

Work experience

Frequently Asked Questions

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Question	Answer
Who can participate in work experience?	<p>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.</p> <p>Students undertaking a defence work experience placement in Queensland with the Australian Defence Force must be at least 15 years of age at the time of their placement.</p>
Who decides if the work experience placement is suitable?	<p>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.</p> <p>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.</p>
What paperwork is required to formalise a work experience placement?	<p>The Work experience agreement is completed in consultation with the student, parent/carer (if under 18 years of age and not an independent student) and work experience provider. All parties must sign the agreement prior to the student commencing placement.</p> <p>Children registered for home education should contact the Home Education Unit for the relevant Work experience agreement form.</p>
Is it necessary to undertake a risk assessment process for every work experience placement?	<p>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.</p> <p>Processes may be undertaken by the school or the school in consultation with the work experience provider. The Work experience Risk Assessment Guide provides a number of supporting documents and templates to assist school to undertake risk assessment processes.</p>
Can a student undertake work experience with a parent or another relative?	<p>No, however some exceptions may apply 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.</p> <p>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.</p> <p>If a student lives and attends school in a location that is considered "very remote" by the Australian Bureau of Statistics statistical geography standards of remoteness, they may participate in work experience with distant relatives, but not immediate family members.</p>

<p>Can a child registered for home education undertake work experience with a parent or relative?</p>	<p>No. The work experience provider/business owner cannot be a parent or relative of the participating child, nor the supervisor of the child whilst in the workplace. The Department of Education's insurer has advised that this arrangement may cause a conflict of interest.</p>
<p>Can a student undertake work experience at their own school?</p>	<p>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.</p> <p>Students require a Work experience agreement form if they complete placements in their own school or another school as part of the completion of a VET qualification. This is to ensure they are covered by public liability insurance (state and non-state schools) or workers' compensation (state schools only) for the activities they undertake while operating in the capacity of a "worker" within the school setting.</p>
<p>Can an international student or a student on a temporary visa participate in work experience?</p>	<p>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.</p>
<p>Does a student undertaking a trial to become a school-based apprentice or trainee require a work experience agreement?</p>	<p>Yes, all students who attend a workplace and undertake work activities in an unpaid capacity require a work experience agreement in order to be covered by public liability insurance (state and non-state schools) or workers' compensation (state schools only).</p>

<p>Are students with a disability able to be supported on work experience by an NDIS provider as part of a their NDIS participant plan?</p>	<p>In very limited circumstances a student with disability may be able to be supported to undertake work experience as part of their NDIS participant plan. As identified on the OnePortal NDIS and supports outside school webpage, schools continue to be responsible for making reasonable adjustments for students with disability as required under the Disability Standards for Education (2005). The NDIS does not fund supports and services that are the responsibility of the education system.</p> <p>For a very small number of students, participation in work experience may require NDIS support complementary to what they receive through the school curriculum. Advice from the National Disability Insurance Agency (NDIA) has clarified that for students with higher support needs, who would otherwise be precluded from taking part in work experience as part of the school curriculum, the focus of additional NDIS support may be:</p> <ul style="list-style-type: none"> • Discussion with the school about what type and level of additional tailored support, supplementary to the assistance from the learning support officer, could enable the student to participate in work experience • Agreement with the school and the NDIS participant as to what is possible to provide during the work experience placement • Assistance for the work experience provider to set up the job role and work environment to ensure the student with disability can effectively participate • Additional support during the work experience placement to establish the student in the placement, show the work experience provider what is required, and to reinforce tasks and training delivered by the work experience provider. <p>The scope of this additional support would not include one to one NDIS support for the student for the duration of the work experience placement.</p>
<p>Can a Teacher Aide accompany a student on a work experience placement?</p>	<p>Yes. Industrially, there is no impediment to a Teacher Aide accompanying a student on a work experience placement.</p> <p>In the Teacher Aides' Certified Agreement 2022, supporting a student attending a work experience placement would be most appropriately treated as though they were supporting a student attending an excursion, and as such, clause 8.6(c) is enlivened.</p>

