

Placement Opportunity Information Form

This form is used for the purposes of obtaining relevant information relating to your capacity to host a student for Structured Work Learning (SWL) or a School Based Apprentice or Trainee (SBAT)

Business Information			
Name of Business/ Organisation:		Industry:	
Contact Person:		Position:	
Phone:	Mobile:	Email:	
Address of Business/Organisation:			Post Code:
Business/Organisation's capacity to host a student			
Has your business/organisation hosted a student before? Yes for SWL <input type="checkbox"/> Yes as an SBAT <input type="checkbox"/> No <input type="checkbox"/>			
Maximum number of students you are able to host: Per year: At one time:			
Specific months/dates of the year that you are unable to host a student(s)?			
I am able to provide a ' block placement ' (student attends for 1 – 2 weeks, Mon – Fri) Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>			
I am able to provide a ' 1 day per week placement ' (student attends 1 day a week for a specified amount of time) Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> Preferred day(s):			

By providing the following information, we are able to better inform students and teachers of details and requirements related to the opportunity being offered

Company Blurb:
<i>Please provide a description about your business/organisation: (please feel free to direct us to your website to obtain this)</i>
Special Requirements:
<i>Please list any company policies, clothing or equipment requirements that the student will need to know about or adhere to</i>
Placement Details:
<i>Please provide a brief description of the tasks a student may undertake during their placement/employment</i>
Other:
<i>Please inform us of any other information you would like us to know about this opportunity</i>