

Explore

Work Experience Placement

Section 1 - Student details

Name of student:

Year at school:

School:

Date of birth:

Home address:

We require the following information for the purposes of helping our staff use the most respectful language when addressing you, understanding our population better, and fulfilling our reporting requirements. Please help us serve you better by selecting the best answers to these questions. Thank you.

Gender identity: ☐ Male ☐ Female ☐ Other ☐ Prefer not to say

Preferred pronoun: ☐ she / her / hers (e.g. "It's her birthday today!")
☐ he / him / his (e.g. "It's his birthday today!")
☐ they / them / their (e.g. "It's their birthday today!")
☐ other
☐ no pronoun preference

Section 2 - Contact details

This section must be completed in order for the placement to be accepted.

Next of Kin:

NoK relationship to student:

NoK contact No:

NoK email address:

Is the student currently
on a pension/allowance?

☐

Yes

☐

No

If yes,
please
specify:

Does the student have a plan or funding?

☐

NDIS

☐

No Funding

☐

Other

☐

Require Assistance

I acknowledge and accept that as a part of this registration process, a Good Sammy representative will contact me regarding other services and supports.

Signed: _____

School address:

School coordinator / teacher:

School contact No:

School email:

I can confirm that our school has police clearances for any staff who will be supporting students in the workplace.

☐

Yes

☐

No

Signed: _____

Our student is happy for their photo to be taken for ID purposes only whilst on site.

☐

Yes

☐

No

Section 3 - Personal details

Primary disability:

Secondary disability:

Medical:

(e.g. allergies,
epilepsy /seizures)

Likes / dislikes:

Strengths:

Support requirements
and strategies to assist:

Good Sammy Office Use Only

Administration:

WEP details logged
in database: ☐ Yes ☐ No

Details logged in
Support Ability: ☐ Yes ☐ No

Confirmation
letter to school: ☐ Yes ☐ No

Certificate of
Currency from
school received?: ☐ Yes ☐ No

Information
sheet signed by
school received? ☐ Yes ☐ No

Covid-19
vaccination
certificates
received for EA
and student? ☐ Yes ☐ No

Contacts

Safety, emergencies, incidents or accidents:

URGENT: 0413 707 028 safety@goodsammy.com.au

Lateness or absenteeism (at Canning Vale):

9463 0500

All other enquires:

explore@goodsammy.com.au

Information and requirements for program participation

Previously known as STEP (School Transition Employment Program), Good Sammy's Explore Program is available to high school students. This program is designed to build basic work skills. So, if students are unsure of what they want to do and/or are looking for work opportunities, the Explore program provides work experience in one of Good Sammy's social enterprises to explore possibilities.

Covid-19 vaccination certificates

Due to the government mandate, prior to attending work experience at any Good Sammy location, the student and any EA that accompanies them must be fully vaccinated against Covid-19 and provide us with a copy of their vaccination certificate.

Travel

Good Sammy is not responsible for any travel related to the student getting to and from work experience.

Food and breaks

Students are encouraged to bring their own food for their breaks. A café is available at the Canning Vale location, where food can be purchased.

Insurance

A copy of the school's Certificate of Currency must be forwarded for our records.

Roles and responsibilities

A copy of the "Work Experience Roles and Responsibilities" document must be provided to and explained to the Education Assistant accompanying students to work experience, prior to their attendance.

PPE requirements

All placements are required to abide by the uniform standards of staff at Good Sammy.

This includes:

- wearing enclosed shoes
- wearing pants
- shirts free from offensive language and/or logos

Gloves and hi-vis vests will be provided on the first day. It is then the student's and EA's responsibility to ensure that they bring the gloves back with them to each work experience day.

EA paperwork

The EA must carry required paperwork with them at all times with regards to the student. Where applicable, this includes: Emergency Response Plan, Risk Management Medical Plan, and/or Behavioural Management Plan

Mobile phone policy

Students and EAs are not to use their phones during work experience, except in the case of emergencies. Lockers will be provided for personal belongings to be safely secured.

Disclosure of information and photos

Please be advised that student information will be made available to our training administration staff and the supervisors / managers who will be working with students. Our Safety and Wellbeing Business Partner will also have access to this information in case of an incident, accident, or emergency. If you are required to take photos of students for school portfolios, please ensure that you do not capture any of our other staff in the photos for privacy purposes.

Required

- ☐ Completed and signed all pages of this form
- ☐ Send copy of Certificate of Currency
- ☐ Signed “Work Experience Roles and Responsibilities” document
- ☐ Government issued Covid-19 vaccination certificates for student and EA

Send all to explore@goodsammy.com.au

Signatures

I have read, understood and acknowledge the above information, and agree to pass on the required information to the relevant staff accompanying students on work experience at Good Sammy Enterprises.

School Representative: _____

Signature: _____ Date: _____

Parent/Guardian: _____

Signature: _____ Date: _____