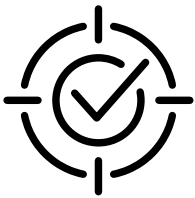
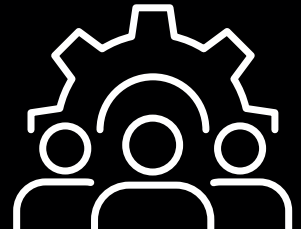


WORK EXPERIENCE PLACEMENT

QUICK GUIDE



WHAT IS WORK EXPERIENCE?

Work experience provides students with real-world exposure to the workplace, helping them make informed career decisions. It is typically for Year 9 and 10 students, with some opportunities for Years 11 and 12.



BENEFITS OF WORK EXPERIENCE

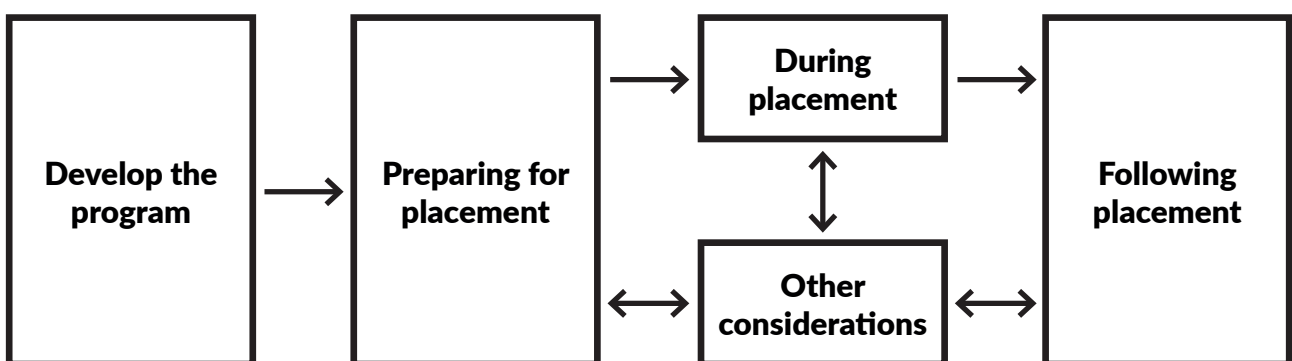
FOR EMPLOYERS:

- ✓ Identify and mentor future talent.
- ✓ Provide professional development for staff.
- ✓ Strengthen connections with the local community.

FOR STUDENTS:

- ✓ Gain hands-on experience in a real workplace.
- ✓ Build industry connections and obtain references.
- ✓ Develop confidence and career clarity.

OVERVIEW



STEP-BY-STEP PROCESS

1. PLANNING & APPROVAL

- ✓ The principal, or properly delegated officer where permitted, approves the placement. Ultimate responsibility remains with the principal.
- ✓ Students must be at least 14 years old and remain enrolled in an educational establishment for the duration of the placement. Year 12 students must complete work experience before they finish school.

2. FINDING A PLACEMENT

- ✓ Students identify a placement; schools assess provider suitability before commencement.
- ✓ Schools consider supervision, safety, proposed tasks, ordinary hours and excluded activities.

3. REQUIRED DOCUMENTS

- ✓ The Work Experience Agreement and required insurance arrangements must be completed before the placement starts.

4. PREPARING THE STUDENT

- ✓ Students are briefed on attendance, dress, conduct, PPE, workplace expectations and reporting concerns.
- ✓ The school completes a placement risk assessment and any student-specific assessment for medical or safety issues.

5. DURING THE PLACEMENT

- ✓ The school checks in with the student and workplace supervisor by face-to-face, video or phone contact.
- ✓ Employers provide direct supervision and must not allocate work requiring extensive training, licensing, trade qualification or expertise.

6. WORKPLACE SUPERVISOR

- ✓ Employers must nominate a workplace supervisor who understands the work experience responsibilities and directly supervises the student and immediately notify the school/work experience coordinator of any injury, incident, accident, near miss, unexplained absence or property damage. The school will manage the required recording, reporting and investigation processes.

6. POST-PLACEMENT REVIEW

- ✓ Students complete a reflection or evaluation of their experience.
- ✓ The employer provides feedback on the student's performance.
- ✓ Schools review placement outcomes for future program improvements.

KEY RESPONSIBILITIES

- Employers: Ensure supervision, training, safety, and compliance with workplace laws.
- Schools: Approve placements, conduct risk assessments, and ensure student safety.
- Students: Follow workplace policies, report issues, and comply with safety rules.
- Parents: Support transport arrangements and provide medical information if needed.

LEGAL & SAFETY CONSIDERATIONS

- Eligibility: Students must be at least 14 years old and enrolled in school (including home education). Work experience students are not employees and cannot be paid.
- Duration: Maximum 30 days per year (exceptions apply for students with disabilities).
- Insurance: Coverage is provided under WorkCover Queensland when arranged through an educational institution.
- Legal Requirements: Work experience must comply with the Queensland Education (Work Experience) Act 1996. Employers must also adhere to the Work Health and Safety Act 2011 and other relevant regulations.
- Blue Card/Yellow Card requirements apply in certain industries (e.g., childcare, disability services).
- Placement must finish in the same calendar year it starts.
- Maximum 30 days per calendar year, unless an approved disability exception applies.
- Students are unpaid.
- Work experience must occur during the provider's ordinary working hours.
- WHS, child employment and licensing/qualification requirements still apply.

STRUCTURED WORK PLACEMENT

- Work Experience – general workplace exposure.
- Structured Work Placement – workplace activities connected to school-delivered VET.
- Vocational Placement – mandatory workplace component of a VET course

FOR AUTOMOTIVE EMPLOYERS

- Students should not undertake unsupervised or high-risk activities, including use of hoists, road testing, welding, high-voltage work, hazardous chemicals or tasks requiring a trade qualification, licence or specialist training.

For full details, including insurance, legal requirements, and employer obligations, please refer to the complete Work Experience Guide [HERE](#) >



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