

# INFORMATION FOR STUDENTS – STUDENT REFERRED WORK PLACEMENT VENUES

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Southern Sydney BEN will provide all students with venues for their mandatory work placement. However, in some cases students may want to refer their own venue.

**SUITABLE VENUE** – the venue must be appropriate for the work placement. For example do not refer a plumber for your hospitality work placement. All venues must be approved by your teacher.

**TIME FRAME** – Southern Sydney BEN requires a **minimum of 8 week's notice for all** student referred venues.

**DOCUMENTATION**– All relevant documents can be downloaded from our website

If a student wants to refer their own venue for work placement the following process is to be followed:-

1. Go to the Southern Sydney BEN web site [www.ssben.com.au](http://www.ssben.com.au) and click on the Student Referred Venue icon.



2. Select either DEC or Catholic depending on your school. Please note TVET students should select the DEC package
3. Download **all** the documents and give them to your host employer. All documents must be fully completed and signed by employer, teacher and parent.
4. Return the signed forms to your teacher who will forward them to Southern Sydney BEN for processing.

Please make sure you include the “Application for Student Referred Venue” form as this gives us your name and date of work placement and your parent / teacher endorsement. **If the documents are incomplete or the request is less than 8 weeks from the date of the work placement the paperwork will be returned to the teacher and the student placed with a Southern Sydney BEN venue.**

For more information please contact the Work Placement Coordinator on 9521 0500