

WORKPLACE LEARNING MONITORING REPORT

As part of the school's duty of care, a school staff member must visit the student or make direct phone contact with them at least once during a workplace learning placement.

A record of the visit and any information collected can be recorded using this form or a suitable alternative.

STUDENT

Student's name:	Mobile:	Alternative Phone:
Email:	D.O.B:	Year level:

Student's learning goal:

WORKPLACE LEARNING PROVIDER DETAILS

Workplace learning provider business name:

Workplace learning provider address:

Workplace key contact name:	Mobile:	Phone:
Email:	Position:	
On job supervisor name:	Position:	Mobile:

WORKPLACE LEARNING STRUCTURE

Work experience Virtual work experience Structured workplace learning Work trial leading to an A&TfSS

Industry area or VET course linked to this placement:

Dates of the workplace learning:

WORKPLACE LEARNING FEEDBACK

Student feedback:

Workplace learning provider feedback:

SCHOOL OBSERVATIONS

School representative name:	Date of monitoring contact:
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SCHOOL ADMINISTRATION

original retained by school

copy to the student