



**NORTH COAST REGION  
SCHOOL TO WORK TRANSITION PROGRAM**

**2017**

**EXPRESSION OF INTEREST**

<b>Student name:</b>		<b>Date of birth:</b>	
<b>Program you are applying for:</b>	GenR8	AllevE8	
<b>School:</b>			
<b>Student personal mail:</b>		<b>Student mobile:</b>	
<b>Student school email:</b>		<b>Student home phone:</b>	
<b>Student address:</b>			
<b>Parent or Guardian</b>		<b>Parent or Guardian mobile:</b>	
<b>Parent or Guardian</b>		<b>Parent or Guardian home phone:</b>	
<b>Do you identify as: (Please tick)</b>	A student from a non-English speaking background	Aboriginal and /or Torres Strait Islander student	A student with a disability or impairment

I (student) understand and agree:

- |  |     |    |
|--|-----|----|
| 1. The <b>School to Work</b> program is an employer hosted opportunity in which I will develop skills required for me to transition from school to work and therefore I will not receive a wage.   | Yes | No |
| 2. My working hours will be based on my host employer business hours (not school hours).   | Yes | No |
| 3. I commit to completing 20 days (1 day per week) of structured workplace learning.   | Yes | No |
| 4. I commit to completing the relevant Certificate II qualification.   | Yes | No |
| 5. Transport to and from the workplace is my responsibility (20 days).   | Yes | No |
| 6. Transport to and from the training venue is my responsibility (5 to 10 days).   | Yes | No |
| 7. That I may have to wear Personal Protective Equipment ( <b>PPE</b> ) such as steel cap safety boots, cotton drill work wear or other nominated PPE and that I will need to provide them at my own expense.  | Yes | No |
| 8. I commit to completing my Queensland Certificate of Education ( <b>QCE</b> )  | Yes | No |
| 9. I understand that by completing the program I will achieve 4 QCE credits. By completing the <b>Skills Portfolio</b> I will achieve an additional 2 QCE credits.   | Yes | No |
| 10. By participating in the <b>School to Work</b> program, I agree that any non-confidential details from my participation, photographs and recordings of the program that contain my image, can be used online, in any broadcast and print media by the Department of Education and Training for the purposes of promoting the program. | Yes | No |
| 11. Selection for the <b>School to Work</b> program is a competitive process and completing this form does not guarantee that I will gain a placement.   | Yes | No |
| 12. I understand the expectations for me as outlined in the Stakeholder Agreement (attached).  | Yes | No |
| 13. If selected into a program, I will complete the <b>Be Work Smart</b> book prior to commencing the program.   | Yes | No |

## VET Qualification

Have you completed and/or are you currently enrolled in a certificate qualification at school? Yes No

Please list:

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## Work placement

What kind of workplace would you like your work placement to be in? (eg hospital, medical centre, transport, warehouse company). Please list 3 preferences:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Please tick all the tasks you would enjoy doing:

Administration

Computer work

Accounts/finance

Other: \_\_\_\_\_

Manual handling and warehouse activities

Helping/caring for others

Customer/client service

Why do you want to participate in the program?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Stakeholder acknowledgement

Student signature:.....Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

If the above student is accepted into this program, I/we accept to pay for the PPE as required by the host business. I acknowledge that I have read and understood my obligations as listed in Section 4 – Student and Parent/Guardian Responsibilities in the Stakeholder Agreement.

Parent or Guardian signature:.....Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**All Expressions of Interest must be submitted to your nominated school coordinator  
by COB 14 September 2016**

WANT TO KNOW MORE INFORMATION?

Please contact a North Coast Region School to Work Client Services Officer by:

Phone 1300 369 935 OR email [ncoastraining@det.qld.gov.au](mailto:ncoastraining@det.qld.gov.au)

# STUDENTS – PLEASE RETAIN THIS DOCUMENT FOR FUTURE REFERENCE

## 2017 STAKEHOLDER AGREEMENT - Section 4 - Responsibilities of the Student and Parent/Guardian

### **Students, Parents and Guardians**

This program provides significant benefits for those students (and parents/guardians) who participate. For the program to be successful, both the student and their parent/guardian must be prepared to remain committed to the program for the entire length of the program.

#### **Students are expected to:**

- Maintain school attendance and remain committed to completing Year 12 whilst undertaking the program
- Being committed to completing a qualification as part of the program including the Be Work Smart booklet
- Organising transport to the workplace and all training for the duration of the program
- Demonstrate the appropriate attitude and interest in the program
- Follow all workplace rules, regulations, practices and instructions relating to work tasks, timekeeping, standard of dress, code of conduct.
- Not act in any way such as to damage the reputation and business of the employer or school
- Understand there will be monitoring of student participation/commitment at regular intervals during the program and if there are any issues identified due to non-compliance with their responsibilities, the student may be withdrawn from the program
- In the event of absence from the workplace, ensure that the employer and school is notified according to their instructions regarding the absence
- In the event of absence from training, ensure that the RTO and school is notified according to their instructions regarding the absence
- Understand that video and photos taken during the course of the program may be used by DET for promotional purposes.
- Complete the **"Skills Portfolio"** to gain an additional 2 QCE credits making a total of 6 QCE credits on completion of the program
- Give serious consideration to any employment opportunities that become available following completion of the program

#### **Parents/Guardians are expected to:**

- If required, actively participate in key industry/school engagements throughout the program including industry visits, business information event, OH&S worksite induction and program graduation
- Supporting the student to maintain regular school attendance, completing Year 12 and the qualification as part of the program including ensuring transport to the workplace and all training is organised and sustainable for the duration of the program
- Identifying and addressing any potential issues or concerns before the commencement of the Structured Work Placement (SWP)
- Understand there will be monitoring of student participation/commitment at regular intervals during the program and if there are any issues identified due to non-compliance with their responsibilities, the student may be withdrawn from the program
- In the event of absence from the workplace, ensure that the employer and school is notified according to their instructions regarding the absence
- In the event of absence from training, ensure that the RTO and school is notified according to their instructions regarding the absence
- Not delaying in making contact with school, employer, RTO and DET regional officer if there is an issue or potential problem developing
- Understand that video and photos taken during the course of the program may be used by DET for promotional purposes.
- Planning and accepting responsibility for any additional costs and involvement associated with the student participating in the program

**Note:** All efforts will be made to minimise costs for parents/guardians. Examples of additional costs include:

- Travel costs to and from the workplace and training
- Personal Protection Equipment (PPE) required by the business

***If you have provided your contact details on the Expression of Interest form, you will be included in all communications from DET regarding important dates, reminders and other information about the program.***