



STUDENT FOUND OWN WORK PLACEMENT

Students who wish to arrange their own work placement should first contact the potential host employer prior to filling out the "Student Found Own" form. Once the employer has confirmed their willingness to host, students should then complete and submit the "Student Found Own" form to their VET Coordinator/Teacher. VET Coordinator/Teachers are required to submit the form to MWLP at least **six weeks prior** to the planned placement date.

MWLP will then reach out to the host employer to formally request the placement date and complete the necessary induction & paperwork required. If successful, MWLP will then provide the VET Coordinator/Teacher with the confirmation paperwork.

PLEASE COMPLETE THE DETAILS IN THE SPACES PROVIDED:

Student: _____

Teacher: _____ School/TAFE: _____

Framework: _____

Placement Date: _____

Details of Host:

Company Name: _____

Contact Name: _____ Phone: _____

Mobile: _____ Email: _____

Address: _____

Placement Dates: _____

Student Name: _____ Student Signature _____

TEACHER/VET COORDINATOR:

I have reviewed and confirmed the appropriateness of this work placement for the student following discussions with them.

Teacher Name: _____ Teacher Signature _____