Charles Sturt University

Faculty of Business, Justice and Behavioural Sciences

Business Attendance Record

Form C

To enable this electronic form, first save then reopen as a PDF file as it will not function properly within a browser window.

The current version of Adobe Acrobat Reader is required for full functionality.
- Computer version: https://www.adobe.com/au/products/reader.html
- Mobile app version to assist with form on devices: https://www.adobe.com/au/products/reader-mobile.html

- **Form C must be completed by student and signed by student and supervisor on conclusion of placement. It is an assessable item and submission is compulsory.**
- **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.**

Subject	Session	Campus	Mode

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 how to complete this form correctly

DATE	TASKS	HOURS WORKED
1-Jun-17	Attended meeting to discuss new work packages required	3
3-Jun-17	Conducted research on upcoming project for presentation	6

DATE	TASKS	HOURS WORKED

DATE	TASKS	HOURS WORKED

Total Placement Hours 0.00

SECTION 4: Signatures

Student's Name

Student's Signature

Date

Supervisor's Name

Supervisor's Signature

Date

How to create a digital signature link

Email to WPL

Should submit button not work:
Save form to a hard drive and email to Workplace Learning Unit.
(business-wpl@csu.edu.au)