



## Form 1: VET / TVET Work Placement Schedule Request

This form must be completed and returned as soon as possible during Term 4 for the following year's placements. Scheduling of work placement on the WSC Calendar will be booked through negotiation with Work Placement Coordinators. Every effort will be made to book work placement weeks at the preferred time. Please include all Year 11 and Year 12 placements, including students' second placements in Term 4 if applicable. TVET & VET Coordinators should discuss TVET placement schedules prior to sending this form to WSC.

School / TAFE Campus:

VET / TVET Coordinator:

						Preferred Placement Weeks – please provide at least two if possible					
Please tick		<i>Year: 9,10,11,12 No: approx. number of students in class</i>				Preference 1			Preference 2		
		<i>Teacher: if a teacher has not yet been allocated, please advise asap</i>									
VET	TVET	Course name	Year	No.	Teacher	Term	Week	Dates	Term	Week	Dates
<i>EXAMPLE</i>											
✓		Hospitality	12	18	Ms Teacher	1	7	13 – 17 March 2017	2	2	1 – 5 May 2017

The coordination of work placement is funded by the NSW Department of Education, Catholic Education Commission & Association of Independent Schools under the Work Placement Service Provider Program

**PLEASE COMPLETE AND RETURN TO Western Student Connections – Term 4**  
 PO Box 1033, Dubbo NSW 2830      Fax: 02 6885 6199      Email: [reception@wsc.edu.au](mailto:reception@wsc.edu.au)