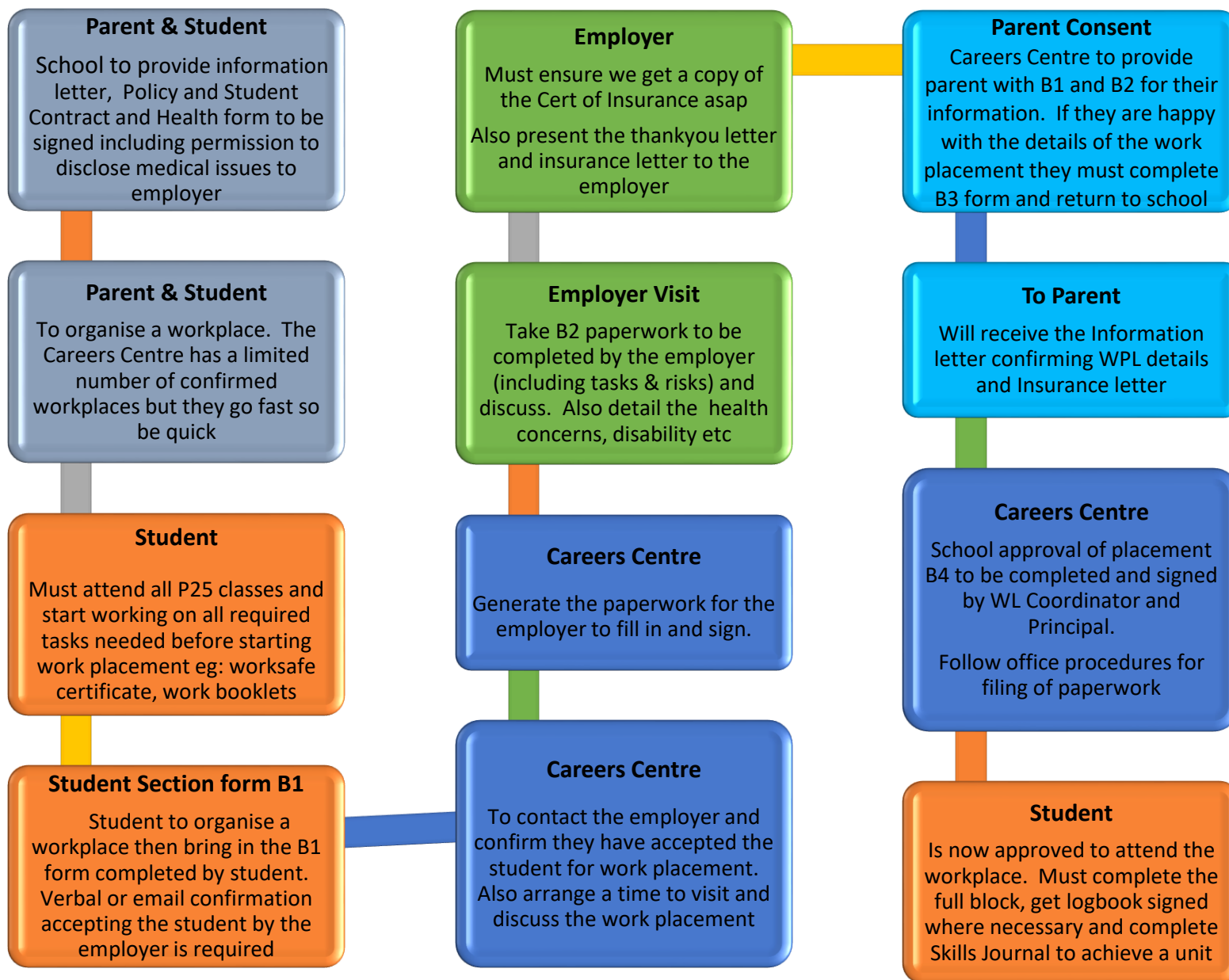


# Parent/Student information Flow Chart for Workplace Learning Paperwork Process



**Parent & Student**  
School to provide information letter, Policy and Student Contract and Health form to be signed including permission to disclose medical issues to employer

**Parent & Student**  
To organise a workplace. The Careers Centre has a limited number of confirmed workplaces but they go fast so be quick

**Student**  
Must attend all P25 classes and start working on all required tasks needed before starting work placement eg: worksafe certificate, work booklets

**Student Section form B1**  
Student to organise a workplace then bring in the B1 form completed by student. Verbal or email confirmation accepting the student by the employer is required

**Employer**  
Must ensure we get a copy of the Cert of Insurance asap  
Also present the thankyou letter and insurance letter to the employer

**Employer Visit**  
Take B2 paperwork to be completed by the employer (including tasks & risks) and discuss. Also detail the health concerns, disability etc

**Careers Centre**  
Generate the paperwork for the employer to fill in and sign.

**Careers Centre**  
To contact the employer and confirm they have accepted the student for work placement. Also arrange a time to visit and discuss the work placement

**Parent Consent**  
Careers Centre to provide parent with B1 and B2 for their information. If they are happy with the details of the work placement they must complete B3 form and return to school

**To Parent**  
Will receive the Information letter confirming WPL details and Insurance letter

**Careers Centre**  
School approval of placement B4 to be completed and signed by WL Coordinator and Principal.  
Follow office procedures for filing of paperwork

**Student**  
Is now approved to attend the workplace. Must complete the full block, get logbook signed where necessary and complete Skills Journal to achieve a unit