

Work Experience placements for school students - Agreement

Privacy statement

The Department of Education (the department) is collecting personal information on this form in order to make a work experience arrangement for a student under the *Education (Work Experience) Act 1996 (Qld)*. The personal information will only be used by authorised employees within the student's school, the department, and the nominated work experience provider for the purpose of organising and implementing the arrangement. The information may also be given to the Queensland Government Insurance Fund and WorkCover Queensland for the purpose of managing insurance coverage as required by the *Education (Work Experience) Act 1996 (Qld)*. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

Work experience arrangement

This agreement establishes a work experience arrangement under the *Education (Work Experience) Act 1996 (Qld)*, and should be completed and signed, where indicated by the student, their parent, the work experience provider and Principal of the student's school.

COLLEGE DETAILS		EMPLOYER DETAILS			
School name:	Immanuel Lutheran College	A N D	Business name:		
School address:	126 Wisers Road, Buderim 4556		Provider's address:		
Work experience coordinator:	Mrs Paula Willis		Nominated supervisor:		
Position:	Curriculum Leader Pathways		Position:		
Phone:	07 5477 3455		Phone:		
Email:	willisp@immanuel.qld.edu.au		Email:		
PLACEMENT DETAILS – to be filled by EMPLOYER					
Industry/ Occupation:		Model of work experience: (Select one)	<input checked="" type="checkbox"/> Work sampling	<input type="checkbox"/> Structured work placement	
Dates of placement:	17 th – 21 st April	Number of days:	5	Hours of work:	Full time
Summary of key workplace activities – PLEASE LIST DUTIES			Example risk assessment activities (select activities undertaken, as appropriate)		
			Telephone call <input checked="" type="checkbox"/> Workplace visit <input type="checkbox"/> Student induction activities <input checked="" type="checkbox"/> School-developed documents <input checked="" type="checkbox"/> Workplace-generated documents <input type="checkbox"/> Other:		
Special requirements for placement (e.g. uniform, personal protective clothing/equipment):					
STUDENT DETAILS – to be filled by STUDENT/PARENT					
Student name:		Date of birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to say
Phone:		Email:			
Emergency contact:		Out of school hours emergency phone:			

Medical information: (List any pre-existing medical conditions that may impact on the student's work experience placement. Please attach details of medications and health plans where relevant.)	NB: Conditions must be listed if life-threatening or impacts ability to carry out duties.
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STUDENT RESPONSIBILITIES – student to sign

I understand that my conditions of placement are:

- attending my placement for the full work experience period
- immediately notifying my school and the work experience provider if I am unable to attend or am late
- demonstrating behaviour aligned to my school's responsible behaviour expectations and in keeping with the accepted standards of my work experience provider
- performing my duties to the best of my ability and complying with all reasonable directions given by the work experience provider
- following all workplace health and safety procedures in my workplace
- notifying my school and work experience provider of any incident or accident in the workplace which may involve me.

Student signature:	Date:	/ /
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PARENT CONSENT (Applicable to students under 18 years of age) – parent to sign

I understand that my responsibilities relating to my student's work experience placement are:

- providing any information about medical conditions and/or medication relating to my child which may impact on the safety of my child or the safety of others in the workplace
- organising transportation for my child to and from the work experience placement location
- paying any expenses related to my student's participation in the work experience placement
- contacting the school and work experience provider if my child is unable to attend or is late.

I consent to this work experience arrangement and «StudentGiven» participating in work experience as stated.

Parent signature:	Date:	/ /
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WORK EXPERIENCE PROVIDER'S AGREEMENT – employer to sign

I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement are:

- understanding my responsibilities relating to health and safety under the *Work Health and Safety Act 2011 (Qld)*
- providing students with relevant and appropriate training, where required, and direct supervision at all times while undertaking work-related activities
- allocating a workplace supervisor to the student and ensuring this person is aware of their responsibilities
- ensuring the permitted number of students accepted for work experience does not exceed the number of full-time employees
- informing the student of particular safety requirements of this workplace including personal protective clothing/equipment
- explaining workplace policies regarding bullying, harassment and discrimination and codes of conduct, and explaining processes for reporting problems or issues
- notifying the school/work experience coordinator of any incident or accident involving a school student, any action undertaken and damages to property involving the student during this placement
- explaining work tasks clearly and implementing reasonable adjustments where appropriate, for students with additional educational needs
- ensuring the student will not undertake activities which are prohibited by law, excluded under the department's liability cover, or unsuitable for a student placed in a work experience environment
- ensuring the hours worked by the student do not exceed the normal hours worked in my industry
- meeting with school staff who visit the workplace to discuss the student's progress
- completing any required documentation (e.g. student report) and returning it to the school
- ensuring the workplace supervisor has the contact details of the work experience coordinator in case an issue arises
- notifying the school/work experience coordinator of any unexplained absences by the student
- ensuring the student is not paid whilst undertaking work experience
- understanding the level of liability cover provided by the department and the activities excluded from insurance cover information which will be provided to me by the school
- understanding that the arrangement may be terminated at any time by either the school principal or me.

Work experience provider's signature:	Date:	/ /
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PRINCIPAL'S AGREEMENT – College to sign

I enter into an arrangement for the named student to be placed for the purpose of work experience with the above named work experience provider.

Principal's signature:	Date:	/ /
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Work experience placements for school students

Insurance information

Insurance information for schools, parents and work experience providers

The nature and location of a work experience placement activity makes it different from other school activities. The following information explains the insurance arrangements that the Department of Education has for students attending work experience placements.

Workers' Compensation (*WorkCover Queensland Policy No. SAA070676519*)

State school students

The Department of Education insures students from state schools and approved home education attending an approved work experience placement under a Contract of Insurance with WorkCover Queensland. Students are insured 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. The work experience provider (employer) has no responsibility for costs associated with this cover.

Non-state school students

The Queensland Catholic Education Commission and Independent Schools Queensland will purchase from WorkCover, on behalf of the students in Catholic and independent schools respectively, the prescribed workers' compensation insurance to cover injuries resulting in medical expenses, permanent impairment or death occurring while undertaking work with the approved provider or while travelling directly between the home or school and the site where the placement is provided. Contact the school for further information on the process for lodging a claim.

Liability Insurance (*QGIF Policy No. QG0037*)

State and non-state school students

The Department of Education has an arrangement with an insurer to indemnify students from state and non-state schools and work experience providers (employers) on approved work experience placements.

Policy information

The policy:

- indemnifies the work experience provider against liability in the event that a student is injured while on the premises of the work experience provider, or at another location, while carrying out work experience duties on behalf of the work experience provider
- indemnifies the student against liability if the work experience provider or an employee is injured, or the student damages property
- indemnifies the work experience provider and the student where injury or damage to the property of a third party arises out of the work experience.

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.

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

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 (with the exception of indoor rock wall climbing under the direct supervision of a qualified and experienced person at all times as per the minimum qualifications for supervisors outlined in the *Curriculum Activity Risk Assessment (CARA) activity guidelines for Climbing (artificial or rock) and Abseiling*)
- 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.