An Australian Government Initiative

COMPACT
linking young people with the workplace

EMPLOYER REGISTRATION FORM

Name of organisation/ trading name: _____

Business address: _____

Postal address: _____

Contact Person: _____ **Position:** _____

Telephone: _____ **Fax:** _____ **Mobile:** _____

Email: _____ **Website:** _____

Overview

Type of Industry: _____ **Main Activity:** _____

Please circle: Public Enterprise Private Enterprise Self Employed Other: _____

Approx. no of years in current operation: _____ **Approx no of employees:** _____

I have hosted school students in the last 12 months: Yes / No

Supervisor details

Name of the experienced employee who will provide on-going supervision of the student

Supervisor's Name: **Position:**

Usual starting time: **Usual finishing time:**

Break times: **Student's estimated total hours:**

Workplacement description

Please list the activities and duties to be undertaken by student:

Are there any activities the student is not to undertake? Please list *(eg no-go areas, machinery or equipment that is too dangerous for new or young workers to operate):*

Please indicate any risks to the student in the planned activities (*eg manual handling, repetitive activities, such as keyboarding; exposure to the sun; chemicals; fumes; use of particular tolls or equipment):*

How will these risks be eliminated or controlled?

Are there any special conditions in your workplace? (*eg clothing and footwear requirements, equipment, pre-training, transport, multiple sites, routine car travel and individual student needs):*

Are these facilities available to the student? (Please circle)

1. First Aid facilities Yes / No
2. Suitable toilet facilities Yes / No
3. Lunch room Yes / No
4. Staff canteen Yes / No
5. Lockers Yes / No

I have read the Employer's Guide to Workplace Learning and understand that I have a Duty of Care to provide a workplace that is morally and physically safe to host a student on workplacement.

Yes / No

Do you feel confident about what tasks are suitable and what tasks are not suitable for students?

Yes / No

I will provide an induction to students including relevant health and safety matters, emergency procedures and a tour of relevant work areas.

Yes / No

Would you like the student's school to contact you before the workplacement to discuss any information about the student?

Yes / No

I am aware that if any problems arise during the workplacement that I can contact Compact Office immediately for support.

Yes / No

Workplacement Made Easy is a resource funded by the State of New South Wales through the Department of Education and Training under the Structured Workplace Learning Program.

COMPACT staff and management would like to thank your organisation for providing support to our local students who are studying vocational subjects for the HSC.

We hope that Structured Workplacement will encourage local students into your industry.

Please return this form to COMPACT
E-mail: fiona@compact.org.au
Fax: 02 69319301

Thankyou