



# Procedure

## Work experience placements for school students

### Audience

All schools

Implementation Date: 23/07/2019  
Version: 5.5

### Purpose

To detail the roles, responsibilities and processes for developing and implementing a work experience program for state and non-state school students when undertaken as part of their education.

Work experience that is part of a vocational placement through a Vocational Education and Training (VET) course/qualification provided through a non-school Registered Training Organisation (RTO) is **not** covered by this procedure.

### Overview

A work experience program provides a formal arrangement whereby students, while enrolled at a school approved by the Minister for Education, (including students enrolled in home education), participate in activities at a place of paid or voluntary work. Work experience is the short term placement of students with employers to provide insights into the industry and the workplace in which they are located. Activities undertaken should not require extensive training or expertise.

The decision to implement a work experience program rests with the school principal, in consultation with students, parents and work experience providers. Students may undertake different types of work experience — work sampling or structured work placement.

Students must be at least 14 years old, and enrolled in an educational establishment. Work experience must be unpaid. Students can be placed on work experience up to a maximum of 30 days in a year. The principal may approve work experience of more than 30 days for a student with a disability. Students may be placed for selected days or half days, over a specified period of time, or each day of the week for a specified period. Participation in a work experience program should not disadvantage students with regard to the rest of their education program at school.

The insurance cover for work experience students ([state and non-state](#)) has certain restrictions and activities precluded from cover, and these activities may not be undertaken during work experience. The insurance policies cover students undertaking work experience placements in Queensland. Reciprocal arrangements exist for

Queensland students to undertake work experience in New South Wales or the Northern Territory. These arrangements are primarily for students who live in regions adjoining the border Queensland shares with those states. This arrangement should only be explored when all suitable opportunities in Queensland have been considered.

## Responsibilities

### Principals

- establish the work experience program ensuring that at all times the educational value of the program is the prime consideration
- approve all [work experience arrangements](#) in consultation with students, parents and work experience providers
- approve negotiation of placements for students (living in state border areas near New South Wales or the Northern Territory) with intended work experience providers in New South Wales or Northern Territory only when suitable placements are not available in the local area
- manage processing of any claim against liability insurance policy (state and non-state schools) or workers' compensation policy (state schools only) arising from participation in work experience
- may delegate responsibilities relating to work experience to a nominated officer, teacher, employee or contractor engaged by the educational establishment.

### Delegated officers (work experience coordinators, teachers, nominated officers, contractors)

- develop the work experience program as a key component of a broader career education program
- ensure the school community is made aware of the work experience program and its benefits in supporting students in their transition from [school to work](#)
- implement the work experience program ensuring all parties to the work experience agreement are aware of their responsibilities
- support students to complete paperwork and lodge relevant documentation arising out of public liability and/or workers' compensation insurance claims
- review and evaluate the work experience program.

## Process

### Development of the work experience program

#### Delegated officers

- consider the design of the work experience program in the context of a broader career education program
- ensure the program is informed by the school's [SET Planning processes](#)
- ensure work experience arrangements are consistent with policies on equity, diversity and social justice
- ensure all work experience arrangements comply with [Education \(Work Experience\) Act 1996 \(Qld\)](#):

- the student is at least 14 years of age
- work experience is completed in the same calendar year it commenced
- work experience is no longer than 30 days in a year, except where the principal has approved more than 30 days in the case of a student with a disability
- work experience arrangement must be in writing prior to the start of the placement
- written consent to the arrangement is obtained from the student's parents (if under 18 years of age)
- only [activities covered by the insurance policy](#) are undertaken by students
- the work experience provider does not provide work experience to more than the permitted number of students at the same time (i.e. The permitted number of students is equal to the total number of full-time employees, unless special circumstances exist and approval of Director-General is obtained to vary that number.)
- the student must not be paid for work experience
- ensure reasonable provision is made for a teacher or other nominated person to visit students on work experience at least once during placement.

## Implementation of the work experience program

### ***a) Prior to placement***

#### **Delegated officers**

- determine the suitability of the work experience placement by ensuring as far as practicable that the:
  - work undertaken is relevant and appropriate to the needs and interests of the student
  - work undertaken is without risk to the student's health or safety
  - workplace can provide adequate supervision of the student
- consider placements in New South Wales and Northern Territory for those students living in regions adjoining the border Queensland shares with New South Wales and Northern Territory only when:
  - suitable placements are not available in the local area
  - the nearest host school has agreed to support the placement
  - the [Work experience agreement form](#) and [Interstate/Territory work experience approval form](#) have been sent to the intended host school and returned **at least three weeks prior** to the expected placement
  - provision has been made for at least one supervisory visit or some other form of contact with students where distance or exceptional circumstances precludes teacher visits, by a person nominated by the principal
  - arrangements are in place for students to contact an appropriate staff member from school in case of need when a work experience placement is arranged to take place during vacation periods

