

Work Experience Request Form

Information:

City of Launceston cares about our community and supports local secondary schools, TAFE, universities and other organisations with hosting work placement opportunities.

Work experience and work placements aim to provide students with an opportunity to relate their studies and career aspirations to the workplace, prepare them for the demands and expectations of the working world and help them to make informed career decisions.

If you are a student interested in participating in work experience, please discuss this with your teacher, as all work experience requests must be organised through your school/place of study. We cannot make arrangements directly with students.

We regret that we cannot provide work experience that is not school-based or does not conform with recognised programs due to legislative or insurance limitations.

To request a work placement, please complete the details on this Form and email to contactus@launceston.tas.gov.au at least four weeks prior to your requested dates, to enable consideration of your request.

Request:

Indicate in order of preference, the team or area of interest, where the participant wishes to apply for a work experience placement:

- 1.
- 2.
- 3.

Indicate the dates when the student is required to undertake the placement, or if the placement period is flexible:

Indicate what days / hours are suitable for the student to attend the workplace:

Personal Details:

Participant Name:

Home Address:

Emergency Contact Person:

Emergency Contact Phone Number:

Special Needs/Support required to accommodate placement Yes No

Details:

Insurance:

Certificate of currency, including personal injury insurance, is provided by:

Please attach a copy of the certificate of currency to this form

Educational Institution / Business Details:

School / Tertiary / Business Name:

Address:

Contact Person:

Phone Number:

Contact Email:

Year of study / Course of Study:

Learning Outcomes:

To help us provide the most suitable placement, please indicate what learning outcomes are required from this placement.

Please attach any relevant documentation.

****Personal Information Protection Statement***

As required under the Personal Information Protection Act 2004

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to the City of Launceston
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of the City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005).

PURPOSE:

The purpose of the Work Experience Request Form is to ensure that we have essential information to assess whether we have the capacity to host a work placement and the ability to provide the learning outcomes required.

SCOPE:

Applies to all requests for work placements with the City of Launceston

RELATED POLICIES & PROCEDURES:

[17-Plx-005 Personal Information Protection Policy](#)