

Student and Trainee Placement Request Form

This form must be submitted by the Manager to the CEO for approval.

Placement Details			
Student/Trainee Name:			
Currently studying:			
University/RTO:			
Service:			
Programs (if relevant):			
Proposed supervisor:			
Does the supervisor have an equivalent or higher qualification?	Yes / No Please provide details:		
Proposed date of commencement: <i>To be confirmed with HR prior to agreement.</i>		Expected completion date:	
Number of hours:		Duration	
Proposed outline of tasks:			
IT requirements:	<input type="checkbox"/> Computer <input type="checkbox"/> Email <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Client Management System (e.g. SRS) <input type="checkbox"/> Other: _____		
Screening checks required: <i>For more information, see the Suitability Policy.</i>	<input type="checkbox"/> Blue Card <input type="checkbox"/> LCS2 <input type="checkbox"/> NDIS Worker Screening <input type="checkbox"/> Police Check		
If you ticked yes to the above, details of existing checks need to be provided to HR prior to the placement and some may require verification through submitting additional forms.			
Will the worker be driving?	Yes / No If yes, are they on an open licence? Yes / No		
Anyone driving will need to provide a copy of their licence and complete a Drivers Declaration upon induction.			
Submission			
By signing the below, I have considered that hosting a student or trainee placement: <ul style="list-style-type: none"> Is in the best interest of the service Will not place undue demand on those who are supervising 			
Manager Signature:		Date:	
Agreement			
By signing below and based on the information supplied above, I approve the proposed student placement.			
CEO Signature:		Date:	