**Common Problems With Victorian Forms**

Common problems with work experience and structured workplace learning forms include:

- **Illegible handwriting / unreadable fax transmission** (applies to all forms).

**Work Experience and Structured Workplace Learning Arrangement Forms**

- **Pupil Details**
  - The birth date of the pupil being incorrect or unclear.

- **Employer Details**
  - Primary activity at the workplace not being filled in
  - Activities the pupil will undertake not being filled out; being filled out incorrectly, illegibly or not in plain language; or indicating that the student will be undertaking prohibited / unsuitable activities. Teachers are reminded that Work Experience students are permitted only to 'observe and assist' tasks, not undertake them without supervision
  - Commencement dates not being filled in
  - Rate of payment not being filled in.

- **Employer Acknowledgement**
  - Relevant signatures being forgotten.

- **Pupil Agreement and Parent / Guardian Consent**
  - Boxes not being ticked, particularly the box in the parent / guardian section regarding known medical conditions.

- **Principal Agreement**
  - Not being signed by the school Principal or Acting Principal. This authority cannot be delegated to a teacher or Deputy Principal
    - see Section 5.8.8 (c) i of the *Education and Training Reform Act 2006*, and section B of the Work Experience Manual: "The principal may not authorise a member of the principal class at the school to sign the Work Experience Arrangement Form on his or her behalf".

**Working With Animals Forms**

- Sections not being adequately filled out

- Form not being signed by the pupil’s parent, or the Work Experience Coordinator.

**Form VA**

- Pro forma answers cannot be accepted. Responses must articulate the specific arrangements which have been made for each particular student

- The form must be signed by the Principal or Acting Principal and cannot be delegated (see above).