



SERLC WORK EXPERIENCE POLICY

Work experience is defined as *the undertaking of a short term, unpaid placement with an employer to gain insight into potential areas of industry and the working environment of a chosen industry.*

The Purpose

The work experience (or structured work placement for Certificate III Business) is about observing and learning about the chosen industry to enable students to find direction in relation to their future career pathway.

The main purpose of work experience (or vocational placement for Certificate III Business) is for students:

- To observe and learn about a particular industry
- To gain skills and knowledge
- To become informed and make choices about their future
- To have an opportunity to make an impression on a potential employer
- To gain a potential professional referee.

Who Can Undertake Work Experience?

- Students enrolled in any SERLC programs may undertake work experience.
- Minimum age for work experience is 14 years but some industries will not agree to have students for work experience unless they are 15 years or older.

When Can Work Experience Occur?

At South East Region Learning College work experience can be undertaken at any time but the chosen time period should have minimal impact on a student's college timetable. Therefore the preferred options for work experience (or vocational placement) include:

- One day per week (for students enrolled in the senior program the preferred day is Friday), which can be undertaken over a 4-6 week period
- After college hours
- Weekends
- Week blocks during college continuance (with class teacher support) or holiday periods (which is the preferred option for Certificate III Business students).

Any work experience request that may alter from the above mentioned would be at the discretion of college administration.

The Process

If a student is interested in undertaking work experience (or required to complete vocational placement for certificate courses) they are encouraged to find companies that are willing to provide them with work experience (or vocational placement). In doing so students are displaying and/or developing key employability skills, such as communication, initiative and self-management, that employers are looking for.

Once a student has decided to undertake work experience (or structured work placement) the following will occur:

STEP 1: Student is provided with SERLC Work Experience Checklist (*see Appendix A – copied on green paper*) to collect information from the employer before work experience agreements are developed/signed and work experience commences.

STEP 2: Student returns the completed SERLC Work Experience Checklist (*blue form*) to Transition Officer.

STEP 3: Transition Officer will use the information recorded on the Work Experience Checklist (*blue form*) to complete an EQ Work Experience Agreement (*see Appendix C*). Once all details have been recorded in the agreement it will be given to the student for signatures:

1. Student signature
2. Parent/Guardian signature (if a student is an independent student this signature is not required or they sign this section too)
3. Employer signature
4. SERLC signature – Head of Campus or Transition Officer

Note: In some cases the Transition Officer will email the agreement to the parent/guardian and/or employer for signature.

STEP 4: Student will return the signed agreement to the Transition Officer who will sign section 4, if it has not signed by Head of Campus and photocopy the agreement (*on blue paper*) for the student. The signed copy is to be given to the employer on the first day of work experience or structured work placement*. **For students undertaking structured work placement they will be required to show the photocopied agreement to their class (certificate) teacher/trainer and collect their vocational placement booklet (see Appendix D (ii)).*

Important points to note:

- A student cannot participate in work experience or structured work placement until the work experience agreement has been completed, with all relevant signatures and they have been provided with a photocopy.
- Students should confirm details with employer prior to starting the experience or placement.
- Work experience or vocational placement should be taken seriously. If you are going to be absent or late from work you should contact the employer and school ASAP by phone.

College Work

If work experience is undertaken during college time it is the student's responsibility to independently see their teachers to discuss what work they will miss and if they need to catch up on any tasks that have been covered during their absence.

APPENDICES

Appendix A – SERLC Work Experience Checklist (*copied on green paper*)

Appendix B – DET Insurance Information

Appendix C – DET Work Experience Agreement

Appendix D – SERLC Work Experience Application Process (Flowchart)

Appendix E – SERLC Structured Work Placement Application Process for Certificate Students (Flowchart)

APPENDIX A

SERLC Work Experience Checklist

South East Region Learning College

WORK EXPERIENCE CHECKLIST

1. Contact your employer – arrange a face to face or discuss aspects of your work experience over the phone.
2. Use this form to collect all relevant information for your work experience. It is important to complete all sections on page 2 so you know your work days/hours and what is expected of you, including what to wear.
3. Once you have completed the form return it to the Transition Officer ASAP – remember there is a minimum of 1 week turn around for all paperwork to be completed before you commence work experience.

