

# Work Experience Agreement

## EXAMPLE FORM

(Use of this form is not required; it is a sample that may be adapted as needed)

**SCHOOL NAME:** .....

**STUDENT NAME:** .....

Reason for work placement/learning goals:

.....  
.....  
.....

### EMPLOYER:

.....

Workplace address (physical):

.....  
.....  
.....

Contact person: .....

Phone: .....

Unit/Achievement Standards to be delivered (number, title, credit value) / detail of other assessment method(s) if applicable:

.....  
.....  
.....  
.....

Proposed Duration in Workplace:

From: ..... To: .....

Timetabled for:  Mon  Tues  Wed  Thurs  Fri Hours: .....

**EMPLOYER (CONTINUED):**

Details of supervision of student:

.....  
.....  
.....

Process for early termination of work placement:

.....  
.....  
.....

**STUDENT DECLARATION:**

I agree to the learning plan outlined above and agree that I will comply with both school and workplace rules while undertaking work experience.

Student signature: .....

**EMPLOYER DECLARATION:**

I agree that [insert student name] will undertake work experience at my organisation as outlined above.

Employer signature: .....

Employer name: .....

**PARENT/CAREGIVER CONSENT:** (required if student is less than 16 years old)

I agree to [insert student name]..... carrying out work experience as outlined above.

Parent/Caregiver signature: .....

Name: .....