

Merri Creek Management Committee

Student Work Placement & Volunteer Details

Confidential

Please tick the appropriate box

Student	Undertaking work placement as part of secondary or tertiary curriculum requirements	Volunteer	Undertaking volunteer work of not more than 2 days/week.
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Volunteers with MCMC's Parkland On Ground Team please ensure you are familiar with the conditions and requirements outlined on our [website](#).

Name _____

Address _____

Telephone (home) _____ **Mobile** _____

Email _____

Work Placement students only

Institution _____

Course _____

Year _____

Course Coordinator _____ *Phone* _____

What do you need from MCMC to fulfil your course requirements? Eg Assessment

Emergency Contacts

1. Name	_____
Address	_____
Telephone (Mobile)	_____ (work) _____
Relationship	_____

2. Name	_____
Address	_____
Telephone (Mobile)	_____ (work) _____
Relationship	_____

What would you like to gain while working at MCMC? eg particular skills, knowledge, contacts	(On completion of volunteering) Has your expectations been met? please tick the appropriate box		
	Above	met	Below

(On completion of volunteering) **Did you gain additional skills? What were they?**

Can you suggest ways that MCMC could improve to make your placement more rewarding?

Checklist-Office

Prior to commencing:

- Signed Practical placement personal accident insurance by institution

Upon commencement

- Copy of MCMC's Interim Staff Handbook made available to student/volunteer
- Student/volunteer Workplace Induction

Upon completion

- Travel allowance.(\$5/day for each day attended)

Please tick method of payment.

Cheque Cash

Cash

No. of days -----

Total amount paid-----

- Complete supervisors report (1 copy to institution, student, MCMC file)

Start _____ **Finish** _____ **Total no. days** _____

Please sign and date below upon completion of your work with MCMC

Student/volunteer -----Date

MCMC supervisor-----Date