



# ST URSULA'S COLLEGE

## Notification of Work Experience and External Course

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

Student name:

Year Level:

House Group and Teacher:

### External Course

Certificate Course:

External Course Day:

Commencement Date:

### Work Experience

Dates of Work Experience:

### Students to complete

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

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How will I uphold the College values in the Community?

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Assessment scheduled during this time and action taken:

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**Subject Teacher to complete**

Subjects impacted during work experience 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 signature:

Parent/Guardian signature:

Head of School feedback/recommendations: \_\_\_\_\_

Head of School:

Signature:

Date:

Deputy Principal (Teaching & Learning)

Signature:

Date :

Administration Officer – Student Pathways Signature:

Date:

**Return to Student Reception**

Plan communicated scanned and saved to TASS

Note: Email to Student and Parent