



## Work Placement/Experience - Student Requirements

Student name: \_\_\_\_\_

Form: \_\_\_\_\_

Industry areas: \_\_\_\_\_

Before applying for a Work Experience Placement you need to comply with the following information:

- 1 Do you agree to attend the selected workplace: Yes  No

\_\_\_\_\_  
(Employer Name)

\_\_\_\_\_  
(Location/Address of employer)

- 2 Do you have available transport to get you to and from the workplace?  
eg bus, own car, parents, etc. Yes  No

**If no how do you intend to get to the workplace?**  
\_\_\_\_\_

- 3 Student to obtain all signatures for the Work Experience Agreement Form and have the employer complete the Risk Assessment Form and return to school prior to any placement.
- 4 Please read, sign and complete all sections and return the Code of Behaviour for Work Placement Form.

\_\_\_\_\_  
Student Signature

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

Date: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

1. This form with its associated requirements must be completed and returned to the school ILO as it the first part of the application for work experience.
2. On completion and return of this form the ILO will generate the Work Experience Agreement Form.
3. On completion and return of the Work Experience Agreement Form the student will then be able to attend their work experience placement.
4. If student fails to return the Work Experience Agreement Form they cannot attend their work experience placement.

**Industry Liaison Officer Georgina Tomlinson [gtoml14@eq.edu.au](mailto:gtoml14@eq.edu.au) or (07) 55 684310**

## Student Information

Surname		
First Name		
Student Email:		
Student Mobile Number		
Address		
Suburb		Post Code:
Student ID Numbers	LUI:	USI:
Emergency Contact	Name: _____ Relationship: _____ Contact number: _____	
Medicare Card details:	Card Number: _____ Name on card: _____ Reference Number: _____ Expiry Date: _____ Colour of Card: Green <input type="checkbox"/> Yellow <input type="checkbox"/> Blue <input type="checkbox"/>	

## Placement and Company Information

Company Name		
Contact Full Name		
Title	<b>Mr Mrs Ms (circle)</b>	
Postal Address		
Actual Business Location		
Suburb		Postcode:
Phone Number 1		Fax:
Email:		
Supervisor Full Name		
Supervisor Position		
Placement Hours		
Placement Date Range		
Attendance Details (Day/s)		
Dress Requirements		

## Education Queensland

### Insurance Information for Parents of State School Students

The nature and location of this activity makes it different from other school activities. The purpose of this information sheet is to explain the insurance arrangements that the Department of Education, Training and Employment has put into effect for students on work experience.

### Worker's Compensation

The Department of Education, Training and Employment insures students from state schools attending work experience under a Contract of Insurance with WorkCover Queensland, 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.

### Liability Insurance

The Department of Education, Training and Employment has an arrangement with an insurer to indemnify students from state and non-state schools on approved work experience placements. Students are indemnified against costs for which the student may be liable if the work experience provider's property is damaged or injury is caused to the work experience provider or an employee at the work experience provider's premises or at another location while carrying out work experience duties on behalf of the work experience provider. The indemnity extends to students in instances where they may be liable for injury to the person or the property of a member of the public, arising out of the work experience.

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

The excluded activities are:

- 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.

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.

For more information regarding insurance for state school students participating in a work experience placement, please contact the school.

## **Work Experience**

Prior to participation in work experience/structured work placement, students need to read and be aware of the information below, which will help prepare them with strategies to deal with harassment, accidents, etc.

As well, your parents will also be provided with an outline of the work cover and insurance arrangements that apply.

The following strategies will be undertaken, should you experience harassment/unlawful intimidation and/or unsafe work arrangements,

### **This school will support you by:**

- Assisting you with advice about approaching the person about whom you want to complain: and /or
- Showing you how to forward a complaint to the Anti-Discrimination Commission.

### **You need to:**

- (a) Inform the offending person immediately that you do not want them to behave in that way;
- (b) Inform the work supervisor;
- (c) Inform your parent, guardian, or caregiver; and/or
- (d) Inform the Principal or work experience coordinator

### **The Principal/Senior Schooling HOD will:**

- (a) Consider withdrawing you from the placement;
- (b) Contact the work experience provider to advise of your withdrawal, if this is to happen;
- (c) Inform relevant parties of concerns regarding this workplace as an appropriate placement for students;
- (d) Inform you of the existence of the Anti-Discrimination commission which has power to investigate the complaint; and
- (e) Seek advice from the equity rights officer in the appropriate education system.

If the complaint involves sexual abuse or assault, the principal will report the matter to the Department of Families, Youth and Community Care, or to the Queensland Police Service, as appropriate.

### **Racial prejudice/harassment**

Racial harassment is the expression of attitudes or behaviour based on false assumptions or social myths of superiority of one race or culture over another. Examples of racial prejudice or harassment may include name calling, racist graffiti, demeaning jokes concerning a person's racial or ethnic background and, in extreme cases, physical assault.

### **Racial discrimination**

Racial discrimination is behaviour which disadvantages people on the basis of real or supposed membership of a particular racial or ethnic group including structural or institutional disadvantage (this includes policies and procedures which at first glance appear fair but which on reflection actually disadvantage people from a particular race).

### **Sexual harassment**

Sexual harassment is any unwelcome behaviour of a sexual nature in the working or learning environment. Sexual harassment is not confined to a particular gender or sexuality and may include but is not limited to the following behaviours:

- Request for sexual favours, either directly or by implication
- Deliberate physical contact such as kissing, touching or fondling, embracing, patting, pinching and brushing against another person
- Wolf whistles, catcalls, leering or offensive staring and gesturing
- Persistent social invitations or obscene or unsolicited communications by other students either at work or at home
- Persistent questioning about a person's private life
- Suggestive comments about a person's physical appearance or sexuality
- Displays of erotic or sexually graphic material (posters, photographs, etc).

