This form is to be completed by students interested in a work placement at MSCWA.

A minimum six weeks’ notice is required. Please note that MSCWA cannot guarantee availability of a suitable placement.

**HOW TO REQUEST A WORK PLACEMENT AT MSCWA**

1. Complete all fields in the form and the student declaration.
2. Attach your resume (if available) and any introductory letters from your school/institution. If a placement is offered, a copy of the educational institution’s Certificate of Currencywill be required.
3. Email the completed form and attachment(s) to [workplacement@mscwa.com.au](mailto:workplacement@mscwa.com.au).

|  |
| --- |
| **Student’s Personal Details** |

|  |  |
| --- | --- |
| **First name**: Click here to enter text. | **Surname**: Click here to enter text. |
| **Date of birth:** Click to enter a date. | **Phone**: Click here to enter text. |
| **Email**: Click here to enter text. | |
| **Please indicate any additional needs or mobility requirements**: Click here to enter text. | |

|  |
| --- |
| **Educational Institution Details** |

|  |  |
| --- | --- |
| **Institution name**: Click here to enter text. | |
| **Address**: Click here to enter text. | |
| **Study level** TAFE: | |
| **Course of study (if applicable)**: Click here to enter text. | |
| **Placement Coordinator**: Click here to enter text. | **Position**: Click here to enter text. |
| **Phone**: Click here to enter text. | **Email:** Click here to enter text. |

|  |
| --- |
| **Proposed Work Placement** |

|  |  |
| --- | --- |
| **Start date**: Click to enter a date. | **End date**: Click to enter a date. |
| **Flexible with dates:** Yes No | |
| **Number of hours per day**: Insert hours. | **Number of days per week**: Choose an item. |
| **Supervisory requirements**: Click here to enter text. | |
| **Additional information** | |
| **Work placement** | |
| Please indicate your area of interest and list the competencies you are required to demonstrate/learn during your work placement at MSCWA. | |
| Click here to enter text. | |
| **Work placement goals** | |
| What are your intended goals from the work placement? | |
| Click here to enter text. | |

**Student declaration**

In submitting this form, I declare that I have read, understood and agree to abide by the Conditions of Work Placements outlined below, if offered a work placement at MSCWA

**Conditions of Work Placements**

**General conditions**

* Work placements may be offered to students of educational institutions as part of structured work experience to build their study or professional related skills.
* Work placements are not guaranteed and will depend on the period of time and length of placement requested, and the availability of MSC employees to adequately supervise and support a student on placement.
* Work placement is unpaid and short-term.
* Work placement is always a matter of choice.
* Work placement is often a compulsory element of a student’s course with an educational institution.
* Work placement is not a substitute for paid work.
* Students on work placements do not replace paid employees, nor constitute a threat to the job security of paid employees.

**MSC’s obligations**

* MSC will negotiate the duration of work placements, including commencement date, end date and contact hours, which will vary between each placement.
* MSC will provide a meaningful learning experience, training or skill development to a student on placement.
* MSC will provide the student with a suitable induction with respect to acceptable behaviour, confidentiality requirements and MSC’s objectives and policies.
* MSC will provide appropriate supervision corresponding with the knowledge, skills and abilities of the student and the type of work being undertaken.

**Student / educational institution’s obligations**

* A student over 18 years old shall provide a National Police Certificate or NDIS worker screening check (depending on the program they will be undertaking the student placement), and if applicable, a Working with Children Check, at their own expense, prior to commencement of a work placement.
* The educational institution will provide personal injury insurance for the student for the duration of the work placement.
* The student shall meet the dress requirements of being neat, tidy and suitable for the workplace during the work placement.
* Information obtained whilst undertaking a work placement is deemed confidential and the student must not divulge to any other party without authorisation.
* The student shall demonstrate accountable, ethical and responsible behaviour during the work placement.