



Students Rights and Responsibilities

Fact Sheet

- Prior to undertaking the work experience placement, students must be aware of the industry requirements, particularly in relation to health and safety. For example, students applying for Work Experience placements in the construction industry must have a *General Construction Induction Card* (White Card). This is a requirement under Queensland's workplace health and safety legislation.
- Participate in the Introduction to Work Experience in years 10 and beyond. If students miss this lesson, the PowerPoint can be accessed on the school website.
- Identify what information needs to be obtained from the work place provider to complete the *Work Experience application form*.
- Ask for help from the Program Co-ordinator, curriculum teacher, Pathways Officer or HOD VET if they are unsure of how to approach or locate a potential work placement provider.
- Communicate key information to the work placement provider - when they are available to work and the level of experience they have in the field of work they have chosen.
- Source a suitable work placement provider to undertake Work Experience with.
- Complete the *Work Experience application form* in full.
- On acceptance of a placement, hand the envelope labelled '*Work Experience provider introduction letter*' to the work placement provider.
- Provide the following documents to the work placement provider for signing, feedback or discussion:-
 - *Work Experience placement provider - Confirmation letter*
 - *Work placement provider FAQ's*
 - *Work Experience Handbook*
 - *Work Experience placements for school students – Insurance information*
 - *Work experience placement for school students - Agreement*
 - Student Induction form
- Return the following documents to the Program Co-ordinator or curriculum teacher by the due date:
 - *Work Experience placement application form* (completed in full and signed)
 - SafeMove certificates or other relevant evidence as identified

- *Work Experience placement for school students - Agreement* (signed by all three parties)
- Complete **all** sections of the *Work Experience Handbook*. This includes:
 - Induction
 - Daily Time Sheet & Activity List
 - Student Self Reflection
- Give your Work Experience Student Handbook to your work placement provider and ask them to:
 - Sign the induction checklist to confirm it took place
 - Provide feedback on the Work Placement Provider Feedback form
- Undertake a workplace orientation/induction prior to commencing placement e.g. on arrival on the first day of placement. Complete and sign the induction section of your Work Experience Student Handbook. Provide a completed copy of the Induction Checklist to be provided to Pathways Officer who will attach it to the students application form.
- To abide by the school Responsible Behaviour Plan, and always follow safe work practices.
- Attend placement for the full Work Experience period.
- Immediately notify the school and Work Experience provider if they are unable to attend or expect to be late to Work Experience.
- Demonstrate behaviour aligned to the school's responsible behaviour plan and keep with the accepted standards of their Work Experience provider.
- Perform duties to the best of their ability and comply with all reasonable directions given by the Work Experience provider.
- Follow all workplace health and safety procedures in the workplace.
- Do not undertake tasks that require extensive training or expertise.
- Report to workplace supervisor at the commencement of Work Experience placement and ensure you are supervised at all times while on placement.
- Notify the school and Work Experience provider of any incident or accident in the workplace which may involve the student.
- Send a thank you letter to the Work placement provider at the end of the placement.

QUESTIONS? See the HOD VET in the Senior Hub
or phone on 4154 5333