

# Work experience placements for school students

## Frequently asked questions

Question	Answer
Who can participate in work experience?	<p>The <a href="#">Education (Work Experience) Act 1996 (Qld)</a> states that students must be at least 14 years old and enrolled in a school. This includes children registered for home education.</p> <p>Students undertaking a defence work experience placement with the Australian Defence Force must be at least 15 years of age at the time of their placement.</p>
Who decides if the work experience placement is suitable?	<p>The principal makes the final decision about the appropriateness of a work experience placement. At all times, the educational value of the program is the prime consideration. For children registered for home education, parents decide the appropriateness of a work experience placement.</p> <p>Suitability of the placement is determined following negotiation of workplace activities, consideration of risk assessment documentation and relevance of the placement to the student's educational pathway.</p>
What paperwork is required to formalise a work experience placement?	<p>The <a href="#">Work experience agreement</a> is completed in consultation with the student, parent/carer (if under 18 years of age and not an independent student) and work experience provider. All parties must sign the agreement prior to the student commencing placement.</p> <p>Children registered for home education should contact the <a href="#">Home Education Unit</a> for the relevant work experience agreement form.</p>
Is it necessary to undertake a risk assessment process for every work experience placement?	<p>Yes. Schools are required to conduct a risk assessment process for every workplace prior to students undertaking work experience. The school determines the nature of the risk assessment process and may use a variety of strategies to ensure the health and safety of students participating in work experience.</p> <p>Processes may be undertaken by the work experience coordinator or the work experience provider in consultation with the work experience provider.</p> <p>The DoE's <a href="#">Risk assessment template</a> for student work experience placements may be used in circumstances where the school identifies that a particular activity warrants further assessment.</p>

Question	Answer
Can a student undertake work experience with a parent or another relative?	<p>Yes, but only in limited circumstances. The work experience provider/business owner cannot be a parent or relative of the participating student. A student may work in an organisation that employs a student's parent or relative, as long as the student is not under the direct supervision of the parent or relative.</p> <p>Placements with parents or other relatives are not encouraged, as work experience programs should assist students to broaden their experiences by working in an unfamiliar environment.</p>
Can a child registered for home education undertake work experience with a parent or relative?	<p>No. The work experience provider/business owner cannot be a parent or relative of the participating child, nor the supervisor of the child whilst in the workplace. The Department of Education's insurer has advised that this arrangement may cause a conflict of interest.</p>
Can a student undertake work experience at their own school?	<p>Yes. The school can sign the <a href="#">Work experience agreement form</a> as both the school and the work experience provider. However, one of the purposes of the work experience program is to assist students to broaden their experiences by working in an unfamiliar environment. The placement of a student in a different school may be of more value.</p>
Can a student on a temporary visa participate in work experience?	<p>Yes, if they are at least 14 years old and enrolled at the school. However, the principal should also consider whether participating in work experience will provide educational value toward their future career pathways, particularly if the student will be returning to their country of origin in the near future.</p>
Are students able to undertake work experience in another state or territory?	<p>Yes, but only in limited circumstances. A Ministerial Agreement exists between Queensland, New South Wales and the Northern Territory which allows students in Queensland to undertake work experience in these areas. Schools located on or near New South Wales or Northern Territory borders may arrange interstate placements within geographic locations that are adjacent to these borders unless there are exceptional circumstances that warrant a distant placement.</p> <p>Interstate placements should only be canvassed after all suitable opportunities in Queensland have been considered. Queensland schools may also receive requests for support with work experience placements from New South Wales or the Northern Territory.</p> <p>Procedures for claims by Queensland students on interstate or territory placement against the liability insurance policy and workers' compensation are the same as for Queensland based claims.</p> <p>Work experience in states or territories other than those mentioned above are not considered work experience placements under Queensland's policy and are therefore not covered by public liability insurance (state and non-state schools) or workers' compensation (state schools only).</p>

