

Work Experience Student Handbook



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INTRODUCTION

This handbook is an important reference for all students undertaking work experience at St Brendan's College. The College prides itself on producing young men who strive to succeed in their chosen pathways and industry engagement is often vital to achieving this. Exposure to general skills in the workplace, such as professional communication, work ethic, time management and professional presentation are beneficial.

Work experience becomes an opportunity to undertake 'work inspiration' for students who are undecided about what career to embark on. For some students, a work experience placement reassures them that they are on the right career path, while others realise their expectation of a certain industry and the reality don't align – which is always best discovered sooner rather than later!

The College highly recommends and encourages as many students as possible in Years 10, 11 and 12 to seek work experience during the school holidays. This experience will provide our students an understanding of what is expected in the workplace, and the chance to develop skills students would not have the opportunity to develop in the classroom. Students will be placed in a situation primarily to observe and learn – not to undertake activities that require extensive training or experience.

In Queensland, work experience placements for school students are undertaken under legislated educational requirements, outlined in the [Work experience placements for school students procedure \(qed.qld.gov.au\)](http://qed.qld.gov.au).

KEY STAFF

WORK EXPERIENCE COORDINATOR	Mr Andrew Lawrence / Miss Jessica Newsome
DELEGATED PERSON	Miss Jessica Newsome
DIRECTOR OF PATHWAYS	Mrs Rebecca Lang
HEAD OF LEARNING SUPPORT	Mrs Sharon Sheales

FEE

A \$10 fee will be charged to the students account to help cover administration costs.

WHITE CARD REQUIREMENTS

White cards are required when working within the Construction Industry, (e.g., Carpentry, Bricklaying, Tiling, Painting, Plumbing and Electrical) and or on request from the workplace provider. St Brendan's College advises students before the commencement of Year 11 to complete a White Card course at one of the following locations:

Company Name	Website for more information
Coal Train Yeppoon (face to face)	https://coaltrain.com.au/courses/white-card/
Newhorizons Safety and Training Services Rockhampton (face to face)	https://www.nhst.com.au/courses/white-card-training-qld-construction-industry/
Master Builders Queensland (interactive live-streaming course)	https://www.mbqld.com.au/training/courses/health-and-safety/general-safety-induction-white-card

WORK EXPERIENCE PROCEDURE

Work experience placement is negotiated between student, parent/carer, workplace provider and the College. It is therefore the responsibility of the following parties to complete:

PRE-WORK EXPERIENCE

It is the responsibility of students to complete the following:

1. Must be at least 14 years old.
2. Required to find own work experience placement during school holidays.
3. Organise with the workplace provider suitable dates and times.
4. Discuss with work experience coordinator the place of interest and dates.
5. Collect all work experience forms during this initial discussion with the work experience coordinator.
 - a) Work Experience Placements for School Students' Agreement Form – consent and signatures required by student, parent/carer, and workplace provider (please refer to Appendix One).
 - b) Risk Assessment Form – required to get this form completed by workplace provider (please refer to spe Two).
6. Return all work experience forms listed above to work experience coordinator prior to the documented commencement date.
7. Contact the workplace provider and answer the following questions:
 - a) What time should I attend work?
 - b) Who will I report to when I arrive?
 - c) What are the work times?
 - d) What clothing do I need to wear?
 - e) What do I need to bring to eat/drink?
 - f) Any requirements/suggestions that need to be considered?
 - g) Do I need to have a white card?

It is the responsibility of the College to complete the following:

1. Maintain a register of all work experience placements and forms.
2. Required to provide students with all work experience forms.
3. Confirm with the Principal to agree and determine the suitability of the work experience placement.
4. Once approved, gain the principals consent and signature on the Work Experience Placements for School Students' Agreement Form.
5. Check Work Experience Placements for School Students' Agreement Form for accuracy and completeness and email a copy to parent/carer and workplace provider and ensure a copy is retained on the College records.



6. Check Risk Assessment Form for completeness by workplace provider and ensure copy retained on the College records.
7. Email Certificate of Currency and Queensland Government Insurance Fund Certificate of Currency to workplace provider.
8. Ensure the delegated person understands their responsibilities.
9. Identify and provide information to workplace provider about any conditions that may impair a student's capacity to safely engage in work experience placement and ensure reasonable adjustments are able to be made prior to the start.

It is the responsibility of **parent/carer** to complete the following:

1. Support student to find work experience positions, liaise with work experience providers, complete paperwork, and ensure student is prepared for work experience
2. Give permission by signing the Work Experience Placements for School Students' Agreement Form for students under the age of 18 years.
3. Provide information about any medical conditions and/or medication relating to the student to be included on the work experience agreement which may impact the safety of the student or others in the workplace.

It is the responsibility of **delegated person** to complete the following:

1. Monitor the progress of students whilst on work experience.
2. Main point of contact between the student, work experience provider and the College.
3. Review and evaluate the work experience program.