- review available information about any condition (e.g. physical or medical) that may impair a student's capacity to safely engage in work experience placement
- inform students of their rights and responsibilities whilst participating in a work experience program by ensuring that students:
  - are aware they are representing their school and must reflect their school's expectations by demonstrating behaviour aligned to the school's Responsible Behaviour Plan
  - understand that they must contact the school/work experience coordinator as soon as possible on the day if they are unable to attend work experience or are late
  - understand their obligations relating to workplace health and safety, including the process for reporting all accidents or incidents in the workplace
  - understand the importance of disclosing any personal details including pre-existing medical information to the employer which may impact on their own safety or the safety of others in the workplace
  - are provided with information regarding workplace harassment and unlawful discrimination, and the process to follow if a situation arises in the workplace including:
    - advising the offending person immediately that they do not want them to behave in that way
    - informing their work supervisor and parent
    - contacting the school principal or work experience coordinator
- ensure arrangements are in place for students to contact an appropriate staff member from school in case of need when a work experience placement is arranged to take place during vacation periods
- ensure students receive adequate information from the work experience provider, in relation to work being carried out in the particular workplace
- where possible, arrange a meeting or contact with employers to explain the procedures and processes related to work experience including:
  - scheduling a visit to the work experience provider's location by the principal or delegated officer during the student's placement
  - completing documentation (i.e. student report) provided by the school
  - forwarding completed documentation to the work experience coordinator or giving it to the student
  - terminating the agreement, if necessary, by contacting the principal or work experience coordinator
- determine if the work placement has specific requirements for student participation ensuring that students are:
  - made aware of the requirements
  - supported through the process to meet the requirements
- inform work experience providers of their responsibilities including:
  - maintaining the confidentiality of student's medical information
  - providing supervision of the student at all times

- the process to follow should an accident occur to a student on placement
- undertake a risk assessment of the work experience placement prior to signing the *Work experience agreement form*. This may take the form of:
  - a phone call or discussion with the work experience provider clarifying they have workplace health and safety practices in place and the nature of the tasks being performed by the student; or
  - a visit to the workplace to ensure workplace health and safety procedures are obviously being followed; or
  - if, in the opinion of the work experience coordinator, further assessment is required, completing the [Curriculum activity risk assessment generic template](#) or referring to the [Curriculum activity risk management guidelines](#).
- consider alternative means of communication for students, parents or work experience providers from a non-English speaking background or with low literacy skills
- provide relevant [information on liability insurance and workers' compensation](#) to work experience providers, students and parents (state and non-state)
- ensure that parents are aware of their responsibilities including:
  - making appropriate arrangements for their student to travel to and from work experience
  - reporting their student's absence from work experience to the school/work experience coordinator as soon as possible on the day of the absence
  - providing any necessary health information relating to their student (if under 18 years of age) which may impact on the safety of their student or the safety of others in the workplace
- ensure the [Work experience agreement form](#) is completed correctly and signed by all relevant parties, and that copies of the form have been given to the work experience provider, student and parent
- ensure that students and their parents understand how the student's personal information contained on the *Work experience agreement form* may be held, used and disclosed.

### Work experience providers

- ensure that the student is aware of any special requirements relating to the placement (e.g. working hours, clothing, personal protective equipment, the need for confidentiality)
- ensure that a supervisor has been allocated to the student and that this person is aware of what is required of them during the placement
- ensure that the supervisor knows who to contact at the school if an issue arises
- ensure they have:
  - signed the *Work experience agreement form* and received a copy
  - received information on liability insurance and workers' compensation.

**b) During the placement****Delegated officers**

- ensure a teacher or other nominated person visits the student on work experience at least once during placement
- monitor the health and safety performance of the work experience provider during work experience placements
- exercise a duty of care and withdraw students from placements when justified
- postpone or withdraw placement in the event of industrial dispute or stand down a work experience provider until dispute is resolved
- report complaints involving sexual abuse or assault to [Child Safety Services](#), or to [Queensland Police Service](#)
- ensure all accidents and incidents occurring on work experience placement are recorded, reported and investigated and copies of relevant documentation kept.

**Work experience providers**

- ensure students:
  - are inducted into the workplace on their first day of placement
  - understand workplace policies regarding bullying, harassment and discrimination and any other codes of conduct relevant to the workplace
  - understand the tasks they will undertake during the placement
  - are provided with adequate support and directly supervised at all times while undertaking work related activities
- immediately contact the work experience coordinator if a problem arises.

