

Workplace Learning will be coordinating your compulsory work placement in 2016.

In order to undertake work placement, we require you to submit an online registration form. This information enables us to generate a Student Placement Record for you, and its completion ensures the appropriate insurance and indemnity arrangements are in place for your work placement.

**01 STUDENT – LOG ONTO [WWW.STUDENTREGO.COM](http://WWW.STUDENTREGO.COM)**

**02 ENTER THE REGISTRATION CODE GIVEN TO YOU BY YOUR TEACHER**

- 02.1 This is a 5 digit number
- 02.2 If you enter the wrong number, Workplace Learning won't receive your registration and you risk missing out on a work placement



**03 ENTER INFORMATION INTO ALL THE FIELDS**

- 03.1 The form will not submit unless all fields are entered
- 03.2 Be sure that you have entered your HIGH SCHOOL as your "Home School" and not the EVET Campus (i.e. TAFE).
  - NOTE – Your "Home School" may already list your EVET Campus – if so you will need to change this to your HIGH SCHOOL
- 03.3 If you choose not to enter information, simply type N/A
- 03.4 If you choose not to enter an email, simply type [000@000.com](mailto:000@000.com) (or ask your guardian or teacher if you can use theirs)
- 03.5 If you choose not to enter a mobile, simply type 000 000 0000
- 03.6 Please use capitals where necessary and be very careful with your spelling. This information will be printed onto a Student Placement Record, which will ensure you have insurance on work placement

**04 READ THE DOT POINTS BEFORE SUBMITTING YOUR FORM**

- 04.1 It is very important that you read the information as there are obligations that you need to be aware of
- 04.2 If you have problems submitting your form, please contact your local Workplace Learning office (details below)

**05 ADVISE YOUR TEACHER THAT YOU HAVE SUBMITTED YOUR FORM**

**CONTACT US**

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# EVET WORK PLACEMENT STUDENT REGISTRATION EXAMPLE

Welcome to the Vocational Placement Request form.





Please complete the following form for submission to Workplace Learning.

**Provider Name** TAFE Illawarra (West Wollongong Campus)  
**Teacher Name** Jane Doe  
**Area Of Study** Information & Digital Technology




**Home School** TAFE Illawarra (West Wollongong Campus) 

**Given Name**   Required  
**Surname**   Required  
**Gender**  Male  Female  Required  
**Date of birth**     Required  
**Year Level**   Required  
**Indigenous**  Yes  No  Required


**Home Address Details**

**Home Address**   Required  
**Suburb**   Required  
**State**   State Required  
**Postcode**   Postcode Required

**Phone & Email Details**


**Home Phone**   Required  
**Your Mobile**   Required  
**Email Address**   Required

**Disability Details**

Do you have a disability that may affect your vocational placement?  
 Yes  No  Required



Disability Notes

**Medical Details**

Do you have a medical condition of which an employer should be aware?  
 Yes  No  Required

List any special requirements the employer needs to consider during placement

**Emergency Contact Details**

**Contact Name**   Required  
**Phone/Mobile**   Required

Your **Provider, Teacher & Area of Study** will always be pre filled out here – if you don't see the right class, try going back and re-entering the new code – if you register in the wrong class by accident – just make sure to tell your teacher so they can make Workplace Learning aware.

Your **Home School** may already list your EVET Campus – if so you will need to change this to your HIGH SCHOOL

If you have no **Phone** or **Email** it is suggested that you ask your parent/carer or teacher if you can use theirs. If not, you will need to enter something that is in the correct 'mobile' or 'email' format like below:

**Phone & Email Details**

**Home Phone**   
**Your Mobile**   
**Email Address**

# EVET WORK PLACEMENT STUDENT REGISTRATION EXAMPLE

The information provided by you is used to support the needs of the prospective host employer and to allow the proposed work placement to be established.

Providing this information is voluntary, however if you do not provide the information requested, you may not be able to undertake the work placement. The information you provide will be stored securely and will only be disclosed for the purposes of which it was collected.

- I request Workplace Learning to obtain a Vocational Placement for me using the above information, which is true and correct.
- I have read and accept the conditions and privacy information.
- I am willing to travel to the required location of work placement, either by public or private transport.
- I will phone my host employer to arrange for an interview and signing of the Student Placement Record prior to the commencement of placement.
- I will obtain all signatures required for the Student Placement Record and return it to my EVET teacher at least 1 week prior to my placement. I understand my placement will be cancelled if I fail to return the Student Placement Record.
- I understand work placement is a compulsory component of the HSC VET course and if I do not attend the organised placement, I will have to organise a placement myself.

Click the button below to indicate you agree with this declaration and to submit your registration form.

AGREE AND SUBMIT

Carefully read the information above as there are obligations that you need to be aware of and hit **AGREE AND SUBMIT**



## WORKPLACE LEARNING

Thanks for your registration, .

Thanks for your placement request and registration!