**SA Unions Notification Form**



Insert school logo above

This document is to be referenced against the current *Workplace Learning Guidelines (2016)*.

DECD and Catholic schools are required to complete and forward this form at least one week prior to work placement commencing (refer to Section 8) to:

**The Secretary, SA Unions, 46 Greenhill Road, Wayville SA 5034**

Fax: (08) 8279 2223

email: [saunions@saunions.org.au](mailto:saunions@saunions.org.au)

Schools should retain a copy of this form for their records.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school: | **Click here to enter text.** | | |
| School address: | **Click here to enter text.** | | |
| School email | **Click here to enter text.** | | |
| School phone number | **Click here to enter text.** | School fax number: | **Click here to enter text.** |

This is to advise that arrangements have been made for the work placement(s) listed below to be part of a workplace learning program. Where there are SA Union concerns about any of the work sites listed, schools are to be advised at least 3 days prior to commencement of placement.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work placement coordinator (Please print) | | | **Click here to enter text.** | | | | Date: **Click here to enter a date.** | |
| Contact phone no: **Click here to enter text.** | | | | | Contact email: **Click here to enter text.** | | | |
|  | Work Placement Dates | | | Workplace Provider  Business Name | | Workplace Provider  Business Location | | No. of students attending this worksite |
| start | finish | |
| 1 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 2 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 3 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 4 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 5 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 6 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 7 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 8 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 9 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |
| 10 | Click here to enter a date. | Click here to enter a date. | | Click here to enter text. | | Click here to enter text. | | Click here to enter text. |