

Re: Caritas College Work Placement

To Whom it May Concern

Thank you for your support in enabling students from Caritas College to undertake work experience and/or work placements at your site. We seek your assistance to complete the necessary paperwork prior to placements.

Workplace Learning Agreement

This form requires information to be provided by all stakeholders; the School, Student, Parents/Caregivers, and the Workplace Provider. Please complete the relevant sections.

The form can be completed either in hardcopy or downloaded electronically from our website.

[Workplace Learning Agreement Form](#)

It would be appreciated if the form can please be returned two weeks prior to the placement commencing either by emailing susy.rogers@cc.catholic.edu.au or therese.noll@cc.catholic.edu.au or hardcopy.

To gain an understanding of the expectations of the student and your role as a workplace provider we encourage you to read the information booklet '[A Guide to Workplace Learning for Workplace Providers](#)' which is available on our website. A hard copy can be made available if preferred.

Again, I thank you for the important role you play in enabling students to be active participants in the workplace. We appreciate the time and effort given in completing the required information.

If you require further information or have any queries, please contact the College on 8648 9700.

Yours sincerely



Susy Rogers
Year 11 Homegroup Teacher
VET Co-ordinator



Therese Noll
R-12 School Coordination



Damian Smith
Principal