details

TAFE NSW Institute _____	Email _____
Address _____	TAFE Campus phone number _____
_____	Office hours _____
_____	TAFE NSW Institute's nominated contact, _____
_____	position and phone/mobile details during normal business hours _____

The TAFE NSW Institute undertakes to ensure that:

- the student is prepared for the workplace to optimise the student's safety and achievement during their placement
- the employer is provided with a copy of The Workplace Learning Guide for Employers
- the student's parents or carers are provided with a copy of The Workplace Learning Guide for Parents and Carers
- if the placement involves accommodation away from home, additional preparation occurs and relevant documentation is completed & attached.
- the travel form is completed, where relevant. (NEW)

### Section 4: Host employer details (This first section may be completed by the student)

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

Address \_\_\_\_\_ Contact person \_\_\_\_\_

\_\_\_\_\_ Position \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Mobile \_\_\_\_\_

Website \_\_\_\_\_ Fax < \_\_\_\_\_

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

Request is for:  HSC VET work placement or  Other \_\_\_\_\_

**Dear Host Employer:**  
 Please complete all the following responses to give the TAFE NSW Institute important information about the proposed placement. If more space is needed please attach the information. This will assist the TAFE NSW Institute to manage their duty of care to the student and your responses will help you satisfy your relevant workplace obligations. You may wish to keep a file copy as a guide for any future placements. Thank you.

#### Overview

Type of industry \_\_\_\_\_ Main activity \_\_\_\_\_

Approx no. years in current operation \_\_\_\_\_ Approximate no. employees at proposed worksite \_\_\_\_\_

Government enterprise  Private enterprise  Self-employed  Other \_\_\_\_\_

Tick only if you have hosted school students for work experience or work placement in the last 12 months.

#### Supervision and student hours

Name of the experienced employee who will provide on-going supervision. The supervisor would not be a trainee or an apprentice.

Supervisor's name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

Attendance Information:

Tick where relevant:  Block  One day per week  Split shifts

Shift details and location \_\_\_\_\_

Start/finish details \_\_\_\_\_

Please note: there are a number of hazardous activities which are prohibited for students undertaking placements. These are listed at:

[Prohibited activities and activities that need special consideration.](#)

Or see website <https://www.det.nsw.edu.au/vetinschools/worklearn/ProhibitedActivities.html>

#### Description of the proposed placement – in detail

See [Completion of the Student Placement Record to meet the Department's standards](#) or see website

<https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html>

Activities/duties to be undertaken by student:

Any activities or tasks the student is not to undertake e.g. no-go areas, machinery or equipment that is too dangerous for new or young workers to operate. Please be specific. \_\_\_\_\_

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### Section 4: Host employer details (Continued from page 2)

Indicate any risks to the student in the planned activities e.g. manual handling, repetitive activities, exposure to sun, chemicals, fumes, use of particular tools or equipment, proposed horse riding or use of farm vehicles. Please be specific.

How will those risks be eliminated or controlled? Please be specific.

Special conditions e.g. clothing, footwear, equipment, pre-training, vaccination, transport, multiple sites, routine car travel & individual student needs.

Please tick if these are available to the student:

Essential:	<input type="checkbox"/> first aid facilities	<input type="checkbox"/> suitable toilet facilities	<input type="checkbox"/> drinking water
Other:	<input type="checkbox"/> lunch room	<input type="checkbox"/> staff canteen	<input type="checkbox"/> lockers

Tick this box if you wish the student's TAFE NSW Institute to contact you prior to the placement e.g. to provide you with information about the student such as their experience, skill level, any adjustment required, or for you to discuss aspects of the student's safety in the workplace.

#### Host employer/workplace supervisor to complete the following declaration:

- I have read [The Workplace Learning Guide for Employers](#) 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 that WHS risks have been assessed and managed in accordance with the requirements of the Work Health and Safety Act 2011 (NSW) and [Completion of the Student Placement Record to meet the Department's standards](#)
- I will check any health care concerns with the student and ensure they and their supervisor knows what to do in the case of a medical event i.e. where the student will keep their medication, e.g. an adrenaline auto-injector-EpiPen.
- I will consult and cooperate with the TAFE NSW Institute and will notify the TAFE NSW Institute immediately of any health and safety incidents involving a student while on placement, including near misses, to enable TAFE NSW to fulfil its WHS obligations.
- 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 personal protective equipment where needed) throughout the placement.
- I acknowledge that the student will not be paid in relation to the placement.
- I will notify the TAFE NSW Institute if the student is ill, injured, absent without explanation or behaving inappropriately.
- I will notify the TAFE NSW Institute immediately if I need to change sites, redirect students to another location or find asbestos on the site.
- I have read and understood the special responsibilities associated with working with children and young people as detailed in the section related to child protection in The Workplace Learning Guide for Employers. I understand students must report incidents to their TAFE NSW Institute.
- 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.

Additional Information for Employers is available at:  
<https://www.det.nsw.edu.au/vetinschools/worklearn/worklearnpolicy.html> or scan the QR code opposite.



Signature of host employer/workplace supervisor

Date

Print Name

Position

**Privacy notice-for all parties**

The information provided by students, parents/carers and host employers is obtained for the purpose of coordinating a workplace learning opportunity for the TAFE NSW student. TAFE NSW will use the information to meet student health, duty of care and child protection responsibilities and to support the information needs of the student, host employer and the parent/carer. The Work Placement Service Provider might access information related to HSC VET work placements but only with the approval of the Institute Manager or nominee.

Providing this information is voluntary. However, if you do not provide any of the information requested then the student may not be able to undertake the planned workplace learning.

The information you provide will be stored securely and kept for a minimum of two years where there is no further action relating to the placement. The information will only be disclosed for purposes directly related to the purpose for which it is collected.

You may correct any personal information by contacting the teacher in charge of the student's workplace learning program at the student's TAFE NSW Institute.