



ST URSULA'S COLLEGE
Notification of Traineeship, Apprenticeship (SAT) or Work Placement

- Students submit the completed form to the Student Pathways Coordinator
- Exam assessments are not rescheduled
- Please attach additional information as required

Student Name	Year Level:
House Group and Teacher:	

Certificate Course:
Work Placement Day:
Commencement Date:

Students to complete

What will I do to catch up on missed class work and learning during my absence?

How will I uphold the College values in the Community?

Assessment scheduled during this time and action taken:

Subject Teacher to complete

Subjects impacted during placement

- Student to discuss with each teacher
- Each subject must be signed off by your subject teacher

Subject (please complete details)	Teacher	How will class resources and tasks be accessed and completed by the student during this time?	Date and signature
English			
Maths			
Religion			

Student signature:

Parent/Guardian signature:

Head of School feedback/recommendations: _____

Head of School:

Signature:

Date:

Deputy Principal (Teaching & Learning)

Signature:

Date :

Student Pathways Coordinator

Signature:

Date:

Return to Student Reception

Plan communicated scanned and saved to TASS

Note: Email to Student and Parent