Who is responsible for expenses associated with student participation in work experience placements?	The student and parent/carer (if under 18 years of age and not an independent student) are responsible for all expenses relating to a student's participation in a work experience placement.
Who is responsible for work experience arrangements for students who are required to undertake work experience as part of a VET in Schools program conducted by another school RTO?	The school RTO providing the course is responsible for work experience arrangements (including organising placement and work experience documentation). This documentation should be completed in consultation with the partnering school.
Who is responsible for organising vocational placement for students if it is a requirement of a VET program offered by an external provider?	<p>External registered training organisation (RTO) providing VET courses to schools are responsible for organising vocational placements for students. This applies to courses funded by the <a href="#">Department of Employment, Small Business and Training's VET investment budget</a> or through fee-for-service arrangements.</p> <p>As part of their responsibilities, external RTOs complete all documentation as well as public liability and workers' compensation insurance arrangements as per requirements outlined in <a href="#">Standards for Registered Training Organisations (RTOs) 2015</a>.</p> <p>It is important to note that students undertaking vocational placement are not covered by the department's insurance policies.</p> <p>Schools should ensure that the responsibilities of all parties are clearly defined for the delivery of VET with external RTOs when negotiating third party arrangements, including vocational placement arrangements.</p>
How many hours should a student work per day during work experience?	Based on recommendations by the Queensland Government business and industry regarding <a href="#">restrictions on children working</a> , students should not work more than 8 hours per day during work experience, with at least one break after the end of the fourth hour. If there is a requirement from the provider for the student to work longer hours, this should be discussed with the principal prior to the <a href="#">Work experience agreement</a> being finalised. In such cases, the principal should strongly consider whether the placement is appropriate.
How many days of work experience can a student undertake in a year?	The <a href="#">Education (Work Experience) Act 1996 (Qld)</a> states that students are allowed to work a maximum of 30 days in a calendar year. The principal may approve work experience of more than 30 days for a student with disability.

Can a student undertake work experience on weekends or school holidays?	<p>Yes. Work experience usually occurs during the school week but in some cases, students may work on weekends or in school holidays. In these circumstances, the principal should give careful consideration to the reasons why work experience would need to occur outside the normal school week.</p> <p>Appropriate arrangements should be made:</p> <ul style="list-style-type: none"> <li>to ensure a teacher or other nominated person visits the student on work experience at least once during placement;</li> <li>by the teacher or work experience coordinator for the student to contact a school staff member in case of need.</li> </ul> <p>The <a href="#">Education (Work Experience) Act 1996 (Qld)</a> states that a work experience placement must finish in the year it starts.</p>
Can a Year 12 student undertake work experience after they have officially finished Year 12?	<p>The <a href="#">Education (Work Experience) Act 1996 (Qld)</a> states that a student can only do work experience if they are enrolled in an educational establishment (such as a school). Insurance coverage is based on compliance with this Act. Work experience for Year 12 students should be conducted and completed during the school year, and not after they finish as they are no longer enrolled.</p> <p>The <a href="#">Education (Queensland Curriculum and Assessment Authority) Regulation (2014)</a> defines the finishing day for Year 12. The finishing dates for students in Year 12 can be found on the <a href="#">School holidays and term dates for Queensland state schools</a> webpage.</p> <p>Year 12 students will not be able to undertake work experience placement under the school's work experience program after they finish.</p>
Does the <i>Child Employment Act 2006</i> (Qld) apply to work experience?	<p>No. A student on work experience is not considered an employee of the work experience provider and the provider is not considered to be the employer of the student. Only section 8A of the <a href="#">Child Employment Act 2006 (Qld)</a> relating to prohibition on nudity and sexually provocative clothing applies to work experience.</p>
Can a student be paid whilst on work experience?	<p>No. The student must not be paid as they are not considered to be an employee of the work experience provider and the provider is not the employer of the student under the <a href="#">Education (Work Experience) Act 1996 (Qld)</a>.</p>
Is a student or parent required to disclose personal information including health concerns on the <a href="#">Work experience agreement</a> form?	<p>Yes. Under the <a href="#">Education (General Provisions) Act 2006 (Qld)</a>, the sharing of information by the student and/or the parent (if the student is under 18 years of age) is required, if it is necessary in averting a serious risk to the life, health or safety of the student or the safety of others. The school should not provide this information to any other person or agency unless the student and/or parent have given the school permission or the Department of Education is required by law to do so.</p>

