Stage 1 and Stage 2 Workplace Practices

Agreement to use part-time or casual employment for study

This form is to be completed by the student, the employer, and the teacher. It deals with the student’s use of part-time or casual employment to contribute to achievement in the SACE subject called Workplace Practices.

|  |  |
| --- | --- |
| Student’s name |  |
| Student’s school |  |
| Employer |  |

Conditions

The student named in this agreement is studying SACE Stage 1 or Stage 2 Workplace Practices at the school named above.

He or she is also employed in a part-time or casual capacity by the employer named above.

Agreement has been reached that the student:

(a) may discuss in class, or write about, his or her experience at work

(b) will, upon request, show the employer any notes or class work relating to his or her employment

(c) undertakes to use discretion and respect confidential matters in discussing aspects of the business.

Agreement has also been reached that the employer will:

(a) at convenient times and places, help the student to understand the purposes and operation of the business

(b) at an agreed convenient time, and in a manner acceptable to the employer, give the student’s teacher an opportunity to observe the student at work.

The student is covered by an insurance policy.

Agreement has also been reached on the following special conditions (if applicable):

|  |
| --- |
|  |
|  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of student  |  | Date |  |
| Signature of teacher |  | Date |  |
| Signature of employer  |  | Date |  |