



ASPIRE - LEARN - ACHIEVE

Work Experience Policy



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THE ARTS



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S P O R T

BENTLEY PARK COLLEGE

A Complete Prep to Year 12 Education

Rationale

Student work experience is an ideal opportunity for students at Bentley Park College to have the first hand opportunity to sample career options that cannot be provided in the classroom. Work experience also offers students to make the connection of what they have learnt in the classroom with the 'world of work'.

Work experience prepares students for post school options and choices. They refer to a wide variety of activities that are designed to:

- develop in students the attitudes and skills to participate in both paid and unpaid work
- increase students' understanding of the current and future labour market
- to increase students' understanding of the dynamic nature of work.

Purpose

To clearly outline student work experience procedures so students fully understand the scale of commitment required of them.

Operation of the Policy

Students at Bentley Park College have the opportunity to complete work experience during their holiday time, or time negotiated with the Industry Liaison Officer (ILO). There are a number of work experience models – *Structured Work Placement*, *Work Sampling*, *Work Shadowing* and *Research Work Experience*.

Year 11 and 12 Vocational Education and Training (VET) subjects may require *Structured Work Placement* as a component of their studies and students and their families are made aware of this in the Senior Course Subject Information Booklet.

Students in the Special Education Program (SEP) may access *Structured Work Placement* as part of their course of study.

For students in other years, *Structured Work Placement* or *Work Sampling* may be accessed

For students to be eligible to participate for any work experience the following criteria must be met:

- Their Student Resource Scheme (SRS) be paid, or be committed to a payment plan.
- They must have *Representative Eligibility* clearance (refer to Representative Eligibility Policy)
- They must adhere to Bentley Park College Student Code of Conduct.

Overview

A work experience program provides a formal arrangement whereby students, while enrolled at a school, participate in activities at a place of voluntary work. Work experience is the short term placement of students with businesses and organisations to provide insights into the industry and the workplace in which they are located, and is unpaid. Whilst undertaking Work Experience, students will observe different aspects of work within their chosen industry and may assist with tasks allocated by their supervisor, but should not undertake activities which require extensive training or expertise.

Students must be at least 13 years old and enrolled in an educational establishment. Students can be placed on work experience up to a maximum of 30 days in a calendar year. The Principal, in consultation with the parent/carer and student, may approve work experience of more than 30 days for a student with disability. Any work experience undertaken as part of the student's curriculum learning is the responsibility of the college and would not be supported though a student's [National Disability Insurance Scheme \(NDIS\)](#) participant plan.

The decision to implement a work experience program rests with the College Principal, in consultation with students, parents/carers and work experience providers.

The insurance cover for work experience students has certain restrictions and activities precluded from cover, and these activities may not be undertaken during work experience.

Work experience placements assist students in their transition from school to work and aim to:

- provide students with an opportunity to relate school studies with workplace contexts
- prepare students for the demands and expectations of the working world
- help students make informed career decisions by assessing their aptitudes and interests, and exploring potential careers
- acquaint students with non-gender stereotyped occupations
- give students insights into the nature of diversity of employees in the workplace
- improve students' maturity, confidence and self reliance
- provide a link between the College and local community
- provide opportunities for students to become more informed about the current labour market issues
- provide opportunities for students to learn about family care, household management and other unpaid work options in community activities
- provide students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- provide an opportunity to extend the theoretical learnings of the classroom into practical applications in the workplace
- provide schools with an initiative to forge stronger links between education and industry.

