



An Australian Government Initiative



Linking Schools with Industry

HOST EMPLOYER ACKNOWLEDGEMENT

(Please sign and fax back to: Fairfield Business Education Partnership on **Fax: 9822 9502**)

Name of Organisation: _____

Address: _____

Postcode: _____

Phone: _____

Contact Person: _____

Position: _____

- I agree to provide adequate supervision and support the student for the purposes of the placement
- I agree to act in accordance with workplace responsibilities including those set out in the OH & S and Anti-Discrimination Acts.
- I have read *An Employer's Guide to Workplace Learning* and am aware of the employer's rights and responsibilities outlined in it.
- I acknowledge that the student is not a worker within the meaning of the NSW Worker's Compensation legislation.
- I am aware of the special responsibilities associated with working with children as detailed in the section related to child protection in *An Employer's Guide to Workplace Learning (Section 6)*
- I am not aware of anything in the background of any staff member or other person who will have close contact with the student that would preclude that staff member or person from working with children.

NOTE: Where a student needs to be released from the workplace, please notify the FBEP office or the school before the student leaves your premises.

Signature: _____

Date: _____

HOST EMPLOYER'S SIGNATURE

The Child Protection Legislation requires all Workplacement Programs to obtain a signed acknowledgment form indicating you are aware of the responsibilities associated with working with children.

This form is simply an indication that you as an employer have read the enclosed 'CEO *Employer's Guide to Workplacement*' and in particular the section on working with children (Page 6 /Section 6) and are aware of the legislation. I appreciate you taking the time to sign this acknowledgement form and return to us for our records and trust you understand the need to ensure a safe environment for our students.

Heather Doyon
Workplacement Coordinator

Also funded by the Board of Vocational Education & Training. Supported by Fairfield City Council.