

The CAREERLINK PROGRAM is an *Adult Learning Program*

As a CareerLink student you are agreeing to the following Terms and Conditions: -



- To attend classes at your training provider **every week** during term time.
High attendance is the key to success! - *Do not make appointments on a Tuesday during class time.*
- Arrive in good time for the commencement of class.
*Lateness is **not** tolerated and repeated incidents will be addressed and your place on the course may be at risk.*
- Your behaviour in the course and the workplace is expected to be always exemplary and respectful.
If behaviour is not acceptable your place on the course may be at risk.
- You are committed to keeping on track with your course assessments. Should you fall behind on course work you will be required to attend catch-up days with your training provider during the holidays when these are offered.
- You will undertake work placement as part of the CareerLink program on the assigned dates, as set by your school. This is usually during the exam breaks but may include the school holidays.
- The only exception to not attending work placement is for an exam or sickness.
- If you are unwell, either for training or during work placement, you must make three phone calls:
 1. Your workplace / training provider
 2. Your school
 3. The CareerLink office / your CareerLink Coordinator direct

You need to notify all parties before the start of the day when you are expected.

Please ensure you **telephone**, rather than email, to know your message has been received and acknowledged.

When contacting a host employer, unless you are physically unable to do so, it is expected that **you** contact them yourself and not your parent.

- You are expected to work the full day in the workplace, on the hours set by your host employer.
Do not ask to leave early unless essential, prior consent has been granted, and both your school and the CareerLink office has been informed.
- It is your responsibility to advise the workplace direct plus your CareerLink Coordinator if you have an exam that falls during your assigned work placement.
- If you need to negotiate any additional days in the workplace please liaise with your host employer direct, but you must notify your school and the CareerLink office of any updates.
- You must attend the workplace for the **full dates** as listed in the placement letter issued by the CareerLink office.
You cannot stop attending once you have reached your minimum hours, unless in exceptional circumstances and prior consent has been given by the CareerLink office and your school.
- One host employer is arranged by the CareerLink office at the beginning of the year. If multiple dates are set, placement is usually with the same host employer.

Should you wish to change to a different host for a second placement it is your responsibility to find an alternative.

Once you have found a new host who has agreed to take you, please advise the CareerLink office in writing **no later than one month prior to commencement.** This allows adequate time for induction checks and paperwork to be processed.

- It is your responsibility to maintain your CareerLink logbook, provided to you by your school.

You must record your workplace hours on the blue sheets and ensure your supervisor signs off on both daily entries and at end of placement.

You should take your logbook with you everyday to the workplace and ensure it is always kept up to date.