<p>Are students able to undertake work experience in another state or territory?</p>	<p>No, however some exemptions may apply but only in limited circumstances. 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. 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.</p> <p>This allows Queensland students who live and attend school in border locations to undertake work experience in these areas when a similar placement is not able to be sourced in Queensland.</p> <p>Queensland schools may also receive requests for support with work experience placements from New South Wales or the Northern Territory.</p> <p>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.</p> <p>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 (state and non-state schools) or workers' compensation (state schools only).</p>
<p>Are students able to undertake work experience interstate offered by Defence or the Australian Federal Police?</p>	<p>No, interstate work experience opportunities offered by the Defence Force, or the Australian Federal Police are not considered work experience placements under Queensland's policy and are therefore not covered by public liability insurance (state and non-state schools) or workers' compensation (state schools only).</p>
<p>Who is responsible for expenses associated with student participation in work experience placements?</p>	<p>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.</p>
<p>Who is responsible for work experience arrangements for students who are required to undertake work experience as part of a VET in Schools program conducted by another school RTO?</p>	<p>The school RTO providing the course is responsible for work experience arrangements (including organising placement and work experience documentation). This documentation should be completed in consultation with the partnering school.</p>

<p>Who is responsible for organising vocational placement for students if it is a requirement of a VET program offered by an external provider?</p>	<p>External registered training organisation (RTO) providing VET courses to schools are responsible for organising vocational placements for students. This applies to courses funded by the Department of Trade, Employment and Training's VET investment budget or through fee-for-service arrangements.</p> <p>As part of their responsibilities, external RTOs complete all documentation as well as public liability and workers' compensation insurance arrangements as per requirements outlined in Standards for Registered Training Organisations (RTOs) 2025.</p> <p>It is important to note that students undertaking vocational placement with external RTOs are not covered by the department's insurance policies.</p> <p>Schools should ensure that the responsibilities of all parties are clearly defined for the delivery of VET with external RTOs when negotiating third party arrangements, including vocational placement arrangements.</p>
<p>How many hours should a student work per day during work experience?</p>	<p>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.</p>
<p>Can a student undertake part and half days of work experience?</p>	<p>Yes. A student may undertake part or half days of work experience up to the equivalent of 30 x 8-hour days per calendar year. Documentation of the date, time and duration of part and half days needs to be attached to the Work experience agreement form.</p>
<p>Can a student attend work experience outside of school hours?</p>	<p>Yes. Students are able to attend work experience outside of school hours, provided the hours they are attending the workplace are the normal working hours of the host provider.</p>
<p>How many days of work experience can a student undertake in a year?</p>	<p>The Education (Work Experience) Act 1996 (Qld) states that students are allowed to work a maximum of 30 days in a calendar year across all education and training enrolments and institutions. The principal may approve work experience of more than 30 days for a student with disability.</p> <p>A template is available in the Work experience Guide for Schools to support principals to document their justification and approval for students with disability to complete more than 30 days of work experience.</p> <p>The placement may be undertaken as a block, or spread throughout the year, as agreed by the relevant parties.</p>
<p>Can a work experience agreement be completed for a date range that exceeds 30 days?</p>	<p>Yes, industry areas that are weather dependent (agriculture, construction etc) may not be able to guarantee the days that students will be able to participate in work experience. A Work experience agreement may be prepared to cover a range of dates, however the actual days that the student attends work experience must be documented with the Work experience agreement form. The total number of days that a student attends work experience must not exceed 30 calendar days.</p>

<p>Can a work experience agreement form be amended to include additional days after the work placement has been completed?</p>	<p>No, in this instance a new Work experience agreement form needs to be completed. This allows the principal (or nominated officer) to consider if completing additional work experience with the same employer is a suitable arrangement for the student.</p> <p>Work experience programs should assist students to broaden their experiences by working in an unfamiliar environment, and placement with a different provider may be a beneficial option. It also allows the school to confirm that the work experience placement details are correct or address any significant changes in the corresponding risk assessment.</p>
<p>Can a student undertake work experience on weekends or school holidays?</p>	<p>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.</p> <p>Appropriate arrangements should be made:</p> <ul style="list-style-type: none"> • to ensure a teacher or nominated officer makes contact with the student on work experience at least once during placement; • to ensure the work experience provider and student are able to make contact with the school at all times, including when a work experience placement is arranged to take place outside of school hours or during vacation periods. <p>The Education (Work Experience) Act 1996 (Qld) states that a work experience placement must finish in the year it starts.</p> <p>If a work experience placement is planned for either side of New Year's Day during the summer school holidays, then two separate work experience agreements will be required.</p>
<p>Can a Year 12 student undertake work experience after they have officially finished Year 12?</p>	<p>The Education (Work Experience) Act 1996 (Qld) 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.</p> <p>The Education (Queensland Curriculum and Assessment Authority) Act 2014 defines the finishing day for Year 12. The finishing dates for students in Year 12 can be found on the School holidays and term dates for Queensland state schools webpage.</p> <p>Year 12 students will not be able to undertake work experience placement under the school's work experience program after they finish.</p>
<p>Does the <i>Child Employment Act 2006</i> (Qld) apply to work experience?</p>	<p>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 (Qld) relating to prohibition on nudity and sexually provocative clothing applies to work experience.</p>
<p>Can a student be paid whilst on work experience?</p>	<p>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).</p>

