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The current version of Adobe Acrobat Reader is required for full functionality.

- Computer version: acrobat.adobe.com/au/en/acrobat/pdf-reader.html

- Mobile app version to assist with form on devices: <https://acrobat.adobe.com/au/en/mobile.html?promoid=CMR42FGM&mv=other>

- Placement Application must be approved before commencing placement. Submission is compulsory.
- Charles Sturt University will handle your personal information contained in this form pursuant to its obligations contained in the *Privacy and Personal Information Protection Act 1989 (NSW) and Charles Sturt's Privacy Management Plan.*

Placement Level

Year Commencing

SECTION 1: Student Details

Family Name

First Name

Student ID

Email

Preferred Contact Number

Ability to Undertake Placement

Do you have a disability/medical condition or personal circumstance which may impact on participation requirements of Workplace Learning? If Yes, please detail/describe the impact your condition or circumstance will have on participating on placement. If this is a disability/medical condition please complete the Workplace Learning Health and Safety Disclosure Form located at <https://policy.csu.edu.au/document/view-current.php?id=363#section5>.

Do you have a Study Access Plan?

SECTION 2: Stream

Select the most appropriate stream:

Stream 1: Placement with new host organisation (*where business is not current employer*).

Stream 2: Placement with existing employer (*where business is current employer*).

Host Organisation Relationship: Does a member of your family own or work at the organisation?

Management Relationship: Does a member of your family manage the business/department?

Organisation Relationship: Relationship to Owner/Manager

Supervisor Relationship: Relationship to Supervisor

SECTION 3: Placement Details

Name of Host Organisation

Organisation Address (*No Post Office Boxes*)

City State Postcode

Organisation Phone Number Organisation Website

Working Site Address *if different from Organisation Address*

Main focus area/s of placement

Geotechnical	Hydrology	Project Management	Road Design	Structural
Subdivision	Water Quality	Other (Please state)		

Details of intended Thesis Project area/s (*Intermediate & Professional placements*)

Placement Standard Arrangements (refer Student [Guidebook](#) Section 5)

Meets Standard Arrangements

Duration: Proposed Start Date Proposed End Date

Paid Work: Days Per Week Hours Per Week

Study Day: Paid study day provided each week

Salary (*excluding superannuation*): Weekly Annual

If any of the items above do not meet the standard arrangements, a [Variation Request Form](#) must be submitted.

SECTION 4: Student Consent

I give my consent to Charles Sturt University to provide my name, email and contact telephone numbers to relevant personnel at the placement organisation to be able to contact me in relation to the placement if necessary.

I give my consent to Charles Sturt University to disclose to relevant personnel at the placement organisation subject results and topic counts as required for the implementation of placement.

I declare the information and supporting documents provided in this form are correct and complete. I acknowledge that submitting deliberately false or misleading information may result in the application being rejected and action being taken against me pursuant to applicable Charles Sturt University student misconduct policies.

Signature:

Date:

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Should submit button not work: Save form to a hard drive and email to Workplace Learning team.
engineering-wpl@csu.edu.au

SECTION 5: Host Supervisor (To be completed by Host Organisation)

Host Supervisor Details

Title	First Name	Family Name	Position
Preferred Contact Number		Email	

Placement Contact Details (if different from Supervisor)

Title	First Name	Family Name	Position
Preferred Contact Number		Email	

I confirm the nominated Host Supervisor meets the minimum requirements for the level of cadet placement being applied for, as outlined in section 6 of the [Host Guidebook](#)

Name of Degree

Institution

Year Graduated

I confirm nominated Supervisor has completed the Charles Sturt Engineering online Host Supervisor Training

If no, I confirm nominate Supervisor will complete Charles Sturt Engineering online Host Supervisor Training

Do you anticipate there will be commercial in confidence issues?

If yes, please specify

If yes, will these issues affect student submission requirements?

If yes, please specify

Placement Contact or
Supervisor signature:

Date:

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Charles Sturt office use only

Approved by CSU Engineering

Comments: *(to be advised to the student and host organisation)*

Approvers Name

Signature

Date

Email to WPL