Any questions or concerns contact: SHARON CHARTER – TRANSITION OFFICER
Email: schar6@eq.edu.au Phone – Head Campus: 3382 9222

STUDENT PERSONAL DETAILS:

Name:	Date of Birth: / /
Campus: <input type="checkbox"/> Eagleby Learning College <input type="checkbox"/> Varsity Learning College <input type="checkbox"/> Hope Island Learning College	
Group: <input type="checkbox"/> OP _____ <input type="checkbox"/> SP _____ <input type="checkbox"/> 10 _____ <input type="checkbox"/> Business _____ <input type="checkbox"/> Engineering <input type="checkbox"/> Construction <input type="checkbox"/> Other: (please specify) _____	
Address:	
Phone:	Email:
Emergency Contact 1 - Name: Phone:	
Emergency Contact 2 – Name: Phone:	
Medical Information – List any pre-existing conditions that may impact on your work experience:	

TURN OVER TO COMPLETE EMPLOYER DETAILS

REMEMBER to complete all sections below, as this information is important to you so that you are prepared to undertake your work experience or structured workplace learning.

EMPLOYER / BUSINESS DETAILS:

Name of Business / Company:

Contact Name:

Position:

Phone:

Email:

Business / Company Address:

Work Experience Duration Dates – note: week block/s only during non-class periods or during times negotiated with class teacher/s, otherwise it will need to be 1 day per week for set period of time – **When can I undertake work experience?**

Preference 1:

Preference 2:

What time will I start/finish work?

Type of Work Duties – What will I be doing while I am at work?

What should I wear?

Do I need any PPEs or special equipment?

Is there any other information I should know before commencing work experience?

SAMPLE ONLY

APPENDIX B

- (1) DET Insurance Information**
- (2) Public Liability Insurance –
Certificate of Currency***

**Certificate of Currency is only valid for 12 months –
ensure you have current certificate.*

Work experience placements for school students

Insurance information

Insurance information for schools, parents and work experience providers

The nature and location of a work experience placement activity makes it different from other school activities. The following information explains the insurance arrangements that the Department of Education and Training has for students attending work experience placements.

Workers' Compensation

State school students

The Department of Education and Training insures students from state schools and approved home education attending an approved work experience placement under a Contract of Insurance with WorkCover Queensland. Students are insured against injuries, permanent impairment or death occurring while undertaking work with the approved provider or while travelling directly between their home or school and the site where the placement is provided. The insurance also covers payments for medical or hospital treatment associated with injuries, for rehabilitation or for artificial limbs. Parents who choose to take out personal accident insurance for their children should make private arrangements. The work experience provider (employer) has no responsibility for costs associated with this cover.

Non-state school students

The Queensland Catholic Education Commission and Independent Schools Queensland will purchase from WorkCover, on behalf of the students in Catholic and independent schools respectively, the prescribed workers' compensation insurance to cover injuries resulting in medical expenses, permanent impairment or death occurring while undertaking work with the approved provider or while travelling directly between the home or school and the site where the placement is provided. Contact the school for further information on the process for lodging a claim.

Liability Insurance

State and non-state school students

The Department of Education and Training has an arrangement with an insurer to indemnify students from state and non-state schools and work experience providers (employers) on approved work experience placements.

Policy information

The policy:

- indemnifies the work experience provider against liability in the event that a student is injured while on the premises of the work experience provider, or at another location, while carrying out work experience duties on behalf of the work experience provider
- indemnifies the student against liability if the work experience provider or an employee is injured, or the student damages property
- indemnifies the work experience provider and the student where injury or damage to the property of a third party arises out of the work experience.

Access to the two forms of protection is available only when the principal of a prescribed school has signed a written agreement with the work experience provider to place a particular student on work experience.

This cover is provided subject to the terms and conditions of the policy, which specifically exclude various activities.

