



# REDLYNCH STATE COLLEGE

## PREP - YEAR 12

# Work Experience Handbook



## Work Experience

Redlynch State College fully supports the school Work Experience program and encourages our students to try work experience when considering their career choices.

While being mindful of other school commitments, we encourage individual students to arrange work experience placements at a mutually suitable time – that is, one that suits the employer, the student and the school.

We encourage parents/carers to be involved with the student's placement choices by sourcing a prospective employer or by assisting their student to do so. We also encourage students to consider work experience during the school holidays as any prospective employer will be impressed by a student who is prepared to forego their holiday time to participate in unpaid work experience.

### This document covers:

- The steps you need to take to get work experience
- Parent/carer and student responsibilities
- Work experience placement information template
- List of **excluded activities**

### Work experience process:

- Read all information provided
- Complete the Placement Information section and return to Mr Crosby & Ms Meyer
- When the Placement Information section is received, school staff will call your work experience host, confirm dates, we will then complete the Department of Education Work Experience Agreement and the Redlynch State College Work Experience Self-Assessment for Workplace Health & Safety
- A Workplace Health & Safety Assessment is required PRIOR to all Work Experience placements
- Once this has been completed and approved, the Work Experience Agreement will be created
- **You CANNOT start work experience until the Education Queensland Work Experience Agreement has been signed by the employer, student, parent & school principal**

### Suggestions when requesting work experience:

- Approach an employer or business that does work that interests you.
- Wear your school uniform or neat clothing.
- Take your resume and/or a letter explaining who you are and how to contact you – leave this with the employer.
- Be clear about your request, for example;
  - My name is XXX and I am in year XX at Redlynch State College.
  - I would like to do work experience with your business as I am interested in this type of work.
  - Would you have a vacancy for a work experience student in the near future?

### Questions to ask your employer:

Once your work experience placement request has been accepted you will need some information. You should thank your employer and ask the following questions:

- What should I wear to work?
- What time do I start and finish?
- Should I bring my lunch?
- Discuss Employer's expectations.

## Options for work experience

**Year 10 students** – Work Experience can be done 1 day per week, or in a 1-week block.

We recommended Year 10 students complete Work Experience with more than 1 employer to help them make decisions about their future career aspirations, and what they do and don't like.

**Year 11 and 12 students** – Work Experience is recommended during School Holidays or times during the year that classes are not running due to exam blocks.

In some cases, Year 11 or 12 students may need to complete Vocational Placement, and this will be negotiated on a case-by-case basis.

Once a placement is confirmed, explain to the employer that you will provide their details to the school. The school will then contact the employer to confirm dates, times, type of work and contact details of the work experience supervisor.

The school will also contact the parent or carer of the student to confirm permission and support.

The Work Experience Agreement is then processed by the school, ensuring the student is covered by WorkCover and Public Liability insurances held by the Department of Education.

## Expectations from Work Experience Students

Work experience is one of the best ways to gain an understanding of the industry you're considering as a career.

This placement can be the first step in the door for you to undertake school-based apprenticeships/traineeships and it is important to make a good impression for future reference. Whilst on work experience, you are a representative of our School and therefore need to behave in the appropriate way. Below are some key points to remember and abide by whilst on Work Experience.

## Student responsibilities and behaviour expectations

- Meet the employer before starting work experience.
- Ensure the Work Experience Agreement is signed before commencement of work (this is a legal document which must be completed).
- Punctuality - Arrive at work on time.
- Dress neatly and according to their instructions.
- Listen to instructions. If you think any of the instructions given are unclear, please ask your employer to repeat.
- No smoking or vaping under any circumstances.
- Use appropriate language
- Be eager and enthusiastic – some tasks may seem simple and not interesting but if you do it well, employers are more likely to give you greater challenges.
- Leave your mobile phone in your bag and/or switched off during working hours.
- Leaving the property during working hours is prohibited unless approved by the supervisor.
- Do not invite your friends to come and see you at the workplace.
- Respect others around you – understanding diversity in the workplace is important.
- Complete your duties to the best of your ability and ask questions if you are unsure.
- Remember to say 'thank you' at the end of the day.
- Report any injuries sustained from accidents and incidents occurring on work experience to a work supervisor and school principal or work experience coordinator.

Please remember that Work Experience is aimed at providing you with actual 'hands on' experience of work that you may be considering as a future career and it is in your best interests to make the most of this opportunity

For more information or to discuss a placement, please contact your work experience coordinator at school.

## Parent responsibilities

Redlynch State College asks that all parents:

- Sign all necessary paperwork and return by due date
- Provide any medical information relating to the student which may impact on the safety of the student or the safety of others in the workplace, for inclusion on the work experience agreement form
- Ensure transport arrangements are made for the student to travel to and from their work experience placement
- Accept responsibility for all expenses related to the student's participation in the work experience placement
- Immediately notify the school and work experience coordinator if the student is unable to attend work experience.

## Work Experience Placement Information

Please complete the following information and return to Mr Crosby (Head Of Senior School) or Ms Meyer (Transition Pathways Officer)

- Read carefully through the list of excluded activities to avoid the disappointment of not being approved
- Students seeking placement in construction, landscaping or similar will require a Workplace Health & Safety card (Construction White Card).

Students require this card for insurance and will not be approved without it.

*If needed, students can obtain a White Card through a number of organisations such as TAFE, Skill360, ProLift or Civil Safety – the general cost is around \$85 (minimum age of 15 years).*

### **The following are 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

- 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.

