

HAVE YOU COMPLETED YOUR WORK PLACEMENT AGREEMENT?



Park Orchards
Community House
& Learning Centre

You can't start your placement until you complete these steps!

Find and confirm a workplace for your placement*

01

Scan the QR code and fill all details. Once submitted, a copy will be emailed to you.

02

Forward the email to the relevant contact at the workplace for them to sign and return to you.

03

Scan me to complete the form!



Once the workplace returns the signed form, please forward this on to us for our signature.

04

We will make a copy for you and the workplace. You must give a final copy to the workplace for their records.

05

Congratulations, you are ready to start placement!

**Even if you are employed at your placement organisation you must complete a work placement agreement.*

Don't understand the steps? Just ask your trainer or office for help!