Excluded activities

- driving of any watercraft exceeding 8 metres in length
- the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the Insured Agency, except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times
- air traffic control, except for the observation by Australian Defence Force work experience students of the Insured Agency who must be under direct supervision of a suitably qualified Australian Defence Force member at all times
- the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac
- activities associated with railway track laying, track upgrading or track maintenance
- construction or maintenance of railway locomotives or railway stock, except for the participation by work experience students of the Insured Agency at Queensland Rail workshops and Rollingstock Maintenance Depots, Aurizon workshops or Downer EDI Rail workshops where those work experience students must be under the direct supervision of a qualified and experienced Queensland Rail, Aurizon or Downer EDI Rail employee at all times
- underground mining
- oil and/or gas fields and oil and/or gas refineries; except for the participation by work experience and/or vocational placement students of the Insured Agency at Coal Seam Gas (CSG) industry and Liquefied Natural Gas (LNG) industry workplace sites where those work experience and/or vocational placement students must be under the direct supervision of a qualified and experienced CSG or LNG industry employee at all times
- the use, handling and storage of firearms and explosive devices
- abseiling
- rock and/or mountain climbing (with the exception of indoor rock wall climbing under the direct supervision of a qualified and experienced person at all times as per the minimum qualifications for supervisors outlined in the *Curriculum Activity Risk Assessment (CARA) activity guidelines for Climbing (artificial or rock) and Abseiling*)
- white water rafting and canoeing
- bungee jumping and its associated activities
- underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.

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Queensland Treasury
Queensland Government Insurance Fund (QGIF)

Level 26, 1 William Street, Brisbane, QLD, 4000
GPO Box 2203, Brisbane, Queensland, 4001
Tel: 3035 6367

Website: www.qgif.qld.gov.au

QUEENSLAND GOVERNMENT INSURANCE FUND

CERTIFICATE OF CURRENCY

This is to certify that the DEPARTMENT OF EDUCATION AND TRAINING – SCHOOL has effected the following class of insurance:-

- **General Liability**

with the Queensland Government Insurance Fund, under Policy Number QG0003 for an unlimited sum insured and liability, subject to the policy terms and conditions.

The policy provides coverage anywhere in Australia.

The policy is current until 30 June 2018.

Signed at BRISBANE on 30 May 2017.

A handwritten signature in black ink, consisting of several loops and horizontal strokes, positioned above the printed name of the Manager Underwriting.

Manager Underwriting
Queensland Government Insurance Fund

APPENDIX C

DET Work Experience Agreement*

**Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.*

Work experience placements for school students

Privacy Statement

The Department of Education and Training ('the Department') is collecting personal information on this form in order to make a work experience arrangement for a student under the *Education (Work Experience) Act 1996*. The personal information will only be used by authorised employees within the student's school, the Department, and the nominated work experience provider for the purpose of organising and implementing the arrangement. The information may also be given to the Queensland Government Insurance Fund and WorkCover Queensland for the purpose of managing insurance coverage as required by the *Education (Work Experience) Act 1996 (Qld)*. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

This agreement establishes a work experience arrangement under the *Education (Work Experience) Act 1996*, and should be completed and signed, where indicated by the student, their parent, the work experience provider and Principal of the student's school.

School name:	South East Region Learning College – XXXXXXXX Campus	A N D	Provider's name:	
School address:	Head Campus: 161 Herses Rd, Eagleby Qld 4207		Provider's address:	
Work Experience Coordinator:	Sharon Charter – Transition Officer		Nominated Supervisor:	
Phone:	Specific Campus Phone Number		Phone:	
Email:	schar6@eq.edu.au		Email:	
PLACEMENT DETAILS				
Industry/ Occupation:		Model of work experience: (Select one)	<input type="checkbox"/> Work sampling <input type="checkbox"/> Structured work placement	
Dates of placement:		Number of days:	Hours of work:	
Summary of proposed student workplace activities (list main activities)				
Special requirements for placement (e.g. uniform, personal protective clothing/equipment):				
STUDENT DETAILS				
Student name:		Date of birth:	/ /	Gender: Male Female
Phone:		Email:		
Emergency contact:		Out of school hours emergency phone:		

