



Work Experience placements for students

Frequently asked questions

Q. Who can participate in work experience?

The Education (Work Experience) Act 1996 (Qld) state that student must be at least 14 years old and enrolled at school. At RGS, work experience is offered to Year 10 students or above.

Q. When can work experience be taken?

Generally, work experience is taken during the school holidays; Work experience can be approved during the school term either on a block period or a one day a week basis. Work experience during the school term is approved in consultation with Head of Senior School and Head of Vocational Education.

Q. How do students apply for work experience?

Work experience can be organised through Miss Megan Thomasson or Mr Stephen Brady. Students are to collect a Work Experience Application form from the Senior School Office and return once signed by a parent/guardian.

Q. Is there a fee for work experience?

Yes. A \$30 fee is added to the students' school account to cover the student for insurance purposes.

Q. Are students able to undertake work experience in another state or territory?

Yes, 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.

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.

Q. How many hours should a student work per day during work experience?

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 form* being finalised. In such cases, the principal should strongly consider whether the placement is appropriate.

Q. How many days of work experience can a student undertake in a year?

The *Education (Work Experience) Act 1996* states that students are allowed to work a maximum of 30 days in a calendar year. The principal may approve work experience of more than 30 days for a student with a disability.

Q. Can a student undertake work experience on weekends or school holidays?

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. 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.

The *Education (Work Experience) Act 1996* states that a work experience placement must finish in the year it starts.

Q. Can a Year 12 student undertake work experience 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 Curriculum and Assessment Authority) Regulation 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.

Year 12 students will not be able to undertake work experience placement under the school's work experience program after they finish.

Q. Is a student or parent required to disclose personal information including health concerns on the *Work experience agreement form*?

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 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.

Q. Are there any requirements to consider prior to a student participating in a work experience program?

Prior to undertaking the work experience placement, students must be aware of the industry requirements, particularly in relation to [health and safety](#). 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.