Work Experience Placements for School Students

Frequently Asked Questions About Work Experience

Who can do work experience?
Students who are at least 14 years old and enrolled in school can undertake work experience.

Are there any industries which are inappropriate for work experience?
Yes. Due to their nature and health and/or safety risk, students must not be permitted to undertake work experience in the following industries:
- Tattoo parlours
- Sex industry
- Security industry
- Any retail or other business where guns or ammunition are sold
- Nightclubs
- Pole dancing.

Can a student on a temporary visa participate in work experience?
Yes, if they are at least 14 years old and enrolled at the school. However, the principal should also consider whether participating in work experience will provide educational value toward their future career pathways, particularly if the student will be returning to their country of origin in the near future.

How do I make a claim for public liability?
Complete a claim form and submit completed form and Work Experience Agreement to Education Queensland Central Office. These documents will then be forwarded to the insurance company for processing.

What happens if a student is injured while on work experience?
If a student is injured during work experience and parents wish to make a claim under WorkCover, the student must firstly visit a doctor and obtain a medical certificate. The student must also notify the school of the incident and injury. As soon as possible, the school should assist the student with completing a WorkCover Claim form, attaching the medical certificate, and submitting both documents to WorkCover Queensland (submission details on WorkCover claim form). A copy is retained by the school on file and another copy, along with the Work Experience Agreement, should be sent to Central Office (fax number (07) 3237 0577) for tracking of claims.

Does the Child Employment Act 2006 apply to work experience?
No. A student on work experience is not considered an employee of the work experience provider and the provider is not considered to be the employer of the student. Only section 8A of the Child Employment Act 2006 relating to prohibition on nudity and sexually provocative clothing applies to work experience.

How many hours should a student work per day during work experience?
Based on recommendations by Industrial Relations 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.

Can students do work experience on weekends or school holidays?
Work experience usually occurs during the school week but in some cases, students may work on weekends or on 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 by the teacher or work experience coordinator for the student to contact a school staff member in case of need.

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at http://ppr.det.qld.gov.au to ensure you have the most current version of this document.
Can students do work experience at the same school they are enrolled in?
Yes. The school can sign the Work Experience Agreement as both the school and the work experience provider. It should be noted that one of the purposes of the work experience program is to provide students with an opportunity to experience working in an unfamiliar environment. The placement of a student in a different school may be of more value.

How long should schools keep work experience agreements/records for?
Work experience agreements should be kept within the student’s file at school until the person turns 25 years old, as per Managing the Department’s Records. Copies of documentation of interstate placements should be retained in the Queensland school for 12 months.

Do work experience providers require a Blue Card?
No. However, the school principal should ensure that the workplace into which a student is to be placed is not a risk to the health and safety of the student.

Can students undertake work experience in another state?
A Ministerial Agreement exists between Queensland, New South Wales, and the Northern Territory which allows students in Queensland to undertake work experience in these areas in limited circumstances. 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. Queensland schools may also receive requests for support with work experience placements from New South Wales or the Northern Territory.

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

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.

What is the policy number for WorkCover (workers compensation) and the Queensland Government Insurance Fund (public liability)?
The WorkCover Queensland policy number is SAA070676519 and the Queensland Government Insurance Fund policy number is B030101.

Can a year 12 student participate in a work experience program after they have officially finished year 12?
The Education (Work Experience) Act 1996 states that a student can only do work experience if they are enrolled in an educational establishment (such as a school). Insurance coverage is based on compliance with this Act. Work experience for Year 12 students should be conducted and completed during the school year, and not after they finish as they are no longer enrolled.
The Education (Queensland Studies Authority) Regulation 2002 defines the finishing day for Year 12 students using a specific formula. The finishing dates for students in Year 12, can be found on the School holidays and term dates for Queensland state schools webpage.

Year 12 students will not be able to undertake work experience placements under the school’s work experience program after they finish. They may still do work experience and this should be arranged privately, with their own insurance cover, if required.

Are there any requirements to consider prior to a student participating in a work experience program?
Students must be aware of the industry requirements, prior to undertaking the work experience placement. For example, if a work experience placement is being arranged for students on a construction site, students must have a general construction induction card. This is a requirement under Queensland’s workplace health and safety legislation.