<p>Are there any requirements to consider prior to a student participating in a work experience program?</p>	<p>Prior to undertaking the work experience placement, students must be aware of the industry requirements, particularly in relation to <a href="#">health and safety</a>.</p> <p>For example, if a work experience placement is being arranged for students on a construction site, students must have a <a href="#">General Construction Induction card (white card)</a>. This is a requirement under Queensland's workplace health and safety <a href="#">legislation</a>.</p>
<p>Do work experience providers require a <a href="#">blue card</a> (Working with Children Check)?</p>	<p>No. However, the school principal should ensure that the workplace into which a student is to be placed is not a risk to the health, safety and wellbeing of the student.</p>
<p>Do students require a <a href="#">blue card</a> (Working with Children Check) if undertaking work experience (work sampling) involving children?</p>	<p>School students under the age of 18 who are experiencing or sampling employment in a child-related industry do not require a blue card.</p> <p>School students aged 18 years and over who are experiencing or sampling employment in a child-related industry do require a blue card.</p>
<p>Do students require a <a href="#">blue card</a> (Working with Children Check) if undertaking a structured work placement as part of their Vocational Education and Training (VET) studies through their school RTO?</p>	<p>Yes. School students working with children under a structured work placement arrangement as part of their VET studies through their school RTO require a blue card. The student must hold a valid blue card before they can commence child-related work. A blue card is valid for three years and there is no prescribed application fee.</p>
<p>Do students require a <a href="#">yellow card</a> (criminal history screening) if undertaking work experience with a:</p> <ul style="list-style-type: none"> <li>• Department of Communities, Disability Services and Seniors (DCDSS) funded non-government service provider; or</li> <li>• National Disability Insurance Scheme (NDIS) non-government service provider that provides services to adults?</li> </ul>	<p>Yes. The service provider is required to ensure people it engages have a yellow card. This includes school students placed on work experience with a DCDSS funded non-government service provider or NDIS non-government service provider that provides services to adults. The service provider will be required to apply for the card on behalf of the student.</p>
<p>How long should schools keep work experience records for?</p>	<p>Work experience agreements should be kept within the student's file at school, as per the Department of Education Policy and Procedure Register relating to <a href="#">Information management</a>.</p>

<p>Is the school required to report work experience data to DoE?</p>	<p>Yes. All schools are required to report work experience data annually as a mandatory requirement of <a href="#">DoE's Corporate data collection schedule</a>. This data is used by the Queensland Government Insurance Fund (QGIF) to calculate insurance premiums for the following year.</p>
<p>How do I make a claim for liability?</p>	<p>Complete a <a href="#">Notice of claim – Students on work experience placement form</a> and email the completed form, a copy of the completed <a href="#">Work experience agreement</a> and any supporting documentation to Department of Education (Central Office) email <a href="mailto:VETinSchools@qed.qld.gov.au">VETinSchools@qed.qld.gov.au</a>. These documents will be forwarded to QGIF for processing.</p>
<p>What happens if a student is injured while on work experience?</p>	<p>If a student is injured during work experience and parents wish to make a claim under WorkCover, the student must firstly visit a doctor and obtain a medical certificate. The student must also notify the school of the incident and injury. As soon as possible, the school should assist the student with completing a <a href="#">WorkCover Queensland claim form</a>, attaching the medical certificate, and submitting both documents to WorkCover Queensland (submission details are provided on <a href="#">WorkCover Queensland claim form</a>). A copy is retained by the school on file and another copy, together with the <a href="#">Work experience agreement</a>, should be sent to Department of Education (Central Office) email <a href="mailto:VETinSchools@qed.qld.gov.au">VETinSchools@qed.qld.gov.au</a> for tracking of claims.</p> <p>The above process also applies to children registered for home education, with the exception that the <a href="#">Home Education Unit</a> should be notified of the incident and injury, and a copy of all documentation forwarded to the Home Education Unit for the tracking of claims.</p>
<p>What are the policy details for the department's liability policy with the Queensland Government Insurance Fund?</p>	<p>Insured name: Department of Education – School Student Work Experience &amp; Vocational Placements                  Policy number: QG0037                  Sum insured/liability: \$10,000,000</p>
<p>What are the policy details for the department's WorkCover (workers' compensation) policy?</p> <p><b>STATE SCHOOL STUDENTS ONLY</b></p>	<p>Insured name: Department of Education (Work Experience) COI                  Policy number: SAA070676519</p>