



ALTEC College

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: support@altec.edu.au



Menu will be approve 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.



ALTEC Representative will conduct inspection of the workplace.



After approval, **Agreement** will be signed by **ALTEC Representative, Host Employer, and Student** and submitted to **Student Support Officer**.



Logbook will be issued. Student is required to update the **Logbook** throughout their placement and complete their training accordingly.



ALTEC 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 Officer**.



****Applicable for full duration Certificate III Commercial Cookery (1 year) students and Certificate IV Commercial Cookery (1.5 years) 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 : support@altec.edu.au