

Responsibilities relating to student work experience placements

Work experience placements are negotiated between the student, parent/carer, work experience provider and school. All parties to a work experience placement have responsibilities.

The **principal or delegated officer** should:

- ensure all work experience arrangements comply with the *Education (Work Experience) Act 1996 (Qld)* including meeting minimum age requirements and not exceeding the maximum number of days students may attend work experience in a calendar year
- approve all work experience arrangements in consultation with students, parents and work experience providers
- ensure risk assessment processes have been undertaken for all work experience arrangements
- ensure the work experience agreement has been signed by all parties to the work experience placement prior to the student attending the placement
- ensure that students undertaking work experience understand their commitment to the work experience provider and school under the work experience agreement
- work with the work experience provider to ensure all students are supported, including reasonable adjustments to support students with disability
- monitor the progress of the student during the work experience placement by ensuring a teacher or nominated person visits each workplace at least once during the placement
- ensure that students review and evaluate work experience placements to inform future placements
- support students to complete paperwork and lodge relevant documentation arising out of liability (state and non-state schools) and/or workers' compensation insurance (state schools only) claims
- evaluate the school's work experience program to identify any issues or concerns, including those arising from work experience insurance claims, to inform future planning and preparation of students.

The **student** should:

- understand their responsibilities in relation to work experience, including following all workplace health and safety procedures and complying with all reasonable directions given by their work experience supervisor
- commit to work experience by attending every day, arriving on time, performing their duties to the best of their ability and participating enthusiastically in workplace activities
- contact the work experience coordinator if the student has any concerns about their work experience provider.

The **parent/carer** should:

- provide any information about medical conditions and/or medication relating to the student for inclusion on the work experience agreement which may impact on the safety of the student or the safety of others in the workplace
- understand their responsibilities regarding transportation of their student to the work experience location and notifying the school and work experience provider if the student is unable to attend work experience
- understand they are responsible for all expenses related to their student's participation in the work experience placement.

The **work experience provider** should:

- understand their responsibilities relating to health and safety under the Work Health and Safety Act 2011 (Qld)
- provide students with relevant and appropriate training, where required, and direct supervision at all times while undertaking work related activities
- ensure the permitted number of students accepted for work experience does not exceed the number of full-time employees
- inform the student of particular safety requirements of the workplace including personal protective clothing/equipment
- explain workplace policies regarding bullying, harassment and discrimination and codes of conduct, and explain processes for reporting problems or issues
- notify the school/work experience coordinator of any incident or accident involving a school student, any action undertaken and damages to property involving the student during the placement
- explain work tasks clearly and implement reasonable adjustments where appropriate, for students with additional educational needs
- ensure the student will not undertake activities which are prohibited by law, excluded under the department's liability cover, or unsuitable for a student placed in a work experience environment
- ensure the hours worked by the student do not exceed the normal hours worked in my industry
- meet with school staff who visit the workplace to discuss the student's progress
- complete any required documentation (e.g. student report) and return it to the school
- ensure the workplace supervisor has the contact details of the work experience coordinator in case an issue arises
- notify the school/work experience coordinator of any unexplained absences by the student
- ensure the student is not paid whilst undertaking work experience
- understand the level of liability cover provided by the department and the activities excluded from insurance cover information provided by the school
- understand that the arrangement may be terminated at any time by either the school principal or work experience provider.