

# Shalom College



## WORK EXPERIENCE HOST EMPLOYER GUIDE





To whom it may concern,

Thank you for considering hosting a Shalom College student for work experience.

Real life work placement serves to provide Students with an understanding of what is expected of them in the workplace, and the chance to develop skills they would not have the opportunity to develop in a classroom.

Shalom College prides itself on producing young people who strive to succeed in their chosen pathways and we thank you for recognising that industry engagement is often vital to achieve this.

Exposure to general skills in the workplace such as professional communication, work ethic, time management and professional presentation are also beneficial to students.

You will be provided with insurance documents to sign that will cover our student in the workplace.

Should you have any questions please feel free to contact Shalom College Pathways Coordinator, Mrs Liza O'Donnell.

Kind regards,

*Liza O'Donnell*

Liza O'Donnell

[Liza\\_ODonnell@shalomcollege.com](mailto:Liza_ODonnell@shalomcollege.com)

T 4155 8111

## **HOST EMPLOYER INFORMATION**

### **Work Experience Agreement**

Students, parent/guardian and work experience host must complete and sign this document and all stakeholders should retain a copy for their records.

- Signing this form is an acknowledgement that students, parents and work experience hosts have read and understood the work experience information and agree to adhere to the terms.
- The work experience agreement acts as a record for insurance coverage.
- Work experience agreement records contact details for all designated contact people, student workplace activities and placement details, relevant medical information and special requirements for the placement.

### **Work Experience Placements for School Students Insurance Information**

Provides all stakeholders with information in relation to student insurance coverage.

### **Certificate of Currency**

Certificate of Public Liability Insurance.

### **Work Experience Induction Checklist**

This document is to assist host employers perform an induction with work experience students.

### **Host Employers Evaluation**

This document provides host employers the opportunity to provide feedback which may be used as a reference and assist students with personal growth.

# Work Experience Induction Checklist

An induction can be as simple as a tour and a conversation



TOPICS	POINTS TO BE COVERED	✓
<b>Conditions of Work Experience</b>		
Toilet Facilities & Personal Storage	Location of facilities. Any rules regarding the use of staffroom areas and personal storage	
Canteen/Lunch Facilities	Who washes the dishes Purchasing food/drinks (if in a food retail workplace)	
Telephone Calls	Policy on use of mobile phone for personal calls during work hours	
<b>Workplace Health &amp; Safety</b>		
Accident Procedures	Routine to be followed for simple and emergency situations. Use of accident report form/log. Importance of having all injuries treated and recorded. Do you have a Workplace Safety Officer?	
Fire Drills & Alarms	What to do in the event of a fire. Locations of fire alarms and how they should be activated. Where to assemble after evacuation of premises.	
Fire Extinguishers	Location of extinguishers.	
Emergency Exits	Point out location of emergency exits and stairs.	
First Aid Facilities	Location of first aid box and location of trained first aide staff.	
Personal Precautions	Situations where long hair, loose clothing and jewellery may be hazardous. Specify rules e.g. hairnets.	
Protective Clothing & Footwear	Is protective clothing required? Is protective clothing supplied? What happens in the event of loss or damage.	
Accident Prevention	Discuss safety responsibilities, employer and employees. Untidiness – how this leads to accidents. Disposal of waste. Checking of equipment.	
Machinery & Equipment	Ensure machinery and equipment is demonstrated and supervised.	
<b>Introduction to the Job</b>		
Workplace Tour	General layout of premises.	
Security & Confidentiality	Explain any security obligation that must be observed and the business's policy about confidentiality	
Introduction to Colleagues	Introduce work experience student to other employees	

# Work experience placements for school students

## Agreement

### Privacy Statement

The Department of Education and Training ('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*. 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.

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

<b>School name:</b>	Shalom College	A N D	<b>Provider's name:</b>	
<b>School address:</b>	9 Fitzgerald Street Bundaberg		<b>Provider's address:</b>	
<b>Work Experience Coordinator:</b>	Liza O'Donnell		<b>Nominated Supervisor:</b>	
<b>Phone:</b>	41 558111		<b>Phone:</b>	
<b>Email:</b>	Liza_ODonnell@shalomcollege		<b>Email:</b>	
<b>PLACEMENT DETAILS</b>				
<b>Industry/ Occupation:</b>		<b>Model of work experience:</b> (Select one)	<input checked="" type="checkbox"/> Work sampling <input type="checkbox"/> Structured work placement	
<b>Dates of placement:</b>		<b>Number of days:</b>		<b>Hours of work:</b>
<b>Summary of proposed student workplace activities (list main activities):</b>				
<b>Special requirements for placement (e.g. uniform, personal protective clothing/equipment):</b>				
<b>STUDENT DETAILS</b>				
<b>Student name:</b>		<b>Date of birth:</b>	/ /	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Phone:</b>		<b>Email:</b>		
<b>Emergency contact:</b>		<b>Out of school hours emergency phone:</b>		

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document.



