



RGS Work Experience Placement Application Form

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Please read BOTH pages of this form.

Please return this Application to the Head of Vocational Education after it has been fully completed and signed by ALL parties.

My details

Given Name _____ Surname _____

Gender: M or F Date of Birth ____/____/____ Age ____ years Year Level _____ Form Class _____

Home (Street) Address: _____

City _____ Post Code _____

Student Mobile _____ Student Email _____

Parent Email Address _____ Emergency Contact Person (Parent/Guardian/Boarding Supervisor) _____

Phone No _____ Mobile No _____

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.)

My experience

I have previously undertaken the following work experience/s _____

I would prefer work experience in the following field/industry _____
(eg Diesel Fitter, IT Programmer, Travel Consultant etc)

Preferred dates for my work experience is _____ The preferred location for my work experience is in _____
(ie Term 2 school holiday) (eg Rockhampton, North Rockhampton, Gracemere, other location etc)

My transport to work experience will be: _____
(eg Car, Bike, School bus etc)

If I take the school bus to and from work experience I must organise my own transport with the school bus drivers at least 48 hours in advance.

My affirmation

My signature confirms that I have read the reverse side of this document and acknowledge the contents therein.

Signature _____ Date ____/____/____

I acknowledge the fee for this placement, \$30.00 to cover Workplace Insurance, will be charged to next term fees account.

Parent/Guardian signature _____ Date ____/____/____

PLEASE NOTE: It is a privilege, not a right, to participate in work experience. Whilst every endeavour is made to place you in your preferred workplace, it is at the discretion of the employer, and the School will respect their wishes. Once your placement is organised, you will be contacted by email. It is your responsibility to collect your paperwork PRIOR to your placement and complete the steps indicated on the Information Summary.

Administration Only

Business Name _____

Address _____ Post Code _____

Postal Address _____ Post Code _____

Contact Person _____ Phone No _____ Fax No _____

Mobile No _____ E-Mail _____

Interview Appointment? Y or N Address _____ Date _____ Time _____

Special Requirements _____

Placement Dates and Times _____



RGS Work Experience

Information for Parents/Guardians/Students

The Vocational Placement Programme is a training system for students in Years 10, 11 and 12. It will provide students with the opportunity to:

- Link school education with a structured training program in industry.
- Improve student employment opportunities and help students to develop vocational options.
- Relate school-based learning to actual employment situations.
- Develop and apply work-related skills and competencies in a work-based setting.
- Develop more fully personal and social skills through interactions with a broader cross-section of people.
- Gain insights into the nature and conditions of work and workplace expectations.
- Gain workplace experiences, which will assist in the transition from school to work.

Some of the vocational areas where students may be placed include: Automotive, Metal & Engineering, Office/Finance/Banking/Insurance, Retail/Wholesale/Hospitality, Tourism, Building & Construction, Community Services & Health, Fitness/Sport & Recreation, Food Processing, Information Technology, Printing/Communication, Light Manufacturing, Primary Industries, Teaching and Pharmacy.

Students who wish to work in other areas should contact Mr Stephen Brady, Head of Vocational Education at RGS.

The school will arrange to provide students with underpinning knowledge needed to succeed in these areas by:

- Teaching or providing a Distance Education Course or Program, which offers Nationally recognised competencies, where available, that relate to that specific vocation.
- Facilitating a workplace induction program.

The student will be charged a \$30.00 placement fee to next terms fee account to cover the student for insurance purposes.

Please complete this application form and return to the Head of Vocational Education at The Rockhampton Grammar School as soon as possible. Failure to do this promptly may result in missing work placement opportunities.

Insurance Information for Parents of non-state school students

RGS INSURER: Queensland Government Insurance Fund (QGIF) and WorkCover Qld.

Department of Education and Training – School Student Work Experience & Vocational Placements

QGIF POLICY No: QG0037 WorkCover Policy: SSA070367279

Your child has chosen to participate in a Work Experience placement.

The nature and location of this activity makes it different from other school activities. The purpose of this information sheet is to explain the insurance arrangements that have been put into effect for non-state school students on work experience.

Worker's Compensation:

Education Queensland insures students from State schools, and approved home education on approved work experience, under a Contract of Insurance with the Queensland Government Insurance Fund against permanent impairment or death, occurring at the location or another location where the work experience is provided 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, for rehabilitation or for artificial limbs. Parents who choose to take out personal accident insurance for their children should make private arrangements. The cover is provided through the Independent Schools Queensland for independent schools.

Liability Insurance:

Education Queensland has an arrangement with an insurer to indemnify students from State and Non-State schools and work experience providers in the following situations:

- The policy indemnifies the work experience provider against liability in the event where the 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
- The policy indemnifies the student against liability if the work experience provider or an employee is injured, or the students damages property
- The policy 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.

The cover is provided subject to the terms and conditions of the policy, which specifically excludes various activities. The excluded activities are:

- a. Driving of any watercraft exceeding 8 metres in length;
- b. 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;
- c. Air traffic control;
- d. The driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac;
- e. Activities associated with rail track laying, track upgrading or track maintenance;
- f. Construction or maintenance of railway locomotives or rolling stock;
- g. Underground mining;
- h. The use, handling and storage of explosive devices;
- i. Oil and/or gas fields and refineries;
- j. Abseiling;
- k. Rock and/or mountain climbing;
- l. White water rafting and canoeing;
- m. Bungee jumping and its associated activities; and
- n. Underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.

Access to these two forms of protection is available only when the principal of a prescribed school has signed a written agreement with the employer to place a particular student on work experience. Education Queensland trusts that your child will benefit from participation in work experience. Should you have any questions regarding this information or any other aspect of work experience please contact:

The Head of Vocational Education
The Rockhampton Grammar School
Archer Street, Rockhampton QLD 4700
Phone: 07 4936 0660; Fax: 07 4936 0841