<p>Is a student or parent required to disclose personal information including health concerns on the Work experience agreement form?</p>	<p>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 provision of this information allows the school and work experience provider to make accommodations for the health concerns and ensure the student remains safe at all times.</p> <p>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.</p>
<p>Are there any requirements to consider prior to a student participating in a work experience program?</p>	<p>Prior to undertaking the work experience placement, students must be aware of the industry requirements, particularly in relation to health and safety.</p> <p>For example, if a work experience placement is being arranged for students on a construction site, students must have a General Construction Induction card (white card). This is a requirement under Queensland's workplace health and safety legislation.</p>
<p>Do work experience providers require a blue card (Working with Children Check)?</p>	<p>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, safety and wellbeing of the student.</p>
<p>Do students require a blue card (Working with Children Check) if undertaking work experience (work sampling) involving children?</p>	<p>School students under the age of 18 who are experiencing or sampling employment in a child-related industry do not require a blue card.</p> <p>School students aged 18 years and over who are experiencing or sampling employment in a child-related industry do require a blue card if they answer yes to the following two questions:</p> <p>Is the work activity they are doing considered regulated? That is, caught by one of the 18 regulated employment categories captured by Schedule 1, Part 1 of the Act.</p> <p>Will they be doing the work for more than the minimum threshold test – which is more than 7 days in a calendar year?</p> <p>If the answer to question one is yes and the answer to question two is yes, then yes, the student would be required to hold a blue card in order to participate in work experience.</p> <p>If an individual is a restricted person, they cannot rely on any exemption to work with children.</p>
<p>Do students require a blue card (Working with Children Check) if undertaking a structured work placement as part of their Vocational Education and Training (VET) studies through their school RTO?</p>	<p>Yes. School students working with children in an industry that is caught by one of the 18 regulated employment categories captured by Schedule 1, Part 1 of the Act, under a structured work placement arrangement as part of their VET studies through their school RTO require a blue card.</p> <p>The student must hold a valid blue card before they can commence child-related work. A blue card is valid for three years and there is no prescribed application fee.</p>

<p>Do students require a Disability Worker Screening Card (yellow card) if undertaking work experience with a:</p> <ul style="list-style-type: none"> State-funded provider delivering disability supports or services; or <p>National Disability Insurance Scheme (NDIS) provider in a risk assessed role</p>	<p>Yes. The service provider is required to ensure people it engages have a yellow card. This includes school students placed on work experience with a state-funded provider or NDIS provider. To apply for a disability worker screening clearance, employers must verify your engagement before your application is considered valid.</p> <p>If you work with children with disability, you may also need a blue card (see above for blue card requirements).</p> <p>The student must hold a valid yellow card before they can commence service delivery. A yellow card is valid for three years and there is no prescribed application fee for volunteers.</p>
<p>How long should schools keep work experience records for?</p>	<p>Work experience agreements should be kept within the student's file at school, as per the Department of Education Policy and Procedure Register relating to Information management.</p>
<p>Is the school required to report work experience data to DoE?</p>	<p>Yes. All schools are required to report work experience data annually as a mandatory requirement of DoE's Corporate data collection schedule. This data is used by the Queensland Government Insurance Fund (QGIF) and Work Cover to calculate insurance premiums for the following year.</p>
<p>What are the policy details for the department's liability policy with the Queensland Government Insurance Fund?</p>	<p>Insured name: Department of Education – School Student Work Experience & Vocational Placements Policy number: QG0037 Sum insured/liability: \$10,000,000</p>
<p>What are the policy details for the department's WorkCover (workers' compensation) policy?</p> <p>STATE SCHOOL STUDENTS ONLY</p>	<p>Insured name: Department of Education (Work Experience) COI Policy number: SAA070676519</p>