

# Maritime workplace learning agreement form

This form is to be completed and returned for school approval by:

This document is to be referenced against the current *Workplace learning procedures (2016)* and completed in addition to the *Workplace learning agreement* form. No part of the existing text may be altered, deleted or added to. This document in its entirety is to be completed, firstly by the student, then the workplace provider, followed by the parent/caregiver and finally by the principal.

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

If the work placement is conducted on more than 1 vessel, a separate form must be completed for each vessel.

<b>Student name:</b>	
<b>School:</b>	
<b>Workplace provider name:</b>	
<b>Section A:</b>	<b>Vessel details</b>
<b>Workplace provider to complete</b>	
Name of skipper:	
Work contact phone number:	A/H contact number:
Name of vessel:	
Current Certificate of Survey No. (where applicable):	
Number of crew vessel surveyed for:	Number of crew (including student) on board during student placement:
<b>Section B1: Conditions for work placement for all watercraft</b>	
<ul style="list-style-type: none"><li>• The intention of the work placement is to have the student participating as a learner with the general operations of the boat, as directed by the skipper and crew, to gain a basic working knowledge of maritime skills.</li><li>• The skipper or workplace provider agrees to induct the student according to the vessel's Safety Management System. This provides a basis for the training for normal operations and identified emergency situations, including in the event of the vessel needing to be abandoned.</li><li>• The skipper or workplace provider also agrees to instruct the student in the working procedures of the boat so that the student can participate safely in the general operation of the boat when the student is in the wheelhouse or on or below the deck.</li><li>• The vessel must be suitable for local conditions and the skipper has knowledge of the local conditions.</li><li>• At no time should the student be in control of the boat or a piece of equipment unless the student is licenced and under direct supervision.</li><li>• The student should not undertake any task where either the skipper or the student is uncomfortable.</li></ul>	
<b>Section B2: Additional conditions</b>	
The vessel must be covered by Marine Liability or Protection and Indemnity policy and the insurance cover noted to include 'work placement activities', and have: <ul style="list-style-type: none"><li>• a Safety Management System (SMS)</li><li>• a current Certificate of Operation</li><li>• a current Certificate of Survey (where applicable).</li></ul> In addition commercial fishing vessels must be manned in accordance with <i>National Law (Marine Safety) 2012</i>	



<b>Section C: Workplace provider declaration</b>		<b>Workplace provider to sign and date</b>	
<input type="checkbox"/> I have read the information in B1 & B2 on the preceding page and agree to the conditions for the work placement.			
<b>Skipper/owner/company</b>			
<b>Skipper/owner/company signature:</b>		<b>Date:</b>	

<b>Section D: Student declaration</b>		<b>Student to note both pages and sign/date the declaration below</b>	
<input type="checkbox"/> I recognise that I will not be able to go out on the vessel until I have completed the vessel induction, as directed by the skipper. <input type="checkbox"/> I agree to work the hours required by the skipper as per <i>Workplace learning agreement form</i> . <input type="checkbox"/> As a learner I will assist with the general operations of the boat as directed by the skipper and crew. <input type="checkbox"/> I agree to act in a responsible way at all times and to take care with regard to the safety of crew and equipment while on the boat. <input type="checkbox"/> I agree to wear an approved personal floatation device as instructed by the workplace provider /skipper. <input type="checkbox"/> I have read the above information and understand its implications.			
<b>Student name (print)</b>			
<b>Students signature</b>		<b>Date:</b>	

<b>Section E: Parent /caregiver / independent student* agreement</b>		<b>Parent/caregiver/independent student* to carefully note both pages, sign /date the declaration below</b>	
<input type="checkbox"/> I am aware that should the student not feel comfortable or safe on the water during the placement, it may not be possible for them to contact school staff or parent/caregiver. <input type="checkbox"/> I have read the above information and understand its implications. <input type="checkbox"/> I give permission for my child to undertake a work placement on the vessel/s named in this document.			
<b>Parent/caregiver/independent student name (print)</b>			
<b>Parent/caregiver/independent student signature</b>		<b>Date:</b>	

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

<b>Section F: Principal's approval</b>		<b>School principal to sign once all other sections have been completed</b>	
<input type="checkbox"/> I give permission for this student to undertake a work placement on the vessel listed above.			
<b>This form must be signed by the Principal</b>			
<b>Principal name</b>			
<b>Principal signature</b>		<b>Date:</b>	

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