

Subject

Faculty of Business, Justice and Behavioural Sciences

Business Attendance Record

Form

The current version of Adobe Acrobat Reader is required for full functionality of this PDF form:

- Computer version: https://www.adobe.com/au/products/reader.html

Campus

- Mobile app version to assist with form on devices: https://www.adobe.com/au/products/reader-mobile.html

Mode

- This form must be completed by the student and signed by both the student and supervisor upon conclusion of placement.
- Form C is an assessable item, submission is compulsory for all students.

Session

 CSU will handle your personal information contained in this form pursuant to its obligations contained in the Privacy and Personal Information Protection Act 1989 (NSW) and CSU's Privacy Management Plan.

SECTION 1: Student Details						
Family Name		First Name				
Student ID		Email				
SECTION 2: Organisation Details						
Name of Organisation		Supervisor Name				
SECTION 3: Attendance Record						
Example of I	now to complete this form correctly					
DATE	TASKS		HOURS WORKED			
1-Jun-16	Attended meeting to discuss new work packages required		3			
3-Jun-16	Conducted research on upcoming project for presentation		6			
DATE	TASKS		HOURS WORKED			

DATE	TASKS		HOURS WORKED
		Total Placement Hours	
SECTION 4:	Signatures		
Student's Nam	ne	Student's Signature	Date
Supervisor's Name		Supervisor's Signature	Date
		How to create a digital signature link	
			Email to WPL
		Should t Save for to the W	he submit button not work: m to a hard drive and email orkplace Learning Unit. S-WPL@csu.edu.au)

bjbswplbusformc.pdf-20170217 Page 2 of