Medical information: (List any pre-existing medical conditions that may impact on the student's work experience placement. Please attach details of medications and health plans where relevant.)		
STUDENT RESPONSIBILITIES		
I understand that my conditions of placement include:		
<ul style="list-style-type: none"> attendance at my placement for the full work experience period immediately notifying my school and the work experience provider if I am unable to attend or am late demonstrating behaviour aligned to my school's responsible behaviour expectations and in keeping with the accepted standards of my work experience provider performing my duties to the best of my ability and complying with all reasonable directions given by the work experience provider following all workplace health and safety procedures in my workplace notifying my school and work experience provider of any incident or accident in the workplace which may involve me. 		
Student signature:	Date:	/ /
PARENT CONSENT (Applicable to students under 18 years of age)		
I understand that my responsibilities relating to my student's work experience placement include:		
<ul style="list-style-type: none"> providing any information about medical conditions and/or medication relating to my child which may impact on the safety of my child or the safety of others in the workplace organising transportation for my child to and from the work experience placement location notifying the school and work experience provider if my child is unable to attend or is late 		
I consent to STUDENT'S NAME (First and Last) participating in work experience as stated.		
Parent signature:	Date:	/ /
WORK EXPERIENCE PROVIDER'S AGREEMENT		
I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement include:		
<ul style="list-style-type: none"> understanding my responsibilities relating to health and safety under the Work Health and Safety Act 2011 (Qld) informing the student of particular safety requirements of this workplace including personal protective clothing/equipment notifying the school/work experience provider of any unexplained absences by the student notifying the school/work experience provider of any incident or accident involving a school student, any action undertaken and damages to property involving the student during the placement providing supervision for the student at all times ensuring the hours worked by the student do not exceed the normal hours worked in my industry ensuring the student will not perform work which is prohibited by law or is unsuitable for a student placed in a work experience environment understanding that the arrangement may be terminated at any time by either the school principal or myself ensuring the student is not paid whilst undertaking work experience understanding the level of liability cover provided by the Department of Education and Training. 		
Work Experience Provider's signature:	Date:	/ /
PRINCIPAL'S AGREEMENT		
I enter into an arrangement for my student to be placed for the purpose of work experience with the above named work experience provider.		
Principal's signature:	Date:	/ /

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.

APPENDIX D (i)

SERLC Work Experience Application Process (Flowchart)

SERLC Work Experience Application Process

STEP 1:

Student collects **Work Experience Checklist** (*green form*) from Transition Officer.



STEP 2:

Student returns completed **Work Experience Checklist** to Transition Officer.



STEP 3:

Transition Officer creates **Work Experience Agreement** for student and gives to student for signatures:

(1) Student; (2) Parent/Guardian; (3) Employer*; (4) SERLC TO or HOC

**In some cases the Transition Officer will email the agreement to the parent/guardian or employer for signature*



STEP 4:

Student returns the signed agreement to the Transition Officer. Transition Officer will provide the student with a (*blue*) copy of the signed **Work Experience Agreement** to give to the employer on the first day of placement.

NOTE: A student cannot commence work experience until all paperwork has been fully completed.

APPENDIX D (ii)

SERLC Work Experience Application Process *for Certificate III Business Students* (Flowchart)

SERLC Work Experience Application Process for Certificate III Business Students Vocational Placement

STEP 1:

Student collects **Work Experience Checklist** from Transition Officer - either in hard copy or electronic copy through EQ webmail.



STEP 2:

Student returns completed **Work Experience Checklist** to Transition Officer.



STEP 3:

Transition Officer creates **Work Experience Agreement** for student and gives to student for signatures:

(1) Student; (2) Parent/Guardian; (3) Employer*; (4) SERLC TO or HOC

**In some cases the Transition Officer will email the agreement to the parent/guardian or employer for signature.*



STEP 4:

Student returns the signed agreement to the Transition Officer.

Transition Officer will provide the student with a copy of the signed **Work Experience Agreement** to:

- (1) show Business teacher/trainer to collect Vocational Placement booklet
- (2) give to the employer on the first day of placement.

NOTE: A student cannot commence work experience until all paperwork has been fully completed.