<b>Medical information:</b> (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.)		
<b>STUDENT RESPONSIBILITIES</b>		
I understand that my conditions of placement include:		
<ul style="list-style-type: none"> <li>attendance at my placement for the full work experience period</li> <li>immediately notifying my school and the work experience provider if I am unable to attend or am late</li> <li>demonstrating behaviour aligned to my school's responsible behaviour expectations and in keeping with the accepted standards of my work experience provider</li> <li>performing my duties to the best of my ability and complying with all reasonable directions given by the work experience provider</li> <li>following all workplace health and safety procedures in my workplace</li> <li>notifying my school and work experience provider of any incident or accident in the workplace which may involve me.</li> </ul>		
Student signature:	Date:	/ /
<b>PARENT CONSENT (Applicable to students under 18 years of age)</b>		
I understand that my responsibilities relating to my student's work experience placement include:		
<ul style="list-style-type: none"> <li>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</li> <li>organising transportation for my child to and from the work experience placement location</li> <li>notifying the school and work experience provider if my child is unable to attend or is late.</li> </ul>		
I consent to participating in work experience as stated.		
Parent signature:	Date:	/ /
<b>WORK EXPERIENCE PROVIDER'S AGREEMENT</b>		
I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement include:		
<ul style="list-style-type: none"> <li>understanding my responsibilities relating to health and safety under the Work Health and Safety Act 2011 (Qld)</li> <li>informing the student of particular safety requirements of this workplace including personal protective clothing/equipment</li> <li>notifying the school/work experience provider of any unexplained absences by the student</li> <li>notifying the school/work experience provider of any incident or accident involving a school student, any action undertaken and damages to property involving the student during this placement</li> <li>providing supervision for the student at all times</li> <li>ensuring the hours worked by the student do not exceed the normal hours worked in my industry</li> <li>ensuring the student will not perform work which is prohibited by law or is unsuitable for a student placed in a work experience environment</li> <li>understanding that the arrangement may be terminated at any time by either the school principal or myself</li> <li>ensuring the student is not paid whilst undertaking work experience</li> <li>understanding the level of liability cover provided by the Department of Education and Training.</li> </ul>		
Work Experience Provider's signature:	Date:	/ /
<b>PRINCIPAL'S AGREEMENT</b>		
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: DELEGATE	Date:	/ /

RESET

SAVE

PRINT

# 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 and Training has for students attending work experience placements.

#### Workers' Compensation

##### State school students

The Department of Education and Training 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

##### State and non-state school students

The Department of Education and Training 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.





**Queensland Treasury**  
**Queensland Government Insurance Fund (QGIF)**

Level 26, 1 William Street, Brisbane, QLD, 4000  
GPO Box 2203, Brisbane, Queensland, 4001  
Tel: 3035 6367  
Website: [www.qgif.qld.gov.au](http://www.qgif.qld.gov.au)

**QUEENSLAND GOVERNMENT INSURANCE FUND**

**CERTIFICATE OF CURRENCY**

This is to certify that the DEPARTMENT OF EDUCATION AND TRAINING – SCHOOL STUDENT WORK EXPERIENCE & VOCATIONAL PLACEMENTS has effected the following class of insurance:-

- **Public Liability**

with the Queensland Government Insurance Fund, under Policy Number QG0037 for a \$10,000,000 sum insured and liability, subject to the policy terms and conditions.

The policy is in the name of "Bodies or Employers nominated by the Director-General of Education and State and non-State School Students participating in Work Experience as per the *Education (Work Experience) Act 1996* and State School Students participating in Vocational Placements as per the Department of Education and Training Vocational Placement Policy and Procedures organised and approved by the Director-General for their respective rights and interests".

The policy is current until 30 June 2018.

Signed at BRISBANE on 1 June 2017.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

Manager Underwriting  
Queensland Government Insurance Fund

# Host Employer's Evaluation of Work Experience Student



Student \_\_\_\_\_ Placement Dates ...../...../..... - ...../...../.....

Employer/Business Name \_\_\_\_\_

Job Description \_\_\_\_\_

*(Please tick the box which best indicates your opinion of the student's performance)*

	Pleasing	Satisfactory	Room for improvement	Unable to assess
General attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance and dress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Persistence with set tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Response to directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fitting into the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observation of safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What type of work did this student undertake? \_\_\_\_\_

Do you think this student is suited to a career in this area?  Yes /  No

Comments \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_  
(Supervisor)

Liza O'Donnell  
PATHWAYS Coordinator  
Shalom College, Bundaberg  
T (07) 4155 8111