

CONNECT

The Northern Rivers Community Partnership for Young People

Paid Work Recognition Application

This application is completed where a student seeks exemption from all or some of the mandatory work placement of a Board of Studies HSC Vocational Training course.

Student's Name:

Course Name:

Delivering School:

Employer's Name:

Employer's Address:

Employer Contact Name:

Employer Contact Position:

Employer Contact Telephone:

Employment Details:

Period of employment: From ___ / ___ / ___ to ___ / ___ / ___ or to present (employment continuing)

How many hours of paid employment has student undertaken with this employer in this period? _____ hours.

Work Roles

List work duties **regularly** undertaken as part of that employment
Use unit or element of competency titles where applicable and appropriate.

OFFICE USE

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For completion by named employer contact:

I certify that the details are correct.

Signature of Employer Contact: _____ Date: ___ / ___ / _____

For completion by class teacher:

Based on an assessment of the above information and following discussions with both the student and the employer contact I agree to award RPL for mandatory work placement of: _____ hours. (see note below)

Name of teacher _____ Signature: _____ Date: ___ / ___ / _____

Copy 1: of this form to student. Copy 2: to student's competency record. Original to be retained with class workplace learning forms.

Applying for Paid Work Recognition

This form must be completed and submitted to your teacher no later than _____ before your exemption from work placement will be considered.

The tasks you undertake in the workplace must match the competencies of your course.

1. Complete the **“Paid Work Recognition Application”** form. All sections must be completed:
 - Your details
 - Employer details
 - The date you began (and finished) your job
 - An estimate of the number of hours you have worked
 - In the “Work Roles” segment of the form, record the tasks you regularly undertake and the **unit code** or **unit title** if known.
 - Make sure your employer signs the form.

2. Ask your employer to complete the **“Workplace Learning Employer’s Evaluation”** based on your work.

RETURN ALL DOCUMENTS TO YOUR TEACHER