



Policy Statement

Noosa District State High School provides structured and safe work experience opportunities aligned with Department of Education requirements.

Work experience is defined as an unpaid placement designed to give students exposure to workplaces and industries. It can at times be a trial for a traineeship or apprenticeship. In Year 10 all students engage in a work experience placement as part of their SET Plan processes.

Student safety and wellbeing is prioritised at all times.

Implementation

This policy applies to all placements initiated from Term 3 onwards. Placements initiated prior to Term 3 may follow previous processes.

Students must be at least 14 years old and enrolled at Noosa District State High School. Students can be placed on work experience up to a maximum of 30 days in a calendar year.

The steps for signing up to work experience, traineeship or apprenticeships are outlined in the Noosa District State High School *Traineeships, Apprenticeships and Work Experience Procedures Framework*.

Roles and Responsibilities

The Principal retains the overall accountability of work experience placements and approvals. However, the Industry Liaison Officer with consultation by Principal or their nominated officers coordinates placements and risk assessments and is the main contact for employers, families and students.

Principals or nominated officers:

- establish the work experience program as a key component of a broader career education program
- promote and support the school work experience program with the community, families and students
- consider human rights when making decisions about work experience arrangements and make decisions that are compatible with the Human Rights Act 2019 (Qld) and referring to the Department's *Work Experience Guide for Schools*
- approve work experience placements for students
- upholds the right to cancel or withdraw a student from placement if there poses a risk to the student or members of the workplace
- where appropriate, delegate responsibilities relating to work experience to a nominated officer (deputy principal, head of department, teacher, industry liaison officer, employee or contractor engaged by the school), noting that the responsibility for work experience ultimately remains with the principal.

Industry Liaison Officers:

- facilitate and support students to find and prepare for work experience placements
- consult with students, parents and work experience providers to arrange work experience placements
- contacts or visits the work experience provider to determine the suitability and appropriateness of the workplace for work experience
- identify any risks associated with work experience placements and completes risk assessment using the DoE template or similar in consultation with the work experience provider

- ensure only activities covered by the insurance policy are undertaken by the student
- consult with the Principal or their nominated officer for approval of each work experience placement
- completes the school, work experience provider and placement details on the work experience agreement form and sends it to the student and the parent/carer
- maintains transparent and accessible records and paperwork including work experience forms and risk assessment forms
- provides a copy of the completed work experience agreement form and risk assessment form to the student, parent/carer, and work experience provider
- provides liability insurance and workers' compensation information to the work experience student and parent/carer
- informs students of their rights and responsibilities during work experience, and conducts a pre-placement information presentation regarding workplace harassment and unlawful discrimination, and the process to follow if a situation arises in the workplace, including the contact details of the school during workplace hours
- ensures the student has a clear understanding of the work being carried out in the particular workplace
- confirms the student is aware of any specific requirements (e.g. working hours, clothing, personal protective equipment, the need for confidentiality) for participation, and supports the student through the process to meet the requirements
- ensures the student understands the potential opportunities that may arise from participation in work experience including school-based apprenticeships and traineeships, and employment
- attends a debriefing session with the student after the placement to reflect on student's performance and deliver feedback.

Parents/carers:

- provide relevant medical information about the student which may impact on their safety or the safety of others in the workplace, for inclusion in the Work experience agreement form (PDF, 985KB)
- 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
- complete and sign the work experience agreement form by providing contact details and any necessary information that may impact on the safety of the student or the safety of others in the workplace
- immediately notify the school and work experience coordinator if the student is unable to attend work experience.

Students:

- identify and share potential work experience placements with the work experience coordinator
- collect and adhere to all necessary placement information, including hours of work and required clothing or, personal protective clothing/equipment
- complete and sign any required paperwork requested by the school and work experience provider to facilitate the placement including the work experience agreement form
- comply with the responsibilities outlined in the Work experience agreement form (PDF, 985KB)
- ensure they maintain the school and workplace code of conduct, including attending work experience every day, arriving on time, performing their duties to the best of their ability
- follows all workplace health and safety procedures and comply with all reasonable directions given by their workplace supervisor
- attend a debriefing session with the ILO after the placement to reflect on and evaluate the work experience placement to inform post-school pathway planning.

Work experience providers:

- discuss with the school the proposed workplace activities and procedures that ensure the student's safety and wellbeing
- provide the student with all necessary information about the work experience placement before they begin
- inducts the student into the workplace on their first day of placement
- where applicable, make reasonable adjustments to support students with disability to access and participate in work experience on the same basis as a student without disability
- comply with the provider's obligations in the Education (Work Experience Act) 1996 (Qld) External link and the responsibilities outlined in the Work experience agreement form (PDF, 985KB)
- notifies the school/work experience coordinator immediately of any incident, accident or near miss involving the student during the placement, including any action taken and any damage to property.