**c) After the placement****Delegated officers**

- conduct a debriefing session with the student to allow the student to evaluate and reflect on the placement
- maintain a register of details of each student participating in work experience, including student's full name, date of birth, address, and telephone contact details (maintenance of all signed school work experience forms will fulfil this requirement)
- provide information to the Department of Education (DoE) on all work experience placements in the form specified in the [Corporate data collections schedule](#) (DoE employees only)
- review and evaluate the work experience program to identify any issues or concerns which will inform future planning.

## Insurance arrangements

### a) **Public liability (state and non-state schools)**

If a claim is being made against the public liability policy arising from participation in work experience, the school should:

1. complete the [Notice of claim – Students on work experience placement form](#)
2. advise all parties that any admission of liability could prejudice the opportunity for indemnity under the policy
3. collect relevant supporting documentation including:
  - a copy of the student's [Work experience agreement form](#)
  - incident/accident reports or statements
  - third party correspondence (tax invoices, quotations, letters of demand)
4. return the completed form and relevant supporting documentation to DoE State Schools Division (email: [VETinSchools@qed.qld.gov.au](mailto:VETinSchools@qed.qld.gov.au)) where it will be recorded and then sent to the insurance company
5. direct any summons, writ or legal demand received at the school to the insurance company to the DoE State Schools Division (email: [VETinSchools@qed.qld.gov.au](mailto:VETinSchools@qed.qld.gov.au))
6. keep records of all claims made at the school.

### b) **Workers' compensation (state schools only)**

If a claim is being made against the workers' compensation insurance policy arising from participation in work experience, the school should:

1. ensure that the student and/or parent (if student is under 18 years of age) is aware that the student must visit the doctor and obtain a medical certificate
2. assist the student with the completion and lodgement of the [WorkCover Queensland claim form](#), with their attached medical certificate, to WorkCover Queensland
3. send a copy of the completed *WorkCover Queensland claim form* and the student's *Work experience agreement form* to DoE State Schools Division (email: [VETinSchools@qed.qld.gov.au](mailto:VETinSchools@qed.qld.gov.au)) for tracking of claims
4. keep records of all claims made at the school.

## Definitions

<b>Work sampling</b>	Provides students with the opportunity to learn actively about people at work and gain first-hand knowledge, skills and attitudes required in a workplace.
<b>Structured work placement</b>	Provides learning opportunities that are part of a Vocational Education and Training (VET) qualification program provided by the school as a Registered Training Organisation (RTO) that takes place in a workplace or simulated workplace and is structured, monitored, regulated and assessed.
<b>Student</b>	An individual who is at least 14 years old and is enrolled in an educational establishment.

<b>Work experience provider</b>	A person, a company, a business, an association, a local authority or any other body able to, in the opinion of the principal, provide work experience.
<b>Vocational placement</b>	A workplace which provides practical training and experience that is required under, and is an assessable part of, a student's VET course, where the RTO is an external provider to the school and has a fee-for-service arrangement.

## Legislation

- [Education \(Work Experience\) Act 1996 \(Qld\)](#) Parts 2 and 3
- [Workers' Compensation and Rehabilitation Act 2003 \(Qld\)](#) Sections 22 and 26
- [Work Health and Safety Act 2011 \(Qld\)](#)

## Delegations/Authorisations

- Nil

## Related policies

- [Inclusive education](#)
- [Diversity in Queensland schools – Information for principals](#)

## Related procedures

- [Health and safety incident recording, notification and management](#)
- [Managing risks in school curriculum activities](#)
- [Senior education and training \(SET\) planning](#)

## Guidelines

- [Guidelines for schools](#)
- [Curriculum activity risk management guidelines](#)

## Supporting information/websites

- [Work experience agreement form](#)
- [Interstate/Territory work experience approval form](#)
- [Frequently asked questions about work experience](#)
- [Insurance information for schools, parents and work experience providers](#)
- [Notice of claim – Students on work experience placement](#)
- [WorkCover Queensland claim form](#)
- [Certificate of currency – public liability insurance](#)

- [Certificate of currency – workers' compensation insurance \(state school students only\)](#)
- [Curriculum activity risk assessment generic template](#)
- [Corporate data collection schedule](#) (DoE employees only)
- [Child Safety Services](#)
- [Queensland Police Service](#)

## Contact

For further information, please contact:

State Schools Division  
Department of Education  
Email: [VETinSchools@qed.qld.gov.au](mailto:VETinSchools@qed.qld.gov.au)

## Review date

13/04/2019

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

- 3.0 Work experience placements for school students
- 4.0 Work experience placements for school students
- 5.0 Work experience placements for school students

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