



Certificate III and Diploma of Hospitality Management MANDATORY WORK PLACEMENT DETAILS / AVAILABILITY

1. Please fill in your details below:

Name: _____

Campus: _____ Course start date: _____ Course end date: _____

Address: _____

Suburb: _____ Mobile/phone: _____

Email address: _____

Choose the days you come to class: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

I have my Responsible Service of Alcohol (RSA) certificate

I have my Responsible Conduct of Gambling (RCG) certificate

2. Do you need APC to arrange your 36 shifts of mandatory work placement for you?

Note: this will be unpaid work placement

Yes > What is your availability? (Tick all that apply)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you have your own vehicle or will you be using public transport to travel to your work placement?

- I will use public transport
- I will use my own vehicle

NOTE:

- You must provide us with your current and up-to-date resume/CV before we can arrange a work placement for you.
- You must meet minimum English language requirement & maintain good personal grooming/hygiene for APC to arrange your work placement.
- If you do not accept the work placement that APC arranges for you, you will have to arrange your own placement.

No > Please provide your employer details below so we can verify if it is suitable for work placement.

Name of workplace: _____

Address: _____

Your position: _____

Position description (what do you do): _____

Your supervisor's name: _____

Your supervisor's phone contact: _____

Your supervisor's email: _____

Office use (APC staff only)

Certificate III in Hospitality OR Diploma of Hospitality Management

Employer contacted by: Phone Email Visit Date: _____ Suitable placement: Yes No

Comments: _____