



St Ursula's College, Yeppoon

Notification of Traineeship, Apprenticeship or Work Placement

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

Student name: _____ Year Level: _____

House Group and teacher: _____

Certificate Course: _____

Training Day: _____

Dates of Traineeship placements: _____

STUDENT 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 TEACHERS TO COMPLETE

Subjects impacted during placement or external course

- 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's signature: _____ Parent/Guardian's signature: _____

Head of School feedback/recommendations: _____

Head of School: _____ Signature: _____ Date: _____

Deputy Principal: _____ Signature: _____ Date: _____

Careers Advisor: _____ Signature: _____ Date: _____

Return to Student Reception

Plan communicated, scanned, and saved to TASS

Note: Email to Student and Parent