

STUDENT AND EMPLOYER INFORMATION

Student Name		Date of Hire	
Organization Name		Role of Student within Organization	
Supervisor Name	Supervisor Position	Supervisor Phone Number	
Supervisor Email Address			
Address	Town	Province	Postal Code

STUDENT DUTIES AND RESPONSIBILITIES

Please provide a detailed description of the duties this student will be responsible for at this work site. (Point form is preferable)

STUDENT LEARNING PLAN

Anticipated Time for Student Placement 75 hours 125 hours 250 hours Other _____

Please list the workplace knowledge, skills and attitudes that the student possesses that enabled him or her to be hired for the position.

What job or safety training has the student completed to date?

What special training will the student complete during this placement?

Please list the workplace knowledge, skills and attitudes that the student will be expected to develop or improve upon during this placement.

NOTE: Please inform the School Off Campus Teacher if the major job duties change significantly during the work site placement. Please provide the student with a one- or two-week schedule.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT: The personal information contained on this form is collected under the authority of Section 32(c) of Section 37 of the School Act and will be used for the purposes of verifying attendance and evaluating the performance of students registered in Off Campus Education

Student Signature	Employer Signature
School Off Campus Teacher (NGPS Representative Signature)	Date

