** WORK PLACEMENTS  
 WEXP / SWL PROCEDURE AND CHECKLIST**

|  |  |
| --- | --- |
|  | Application received from school –Work Placement application form along with the Arrangement form (Work Experience (WE) or Structure Workplace Learning (SWL) Form) the student details must be completed (first page). Both completed Application Request Form and Arrangement Form must be submitted via **email to: erlinda@bblllen.org.au.** **at least 6 weeks** prior to the required starting date. |
|  | BBLLLEN will contact Interchange Gippsland (ICG) and will attached both forms WE/SWL arrangement form and Application Request form. **Each student application is considered individually, for 1 term only.** |
|  | **Provisional Placement Approved** by Interchange Gippsland by signing the Employer Acknowledgement section (employer to sign) of the arrangement form, signed and dated the form and return this via **email to:** [**erlinda@bblllen.org.au**](mailto:erlinda@bblllen.org.au)**.** |
|  | Once BBLLEN staff received the signed provisional arrangement form from Interchange Gippsland, BBLLEN staff will send the following documents to career adviser to complete the process by completing all forms with their student. These are: |
|  | **For principal signature**   * Work experience arrangement form or; * SWL arrangement form   **For Student to complete**   * Confidentiality Statement Form * Student Excursion Medical Form * ICG Screening forms dependent on student age, which may include - Working with Children Check, Crim Check, Safety Screening Statutory Declaration, Disability Worker Exclusion Scheme |
|  | All of the above paperwork needs to be completed at the earliest or no later than **three (3) weeks** prior the student commencing. Please note that if any the paperwork above are incomplete the placement cannot go ahead. Ensure that all paperwork above must be completed and return these via **email to:** [**erlinda@bblllen.org.au**](mailto:erlinda@bblllen.org.au)**.**  These documents need to be emailed to ………………….at Interchange Gippsland admin@ icg.asn.au |
|  | A confirmation letter to student will be issue by BBLLLEN staff and this will be copied to career adviser and the supervisor. |
|  | **Not approved** – will advise school ASAP |

**For all Interchange Gippsland student placement to contact   
Erlinda James 5633 2868 or mobile 0419 298 064**

**Work Placement Application Form 2023**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION**

**School attending: Year Level in:**

**Age: Date of Birth: / / Gender:** Female / Male

**Given Names (all):**

**Surname:**

**Address:**

**Suburb / Town: State: Postcode:**

**Home Telephone: Mobile:**

**Email:**

**Do you identify as Aboriginal and/or Torres Strait Islander? Yes No**

**Do you require a:-**

**Work Experience Placement (5 days/week long block)**

**Date requested: From / / to / /**

**OR**

**Structured Workplace Learning Placement SWL (one day per week for duration of school term)**

**Starting date requested: / / to / /**

**Preferred day of the week:**

**Are you studying VCE or VCAL? VCE VCAL Year 10**

**Are you undertaking VET studies? Yes NO**

**Which Course? (e.g. Cert II in Engineering at TAFE Gippsland, Yallourn)**

**In which department do you require a placement?**

* **Allied Health**
* **Business Administration**
* **IT**
* **Marketing and Media**
* **Photography**
* **Customer Service**

**Why do you want to undertake placement at Interchange Gippsland?**

***I understand that submission of this form does not guarantee an offer of a work placement***

**Student Signature: Date: / /**

**Please ensure your school Careers adviser/Work Experience Coordinator completes the section below**

As a representative of (Name of school) ,

I endorse and support this student’s application.

**Careers/VETis/Work Experience Coordinator’s Name: (print)**

**Signature: Date: / /**

**This completed application must be returned by email to the Baw Baw Latrobe LLEN at least 6 weeks prior to the required starting date. Email to :** [**erlinda@bblllen.org.au**](mailto:erlinda@bblllen.org.au)

**For further information, contact Erlinda James on 5633 2868 or mobile 0419 298 064**