### **Physical harassment/bullying**

- Threatening others
- Physical contact of hurtful nature, for example, touching, hitting or grabbing;
- Destroying or damaging another's property

### **Psychological harassment/bullying**

- disparaging comments about ability or achievement
- verbally and/or non-verbally denigrating or insulting others
- telling jokes deliberately intended to offend another
- Stalking and abusing phone calls.

### **Strategies that students may use to deal with any work harassment include:**

- expressing their dislike of their treatment with the harasser (s)
- reporting their treatment to other trusted workers, supervisors, managers or the work experience co-ordinator
- reporting their treatment to parents/family
- reporting their treatment to teachers/school principal.

**Remember, you are not alone: your Friends, Parents, Form Teacher, Year Coordinator, Guidance Officer, Deputy Principal, or Principal are always available to assist you.**

## **Code of Behaviour**

The success of Work Experience depends on the students who participate. An employer will judge both the Work Experience Program and the school on the one or two students that he/she encounters. You have a great responsibility to do your best at all times to ensure the success of the program and to maintain and/or improve the reputation of the school in the community.

The standard of conduct expected from students during the Work Experience Program is similar to that expected at school. However, because of the added responsibility you will be carrying in the work situation, the repercussions that may result from poor application to work or from unsatisfactory behaviour will be far more serious and extensive. You should be more careful about your behaviour than usual.

During your time in training, you will be assessed as a person in the world of work. Your employer will be asked to report on your performance and attitude and a supervisor will visit you on the job to discuss your progress with you and with the employer. Your Work Experience performance may also be taken into account in your reference from the school.

### **CODE**

- Be polite and courteous to your employer, fellow employees and clients at all times. Address adults correctly, eg. Mr., Mrs., Miss, or Ms.
- Be punctual in arriving at work and returning to your work after a break.
- Try to show initiative and enthusiasm – ask your supervisor how you can be of help.
- Do your best at all times, and if you are having difficulty, ask for help from your supervisor.
- Listen to and carefully carry out instructions given to you.
- Be loyal to your employer. You may be given access to confidential information which should not be discussed elsewhere. Do not gossip.
- Be neat and tidy at all times, fitting in as closely as possible with the required standards of dress.
- Care for your employer's property and equipment as if it is your own.
- Report any injury, accident or damage to property to your employer and to Industry Liaison Officer.
- When leaving, thank the people involved for all their assistance and co-operation.

## **Safety**

Under the Workplace Health and Safety Act, the school has an obligation to ensure that the workplaces to which students are sent on work experience programs comply with the requirements of the Workplace Health and Safety Legislation.

All employers/work experience providers will have completed a Safety Risk Assessment prior to the placement of any student. A copy of the completed form will be attached to the Work Experience Agreement Form.

Before signing the Work Experience Agreement Forms parents and students are to read the risks identified by the employer in the industry area.

When you sign the Work Experience Agreement Form you are acknowledging an awareness of the risks associated with the workplace and that risks are acceptable.

If you are engaged in an activity, which could be hazardous, you must observe your employer's safety regulations, especially with regard to protective clothing. When handling machinery or any electrical appliances, make sure you have been shown how to use the equipment correctly, that you understand its operation and that when using the equipment, your supervisor is at hand.

DO NOT use any equipment unless your supervisor has given you permission first. If you need medical attention as a result of injury at work, make sure your employer is aware of the situation and then contact your Industry Liaison Officer at your school.

## **Absenteeism**

If for any reason you are not able to attend work, (illness or family bereavement will be regarded as the only legitimate reasons), and you must notify your employer and the school before your expected time of arrival. A note from your parents explaining your absence should be brought to the school at the earliest opportunity.

Under no circumstances will dissatisfaction with the work situation be regarded as a justifiable reason for absenteeism.

## STUDENT AGREEMENT

1. I agree to complete the application for placement accurately and promptly.
2. I recognise that it is a privilege to gain workplace training and that I have a responsibility to both my employer and my school. I will treat the work placement as a serious part of my education.
3. I agree to show curtesy and respect to those with whom I work and any member of the public with whom I come in contact.
4. I agree to present myself well and dress appropriately for the work involved in the placement, especially in meeting any dress code or wearing safety items.
5. I agree to meet the highest standards in good manners, integrity and honesty.
6. I agree to observe Workplace Health and Safety guidelines and regulations in operation within the workplace.
7. I agree not to touch or operate any equipment in the workplace unless supervised.
8. I agree to follow employment protocol in terms of absence due to illness or bereavement. If I need to be absent I will notify the workplace supervisor and my school at least two hours prior to my shift starting.

I \_\_\_\_\_ agree to follow the Code of Behaviours.

I UNDERSTAND THAT ONCE A COMMITMENT HAS BEEN MADE TO PARTICIPATE THAT I AM OBLIGED TO FULFIL THAT COMMITMENT.

Signed by student: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by parent/guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

### PERMISSION SLIP

I \_\_\_\_\_ give my permission for \_\_\_\_\_  
(Parent/Guardian Name) (Student's Name)

to participate in the Work Experience Program. I have read and understood the Insurance Arrangements and understand that students must be able to arrange their own transport.

\_\_\_\_\_  
(Parent/Guardian Signature) Date: \_\_\_\_\_