

Work Based Training – WBT



- Students need to complete 24 units before starting the WBT. WBT Induction is compulsory to attend for all students and **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: (Scan and email)
 - In person; or
 - Email to: admin@states.edu.au
- The menu will be approved by **WBT Supervisor**.
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 WBT Supervisor** will conduct inspection of the workplace.
- After approval, **Agreement** will be signed by **STATES College WBT Supervisor, 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 WBT Supervisor** 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