

Policy and Procedure Register updates

Summary of changes to:

Work experience placements for school students procedure

1. Reason for new/updated policy or procedure (select all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Change of policy/procedure requirements | <input type="checkbox"/> Audit/review recommendation |
| <input type="checkbox"/> Change to legislation/delegations | <input checked="" type="checkbox"/> Due for review |
| | <input type="checkbox"/> Other |

The work experience placements for school students procedure has been updated as part of the regular review of Department of Education policies and procedures. The update aims to realign and refresh the content, while also ensuring the procedure reflects improved capabilities such as online and electronic forms, and incident reporting systems etc.

2. Summary of changes

Changes to the work experience procedure include:

- updated work experience agreement form to allow electronic or wet signatures
- mandatory risk assessments for all work experience placements, with a streamlined template and a new guide including industry specific examples
- new work experience guide for schools consolidating documents and templates for planning and processes
- new work experience guide for employers to assist with hosting work experience students
- new template for principals to approve students with disability completing more than 30 days of work experience
- compliance with the *Queensland Child Safe Organisations Act 2024*, *Human Rights Act 2019* (Qld) and reportable conduct scheme requirements
- updates to the work experience restricted activities, including allowing simulated firearms in defence settings only
- adding new restricted activities, including:
 - intended asbestos or silica disturbance activities,
 - any work in a morgue,
 - sex industry work,
 - certain construction work that directly involves the installation or removal of tilt up panels, or the temporary bracing connected to tilt up panels.
- clearer steps for lodging a public liability insurance or work cover claim
- updates to the “Frequently Asked Questions” supporting document to provide greater clarity around:
 - Blue card and Yellow card requirements
 - interstate work experience
 - students with disability participating in work experience

- relaxed restrictions for students in very remote areas working with relatives
- work experience as a trial for School-based apprenticeships or traineeships
- guidelines on the number of work experience days, including part days.

3. Impacts to roles and responsibilities

Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

If yes, select the type of change: (select all that apply)

Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page#
Principal or nominated officer	Previously able to consider whole or half days for work experience. Now also able to consider part days, provided the hours in the workplace are documented and do not exceed 30 days per calendar year.	3
Principal or nominated officer	Now needs to consider if the proposed work experience arrangement can provide a child safe context for the student on placement and complies with the reportable conduct requirements as outlined in the Child Safe Organisations Act 2024.	4
Principal or nominated officer	A risk assessment is still required for all work experience placements and student specific risk assessments may also be required if identified medical conditions exist that may impact the student's safety and wellbeing in the workplace. Templates have been provided.	6 and 7
Principal or nominated officer	Can now contact students on work experience through various formats, including face to face, video calls or phone calls. Previously schools were required to make a face to face visit to all work experience students while on placement.	8 and 9
Principal or nominated officer	Updated and more detailed steps for lodging a public liability or work cover claim that reflect current processes.	11 and 12

4. Communication and support for implementation

Communication to support schools with the implementation of the updated procedure includes:

- communication with regional senior schooling officers for dissemination to networks across regions
- communication through relevant senior schooling discussion lists
- communication through ConnectED and Senior Schooling OnePortal page
- communication with Catholic Education and Independent Schools Queensland Senior Schooling officers.

For further assistance, please contact:

- Policy/procedure contact:
Senior Schooling Team
Curriculum, Teaching and Learning
VETinSchools@qed.qld.gov.au

Procedure effective: 20 April 2026, version 7.0