

Student Placement Application Form

Lutheran Aged Care welcomes enquiries from students and education providers who are requiring student placements in our residential aged care facilities. Students and/or education providers are required to fill in the form below. The application will be considered and advice of outcome will be sent within ten working days.

Student/s Details:

Student Name	Address	Date of Birth	Telephone number	Email address	Speak a language in addition to English?	Australian Citizen / Approved Visa?

Education Provider Details:

Course Title (e.g. Certificate II in Aged Care)	
Education Provider (Name & Address of school, Tafe, etc)	
Education Provider Contact Person & Telephone number	
Hours of Placement Required	
Requested Start Date (please provide 10 working days of advance notification)	
Any special timeframes (Please note that we may not be able to accommodate this)	

Are there any requirements/needs in regard to the requested placement/s that could affect the work performance? (e.g. modified work area)

Yes No

If the placement is accepted, each student will need to provide:

- Copy of a current police check
- Evidence of attending the Educational Institution, a Learning Plan/Work Book
- Proof of identity
- Next of kin details

Note: Students may be asked to attend a face-to-face or telephone interview with the Facility Manager prior to commencing placement.

Student/Education Provider Signature

Date

Please return this form to the Staff Development Coordinator, 10 Somerset Drive, Albury

Office Use Only

Manager to complete:

This application for student placement has been accepted / not accepted.

Date student/education provider was notified of acceptance / non acceptance:

Accepted Application Details:

The student is to report to an interview with on the date of from the times of

Orientation has been completed/arranged by the Education Provider: **Yes / No**

Document Sighting

Please tick when sighted:

- Copy of current Police Check
- Evidence of attending the Educational Institution
- Signed Workplace Agreement
- Proof of Identity
- Next of Kin details

Placement Information

Placement will begin on the date of and will finish on the date of The shifts that the student/s will be required to do are as follows:

Date	Time	Buddy

Has the student/education provider been notified of shifts to be worked: **Yes** **No**