



2022 STRUCTURED WORK EXPERIENCE APPLICATION FORM

Privacy Statement

EQIP Gladstone Incorporated (EQIP) is collecting the information on this form in accordance with the *Information Privacy Act 2009 (Qld)* in order to arrange a work experience placement and administer the service. The information will only be accessed by authorised employees within EQIP, the principal and teachers at the students enrolled school, and the designated work experience supervisor. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so. This information may be used by EQIP to monitor work experience placements to determine areas for improvement in our services.

STUDENT INFORMATION **If this form is not COMPLETED clearly and legibly the form will be returned to school*

Student Name:			
Student Address:		Suburb:	
Student Email School:		Phone Number:	
Student Email Personal:			
Date of Birth:		Gender:	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Other
Age:		Yr / Grade:	Class:
What areas are you able to attend? (More options selected gives greater placement availability)	Gladstone Boyne/Tannum	Do you have an Industry White Card?	Do you identify as Aboriginal and or Torres Strait Islander?
	Calliope Mount Larcom	Required for Trade Roles <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
		White Card Number:	

PARENT/GUARDIAN DETAILS (Emergency contact)

Parent/Guardian Name:		Relationship to student:	
Home Phone/ Mobile:		Email:	

INTERESTS & GOALS

What Certificate/s are you currently studying?	
What classes are you currently enrolled in?	
What do you want to do after school?	
What subjects (and levels) do you need to complete to qualify for your chosen career? Eg General Math etc	

Please select up to 3 different VOCATIONS for your work experience placement. For example: Teaching, Reception and Automotive. Please ensure that these are different areas of interest - NOT different organisations in the same vocation. NOTE – Industry positions are NOT available for structured placements	<i>On a scale of 1-10 with 1 being the lowest and 10 being the highest, how interested are you in this vocation (Please Circle)</i>
1.	1 2 3 4 5 6 7 8 9 10
2.	1 2 3 4 5 6 7 8 9 10
3.	1 2 3 4 5 6 7 8 9 10

Companies you would be interested in attending:	
Companies you <u>do not</u> want to go to:	
Is there any other information you have which may assist us in finding you a placement?	

If you have organised a **self-placement**, please complete an additional self-placement letter signed by the host employer.

I have organised a self-placement with _____ and attached the signed confirmation.



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MEDICAL CONDITIONS

Do you have **any medical conditions**, pre-existing injuries, medications, allergies or additional support requirements that your placement provider should know about? (for example: hearing impairment, anxiety, anaphylaxis). **If so, please advise below.** EQIP do not have access to school records to obtain this information.

- | | |
|---|---|
| <input type="checkbox"/> Nervous Disorder (Phobia, Anxiety, Depression, OCD) | <input type="checkbox"/> Epilepsy, Fits or Seizures |
| <input type="checkbox"/> Neurological Disorder (ADHD, Tourettes) | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Autism Spectrum Disorder (Autism, Aspergers, PDD) | <input type="checkbox"/> Learning Difficulties (reading/writing/dyslexia) |
| <input type="checkbox"/> Asthma (include Asthma Plan if applicable) | <input type="checkbox"/> Physical Injuries / recent illness or operations |
| <input type="checkbox"/> Allergies / Drug Reactions (Do you carry an epi-pen?) | <input type="checkbox"/> Sight Impairment (glasses required, colour blind) |

Other / more detail on above: _____

PLEASE NOTE:

- Industry Placements at GPC, Ergon, NRG, Rio Tinto Yarwun are not available during school terms. School Holidays Only.
- Self-Placements are **NOT** accepted for Ergon, GPC, NRG and Rio Tinto Yarwun. These organisations provide set placement schedules which are filled by EQIP, ensuring these opportunities are shared in a fair and equitable manner.
- Boyne Smelter, QAL and the LNG facilities do not currently take work experience placements.
- Trade vocations and industry placements require a white card for placement. Please ensure you have a white card and have given your white card number on your application.
- Senior students have first preference in all vocations; all other work experience placements will be given preference based on the date the application was received.
- Some vocations may require PPE (personal protective gear) or have particular dress requirements for the student. If you select a vocation that requires PPE or similar to be purchased, in the majority of placements this is at student's expense and will not be provided by host employer or EQIP. If the hosts do provide PPE, this will be specified to the student for that placement.

Add any additional information or notes to EQIP here that may be relevant in finding you a suitable placement:

APPLICATION ACKNOWLEDGEMENT

1. In order for EQIP to find a suitable host employer and administer the service, applications must be submitted as least six (6) weeks prior to the proposed placement date. Flexibility will be given in some circumstances.
2. It is acknowledged that EQIP will organise a work experience placement for the student and that EQIP will do its best to secure the first preference, however, dependent upon availability the placement may be the second or third preference.
3. Sourcing a suitable host employer is dependent upon many factors, including availability of the occupation and/or sufficient work in the area of interest in the local region to accommodate the work experience participant.
4. It is the students and parent/guardian's responsibility to organise transport to and from the work experience host employer's site.
5. EQIP needs to be made aware of any special needs or circumstances that need to be taken into consideration when finding a suitable work experience placement for the student. Contact the EQIP office on 07 4976 6129 to discuss if required.
6. By signing this form all parties confirm that they have read and understood the obligations and the accuracy of the information provided on this form.

Student Signature:		Date:	
Parent/Guardian Signature:		Date:	
Principal's Signature: <i>If other nominated school representative signs, provide name:</i>		Date:	