

Work Based Training – WBT



- In **week 11, students**** need to book appointment with **Student Support Officer** to submit:
 - Menu
 - Insurance policy certificate
 - Host Employer’s details: ABN, contact name, contact number, address, email
 - All the details above can be submitted via:
 - In person; or
 - Email to: admin@states.edu.au
- Menu will be approved by **SIT Coordinator/Trainer**.
If the menu is not approved, student needs to either:
 - Find another workplace to cover all training requirements; or
 - Find a second workplace to cover the rest of the training requirements.
- **STATES College Representative** will conduct inspection of the workplace.
- After approval, **Agreement** will be signed by **STATES College Representative, Host Employer, and Student** and submitted to **Student Support Officer**.
- **Logbook will be issued**. The **student** is required to update the **Logbook** throughout their placement and complete their training accordingly.
- **STATES College Representative/SIT Trainers** will conduct site visits during the placement.
- At the end of the placement, **student** needs to submit their **Logbook** to **Student Support Office**

**Applicable for full duration Certificate III Commercial Cookery (67 Weeks) students and Certificate IV Commercial Cookery (93 Weeks) students who have not completed WBT as part of their Certificate III. Students with advanced credit(s) may start earlier.

For more information, please contact: admin@states.edu.au