**Work experience placements for school students**

*Guidelines for schools*

**Models of work experience**

Two models of [work experience](https://education.qld.gov.au/careers/apprentices-and-trainees/school-to-work/student-work-experience) may be adopted in schools to meet different needs. These models are:

1. ***Work sampling***

A work sampling placement provides students with the opportunity to test personal vocational preferences through performing tasks in a workplace. Students select placements according to their future occupational aspirations. The student may experience the following outcomes:

* first-hand information about what it means to work, as well as the work processes of the organisation and the work environment
* clarification of employment goals.

1. ***Structured work placement***

A structured work placement involves the student participating in specific tasks in the workplace described in the Vocational Education and Training (VET) in Schools program. Structured work placement:

* requires the negotiation of specific tasks by the school, student and work experience provider which are structured, monitored, regulated and may be assessed
* allows students to gain knowledge and demonstrate application of that knowledge in the workplace.

**Vocational placement**

A vocational placement required by a course provided through an external/non school Registered Training Organisation (RTO) and accessed or provided as fee-for-service is **not** a form of work experience.

**Operational considerations**

***Management***

Schools need to make provision for the fact that the demands of an effective work experience program may extend beyond the period in which students are placed with providers. All programs require time throughout the school year to undertake:

* liaison with interested businesses and organisations regarding potential placements for students
* selection of work experience providers
* preparation and follow up programs, including interviews with students and work experience providers
* preparation of paperwork by all parties to the work experience placement
* promotion of the work experience program to the school community including staff, students and parents
* maintenance of an adequate record system to assist with future placements, track insurance claims and provide work experience data, on request
* arrangements for scheduling and preparing staff to visit students on work experience
* evaluation of programs to identify any issues or concerns, including those arising from work experience insurance claims, to inform future planning and preparation of students.
* program publicity to build sustainable relationships with industry and community organisations.

It may be necessary to dedicate additional resources to support work experience, such as:

* technology (i.e. telephone and computer) for work experience coordination
* administrative assistance.

***Transport of students***

Students and parents (if student is under 18 years of age) are responsible for making appropriate travel arrangements to and from the workplace. Students travelling to and from work experience placements using public transport may be entitled to concessional fares. Students should ensure they have their Student Identification Card issued by their school available.

***Safety of students***

In relation to harassment and unlawful discrimination, school personnel can play a supportive role by assisting students with strategies and advice. Advice may include approaching the alleged harasser(s) or the work experience provider to attempt a personal resolution and/or with forwarding a complaint to the [Anti-Discrimination Commission](http://www.adcq.qld.gov.au/).

There are specific actions that may be taken in response to harassment. The principal may:

* consider withdrawing the student from placement
* contact the work experience provider to advise of the student's withdrawal
* inform relevant parties of concerns regarding this workplace as an appropriate placement for students
* inform the student of the Anti-Discrimination Commission which has power to investigate complaint
* seek advice from Principal Advisors, Education Services in the department’s regional office.

Responsibility for investigating complaints of sexual harassment made by students on work experience belongs with the work experience provider, or the Anti-Discrimination Commission if a complaint is lodged there. Once a report has been made, the school is not required to take further action, beyond a requirement to exercise a duty of care and to withdraw the student from placement.

Monitoring of health and safety performance of work experience providers may be achieved through:

* workplace visits
* specific enquiries addressed to the workplace provider, manager and/or supervisor
* debriefing students.

***Interstate/Territory work experience***

Ministerial agreements exist between Queensland and New South Wales and Northern Territory (*Ministerial Agreement between Qld and NT for the Operation of Work Experience Across the States' Borders* and *Ministerial Agreement between Qld and New South Wales for the Operation of Work Experience Across the States' Borders*) which allows Queensland students to undertake work experience in these areas in limited circumstances. Those agreements aim to balance the needs of students with the needs of supervisory personnel, while ensuring that work experience arrangements of host state and/or territory are not adversely affected by placements from outside its borders.

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. Interstate placements should only be canvassed after all suitable opportunities in Queensland have been considered. The home school is responsible for completion of the Interstate/Territory Work Experience Approval **at least three weeks prior** to the placement date.

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 or workers’ compensation. Procedures for claims by Queensland students on interstate or territory placement against the public liability insurance policy and workers' compensation are the same as for Queensland based claims.

Queensland schools may receive requests for support with work experience placements from New South Wales and Northern Territory schools. The interstate home school work experience coordinator negotiates placement of the student with the intended work experience provider. The home school is responsible for completion of their relevant state or territory approval form which is sent to the intended host Queensland school **at least three weeks prior** to the expected placement. If supervision is to be provided by a host Queensland school, this will be indicated. Copies of documentation of interstate placements should be retained in the Queensland school for 12 months.