

Addendum to the Workplace learning agreement form

This document is to be referenced against the current *Workplace learning procedures* and is to be completed when changes are to be made to an existing approved workplace learning agreement eg dates, times, location or task.

Changes to an existing workplace learning agreement must be agreed to by all parties, noted on the form below and then signed.

Agreed changes must be approved by the principal or delegate prior to the changes taking effect, with relevant staff advised.

Copies are to be provided to all parties, as outlined below.

The original of this form is to be attached to the original *Workplace learning agreement form*.

Existing workplace learning agreement details	
School name:	
Student name:	
Work placement provider name:	
Date of principal/delegate's endorsement of original <i>Workplace learning agreement form</i> :	___/___/___
Changes to <i>Workplace learning agreement form</i>	Please provide details
<p style="text-align: right; margin-top: 20px;">Date these changes will be implemented: ___/___/___</p>	

Signatures (all parties must agree to the changes and sign below prior to implementing the changes)

Agreement to the changes outlined above is indicated by the signatures below

Student name (print)		<i>* Tick if an independent student</i>	<input type="checkbox"/>
Student signature		Date:	
Work placement provider name (print)			
Work placement provider signature		Date:	
Parent/caregiver name (print)			
Parent/caregiver signature		Date:	
Principal/delegate name (print)			
Principal signature		Date:	

** 'independent student' refers to any student over 18, or whom the school recognises as being responsible for their own education and living arrangements.*

- Original (or scan of original) retained by school
- Copy to work placement provider
- Copy to the student
- Copy to parent/caregiver