Models of work experience

- ⇒ **Structured Work Placements:** involves the student participating in specific tasks in the workplace as described in the VET in Schools program. It may occur where the VET in Schools program does not mandate assessment in the workplace. Prior to the placement, negotiation occurs between the teacher, student and the work experience provider, to identify the specific tasks for the student.
- ⇒ **Work Sampling:** where students have the opportunity to test personal vocational preferences through performing tasks in a workplace. Students select placements according to their future occupational aspirations. The student may experience the following outcomes:
 - ◇ clarification of employment goals
 - ◇ first-hand information about what it means to work, as well as about the work processes of the organisation and the work environment.
- ⇒ **Work shadowing:** provides students with the opportunity to learn actively about people at work and to examine the work role they perform. Students gain access to occupational areas that may not be suited to work sampling, e.g. lawyer, dentist, chemist. The focus of work shadowing is the role of the worker(s) being shadowed, rather than the performance of work tasks or the investigation of the workplace.
- ⇒ **Research work experience:** requires a student or group of students to assume the role of researchers in the workplace. The teacher, student and work experience provider decide upon a topic of inquiry and match the work experiences to the topic. The placement links one or more school subjects with the experience of work. Students seek assistance from the teacher and the work experience provider, to develop appropriate research skills which can form the basis of ongoing work in the classroom.

Development of the work experience program

The ILO is the delegated officer for the College Principal who has the flexibility to decide, in consultation with the school community, the organisation of the Bentley Park College work experience program as a key component of a broader career education program.

All programs require time throughout the school year to:

- liaise with interested businesses and organisations regarding potential placements for students
- coordinate risk assessment processes in consultation with the work experience providers
- prepare paperwork and ensure all parties to the work experience placement have completed, signed and returned it prior to placement
- ensure all parties to the work experience agreement are aware of their responsibilities, including any reasonable adjustments which need to be made for students with disability
- prepare students for their placements
- schedule and prepare staff to visit and monitor the progress of students whilst on work experience

- maintain an adequate record system to assist with future placements, track insurance claims and provide work experience data, on request
- be the main point of contact between the student, Work Experience provider and the College
- review and evaluate the work experience program to inform future planning
- identify opportunities to build sustainable relationships with industry and community organisations
- manage processing of any insurance claims arising from participation in Work Experience
- ensure all Work Experience arrangements comply with the [Education \(Work Experience\) Act 1996 \(Qld\)](#)
- promote the benefits of the Work Experience program to the College community.

Whilst the ILO maintains a database of Work Experience providers, it is the students responsibility to find their own placement for Work Experience.

This procedure outlines the necessary requirements and processes when students from state and non-state schools participate in Work Experience as part of their education.

Responsibilities for the Work Experience Process

Delegated officers (ILO)

- develop the work experience program as a key component of a broader career education program
- support students to find work experience positions, liaise with work experience providers, complete paperwork and ensure students are prepared for work experience
- ensure all work experience arrangements are made in consultation with students, parents and work experience providers
- ensure risk assessment processes are undertaken for all work experience arrangements
- ensure all parties to the work experience agreement are aware of their responsibilities, including any reasonable adjustments which need to be made for students with disability
- ensure all work experience arrangements comply with the Education (work experience) Act 1996 (Qld)
- monitor the progress of students whilst on work experience
- are the main point of contact between the student, work experience provider and the school
- manage processing of any insurance claims arising from participation in work experience
- review and evaluate the work experience program
- maintain a register of all work experience placements.

Parents/Carers

- provide any medical information relating to the student which may impact on the safety of the student or the safety of others in the workplace, for inclusion on the work experience agreement
- 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
- immediately notify the school through the ILO and the business supervisor if the student is unable to attend work experience.

Students

- identify potential work experience placements of interest and provide this information to the work experience coordinator, on request
- collect and abide by all necessary information about their work experience placement including hours of work, clothing, personal protective clothing/equipment, prior to placement
- complete any required paperwork requested by the school and work experience provider to facilitate the placement
- comply with the responsibilities outlined in the work experience agreement
- reflect on and evaluate the work experience placement at the conclusion of the program to inform postschool pathway planning.

Process in Relation to Insurance Claims

Refer to the [Work Experience placements for school students Version 6.0](#) Section 5.3 Insurance arrangements.

[Student Code of Conduct](#)

Forms

[Work Experience Code of Conduct Agreement](#)

[Work Experience Agreement](#)

[Work Experience Interstate/Territory Approval](#)

Supporting documents

[Work Experience Insurance Information](#)

[Work Experience Frequently Asked Questions](#)

[Certificate of Currency - Public Liability](#)

[Certificate of Currency - Workers' Compensation Insurance](#)