



STUDENT AGREEMENT AND CODE OF CONDUCT FOR WORK PLACEMENT

1. I agree to complete the required paperwork for Work Placement accurately and promptly.

2. I acknowledge that it is the school's policy for students to firstly attempt to find their own work placement position. If the student is unsuccessful in gaining a placement the school will make every effort to confirm a placement for you within your area of first preference. However, it may be difficult to find an employer in this industry area; therefore second and third preferences will be used. Once placements are confirmed in writing, cancellations and amendments are not possible unless special circumstances apply.

3. I understand that should I decline an offer for work placement, I risk being placed at the bottom of the list of applicants.

4. I recognize that it is a privilege to gain workplace training and that I have a responsibility to both my employer and my school. I shall treat the work placement as a serious part of my education.

5. I agree to show courtesy and respect to those with whom I work and any member of the public with whom I come in contact.

6. I agree to present myself well and dress appropriately for the work involved in the placement, especially in meeting any dress code or wearing safety items.

7. I agree to meet the highest standards in good manners, integrity and honesty.

8. I agree to follow employment protocols in terms of absence due to illness or bereavement. If I need to be absent I shall notify my work place supervisor and the school at least two hours prior to my commencement time.

Student Signature: _____ Date: / /2016

Parent/Guardian Agreement:

I agree that the placement request is appropriate for my child and is suitably located for transport to the locations indicated.

Parent/Guardian signature: _____ Date: / /2016