## Work experience placements for school students

### Frequently asked questions

#### Who can participate in work experience?

The Education (Work Experience) Act 1996 (Qld) states that students must be at least 14 years old and enrolled in a school. This includes children registered for home education. Students undertaking a defence work experience placement with the Australian Defence Force must be at least 15 years of age at the time of their placement.

#### Who decides if the work experience placement is suitable?

The principal makes the final decision about the appropriateness of a work experience placement. At all times, the educational value of the program is the prime consideration. For children registered for home education, parents decide the appropriateness of a work experience placement. Suitability of the placement is determined following negotiation of workplace activities, consideration of risk assessment documentation and relevance of the placement to the student's educational pathway.

#### Is it necessary to undertake a risk assessment process for every work experience placement?

Yes. Schools are required to conduct a risk assessment process for every workplace prior to students undertaking work experience. The school determines the nature of the risk assessment process and may use a variety of strategies to ensure the health and safety of students participating in work experience. Processes may be undertaken by the work experience coordinator or the work experience provider in consultation with the work experience provider. The DoE's Risk assessment template for student work experience placements may be used in circumstances where the school identifies that a particular activity warrants further assessment.

#### Can a student undertake work experience with a parent or another relative?

Yes, but only in limited circumstances. The work experience provider/business owner cannot be a parent or relative of the participating student. A student may work in an organisation that employs a student's parent or relative, as long as the student is not under the direct supervision of the parent or relative. Placements with parents or other relatives are not encouraged, as work experience programs should assist students to broaden their experiences by working in an unfamiliar environment.

At Redlynch State College the Principal will review the circumstances and determine if a student can proceed with Work Experience with a parent or another relative.

#### Can a student undertake work experience at their own school?

Yes. The school can sign the Work experience agreement form as both the school and the work experience provider. However, one of the purposes of the work experience program is to assist students to broaden their experiences by working in an unfamiliar environment. The placement of a student in a different school may be of more value

#### Who is responsible for expenses associated with student participation in work experience placements?

The student and parent/carer (if under 18 years of age and not an independent student) are responsible for all expenses relating to a student's participation in a work experience placement.

## How many hours should a student work per day during work experience?

Based on recommendations by the Queensland Government business and industry regarding restrictions on children working, students should not work more than 8 hours per day during work experience, with at least one break after the end of the fourth hour. If there is a requirement from the provider for the student to work longer hours, this should be discussed with the principal prior to the Work experience agreement being finalised. In such cases, the principal should strongly consider whether the placement is appropriate.

## How many days of work experience can a student undertake in a year?

The Education (Work Experience) Act 1996 (Qld) states that students are allowed to work a maximum of 30 days in a calendar year. The principal may approve work experience of more than 30 days for a student with disability

## Can a student undertake work experience on weekends or school holidays?

**Yes.** Work experience usually occurs during the school week but in some cases, students may work on weekends or in school holidays. In these circumstances, the principal should give careful consideration to the reasons why work experience would need to occur outside the normal school week. Appropriate arrangements should be made:

- to ensure a teacher or other nominated person visits the student on work experience at least once during placement
- by the teacher or work experience coordinator for the student to contact a school staff member in case of need.

The Education (Work Experience) Act 1996 (Qld) states that a work experience placement must finish in the year it starts.

## Can a student be paid whilst on work experience?

**No.** The student must not be paid as they are not considered to be an employee of the work experience provider and the provider is not the employer of the student under the Education (Work Experience) Act 1996 (Qld)

## Is a student or parent required to disclose personal information including health concerns on the Work experience agreement form?

**Yes.** Under the Education (General Provisions) Act 2006 (Qld), the sharing of information by the student and/or the parent (if the student is under 18 years of age) is required, if it is necessary in averting a serious risk to the life, health or safety of the student or the safety of others. The school should not provide this information to any other person or agency unless the student and/or parent have given the school permission or the Department of Education is required by law to do so.



*This form is used for the student to start gathering information amount their Work Experience placement. Once returned to the school, the Work Experience Coordinator will email the Host Employer the RSC Work Experience Host Self-Assessment. Upon receipt of the Self-Assessment, the Education Queensland Work Experience Agreement will be created and emailed to all parties for signing.*

## Student Details

Student Name	
Student Email - Not school email.	
Student phone:	
Parent/Guardian Name	
Parent/Guardian Phone	
Parent Guardian Email	
Does the student have any medical conditions that the employer needs to be aware of?	

## Work Experience Provider Details

Business/Company Name	
Industry/Occupation of Work Experience	
Business/Company Phone & Email address	
<b>Business/Company Address</b>  <b>Address of Work Experience</b> (if not at primary address)	
<b>Supervisor Name</b> This is the contact available on the day of Work Experience	First Name: _____ Surname: _____
<b>Supervisor Position</b> (eg Owner, HR Manager)	
<b>Supervisor Phone</b>	
<b>Supervisor Email</b>	
<b>Placement Dates</b> Please specify day if weekly & include start date	From: _____ To: _____
<b>Start and Finish Time</b> Allocated break time	



<p><b>Summary of Activities</b> Please list expected activities at Work Experience</p>	
<p><b>Dress Requirements</b> Please specify any PPE requirements or dress code for business</p>	
<p><b>Safety Notes and/or Requirements</b></p>	

Office Use Only

Date form received by school	
Date Work Experience Host Self-Assessment sent to employer	
Date Work Experience Agreement created	