State Schools Strategy Division (Curriculum, Teaching and Learning):

- process liability insurance claims received from state and non-state schools and facilitate payment of claims
- monitor WorkCover insurance claims received from state schools
- conduct the annual mandatory collection of work experience data from state and non-state schools.

Procedure for Attaining Work Experience

Process for Individual Pathway Requests:

1. Student and/or parent/carer expresses interest for a school-based traineeship, apprenticeship or work experience to Industry Liaison Officer (ILO). Diverse Learners may seek consultation with HoD Diverse Learners (DL) first.
2. ILO consults with Deputy Principal (and if suitable, HoD DL) for school approval for learning plan adjustment.
3. If application is not approved, ILO informs parent/carer and student, and records contact on OneSchool.
4. If application is approved, ILO informs parent/carer and student, and proceeds to next step.

*HoD Diverse Learners (DL) may support DL students through the process and engage parent/carer to ensure it suits educational pathway, and QCE/QCIA plan.

5. ILO supports student and/or parent/carer with information regarding process and responsibilities, and gives support on seeking a potential employer and workplace. Student, with parent/carer support, seeks potential employer and business. When attained, makes contact with ILO to proceed.
6. ILO supports student with paperwork, and sign up steps. ILO records on OneSchool as contact, referring Deputy Principal.
7. Once start date is confirmed, ILO refers student to Deputy Principal to process timetable adjustment as suitable. Timetable adjusted via OneSchool – Timetabling/Maintain Student by Deputy Principal.

Codes to use for adjustments:

| Activity | Code |
|-----------------------------|-----------------------------------|
| School based apprenticeship | School based apprenticeship (SBA) |
| School based traineeship | School based traineeship (SBT) |
| Work Experience | Work experience |
| TAFE in schools | TAFE |
| HeadStart | University |

8. ILO records approved traineeship, apprenticeship or work experience on Sharepoint document: Admin, Meeting Minutes & HR Documents / Student Pathways / 2026 / External Courses Student Information.xlsx
9. ILO records on OneSchool – Student Profile as a contact, and informs teachers of approved timetable adjustment.
10. Student begins new timetable and program.

Process for Whole Cohort Work Experience:

1. Head of Senior School and Pathways provides information to students and families, including permission paperwork at year level parades, email, newsletter and formal letters home.
2. ILO supports students and/or parents/carers with process and follow up of attaining placement.

*HoD Diverse Learners (DL) may support DL students through the process and engage parent/carer to ensure it suits educational pathway, and QCE/QCIA plan.

3. Student, with parent/carer support, seeks potential employer and business. When attained, returns permission letter to ILO. ILO supports students and parents/carers through this stage.
4. Once application is approved and paperwork returned, ILO processes on OneSchool and enters in record keeping database.
5. ILO, with assistance of Head of Senior Schooling and Pathways, coordinates site visits.

Risk Management

Risk assessments must be completed prior to placement. The steps to facilitate this are:

1. All work experience documentation should be in digital form to ensure appropriate storage and retainment.
2. It is recommended to use [the Department of Education provided risk assessment templates](#) and contextualise for the employer, the student and the school.
3. Risk assessment forms are submitted to the employer along with the work experience application form prior to agreement or placement commencement. It is the employer's responsibility to advise of any amendments to the risk assessment and confirm risk controls. This must be done at the stage of workplace agreement.
4. Prior to commencement of work experience, and once the risk assessment and work experience forms are submitted by the student to the school for approval, the school Industry Liaison Officer will make

contact (via phone or email) or visit the work site to verify the details of the work placement, work conditions and risk controls, to determine the suitability and appropriateness of the workplace for work experience.

5. All parties are provided a digital copy of the completed risk assessment form, attached to the completed and signed work experienced form prior to commencement of work experience.
6. Noosa District State High School will retain a copy of the risk assessment form with the work placement agreement for a period of 12 months.
7. Upon completion of the work placement, the Industry Liaison Officer will confirm with the employer that the risk assessment is eligible to remain in place for 12 months. After this time, the risk assessment must be reviewed.

Monitoring

During the work experience, monitoring may occur via phone or email. Site visits may occur if deemed purposeful by the school.

Student Contact and Hours

Students must have school contact details at all times in case of emergencies. The contact during this time is either the main office contact (07) 5472 2222 (between 8am – 4pm) or emergency contact number 0475 822 948 (between 6am – 8am, and 4pm - 10pm). No work experience placements should occur outside of the hours 6:00am and 10:00pm.

Record Keeping

All documentation must be stored digitally in school systems.

Records must be maintained for audit and compliance purposes.