It is the responsibility the **workplace provider** to complete the following:

1. Approve the placement and sign the Work Experience Placements for School Students' Agreement Form and return to the student or the College.
2. Complete the Risk Assessment Form and return to the student or the College.
3. Maintain confidentiality of the students personal and medical information (disposing of hard copies of information in a careful and timely manner).
4. Ensure a suitable supervisor is allocated and provided with contact details for Mr Lawrence on 0428 244 406 or the College on (07) 4939 9300 if an issue arises.
5. Make sure the student is aware of the following prior to commencement date:
 - a) Any specific requirements e.g., working hours, person they report to, clothing to wear, confidentiality and required personal protective equipment.



DURING WORK EXPERIENCE

It is the responsibility of **students** to complete the following:

1. Required to commit to attending work experience every day, arriving on time, performing duties to the best of their ability, and participating enthusiastically in workplace activities.
2. Upon leaving on the last day, thank the workplace provider.
3. If there are any problems, contact Mr Lawrence on 0428 244 406 or the College on (07) 4939 9300 immediately.
4. Reflect on and evaluate the work experience placement with work experience coordinator during and or at the conclusion of the program to inform post-school pathway planning.

It is the responsibility of the **College** to complete the following:

1. The delegated person to conduct a site visit sometime during the duration of the work experience placement and complete a questionnaire with student (please refer to Appendix Three).
2. If not reasonable for a site visit the delegated person will contact workplace provider via video chat to check in and monitor the progress of the student at work experience placements.
3. Ensure workplace providers are implementing reasonable adjustments, where appropriate for students with additional educational needs.
4. Record, report and investigate all incidents and accidents involving students and retain copies of relevant documentation.

It is the responsibility of **parent/carer** to complete the following:

1. Organise transportation for the student to the work experience location.
2. Report incidents and accidents involving the student to work experience coordinator.

It is the responsibility the **workplace provider** to complete the following:

1. Induct students into the workplace on their first day of placement by:
 - a) Explaining workplace policies regarding bullying, harassment and discrimination and any other codes of conduct relevant to the workplace.
 - b) Explaining the tasks students will undertake during the placement.
 - c) Explaining processes for reporting problems or issues to their workplace supervisor and immediately contacting the work experience coordinator.
2. Provide student with relevant and appropriate training, where required, and direct supervision at all times while undertaking work-related activities.
3. Allocate a workplace supervisor to the student and ensure this person is aware of their responsibilities during the placement.
4. Provide the workplace supervisor with contact details of the work experience coordinator in case an issue arises, including notification of student absence.



5. Implement reasonable adjustments where appropriate, for a student with additional educational needs.
6. Notify the work experience coordinator immediately of any incident or accident involving a student, any action undertaken and damages to property involving the student during the placement.
7. Arrange for the workplace supervisor to meet with the school staff member who visits the workplace to discuss the student's progress.
8. At the conclusion of the work experience placement complete and return Evaluation Form (please refer to Appendix Four) provided by St Brendan's College.

POST-WORK EXPERIENCE

It is the responsibility of the College to complete the following:

1. Follow up with the workplace provider upon completion, email an evaluation form to be completed based on the students' performance.
2. Parent/carer will also receive a copy of the Evaluation Form if the workplace provider has provided consent to provide an understanding of students' work ethics and participation and to determine the best pathway moving forward.
3. Conduct a debriefing session which allows the student to evaluate and reflect on the placement.
4. Email of thanks is sent to the workplace provider.
5. Debrief with the Principal and other relevant staff on outcomes of the work experience program.



EXCLUDED ACTIVITIES

Students are not allowed to participate in any of the following 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.



APPENDIX ONE: WORK EXPERIENCE PLACEMENT FOR SCHOOL STUDENTS

TEMPLATE ONLY

Department of Education

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 1995 (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 1995 (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 1995 (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.

School name:	St Brendan's College	A N D	Provider's name:		
School address:	139 Adelaide Park Road, Yeppoon Qld 4703		Provider's address:		
Work experience coordinator:	Mr Andrew Lawrence		Nominated supervisor:		
Phone:	07 4939 9315		Phone:		
Email:	lawrencea@sbc.qld.edu.au		Email:		
PLACEMENT DETAILS					
Industry/ Occupation:		Model of work experience: (Select one)		<input checked="" type="checkbox"/> Work sampling <input type="checkbox"/> Structured work placement	
Date of placement:		Number of days:		Hours of work:	
Summary of key workplace activities			Example risk assessment activities (select activities undertaken, as appropriate)		
<div></div>			Telephone call <input type="checkbox"/> Workplace visit <input type="checkbox"/> Student induction activities <input type="checkbox"/> School-developed documents <input type="checkbox"/> Workplace-generated documents <input type="checkbox"/> Other: <input type="text"/>		
Special requirements for placement (e.g. uniform, personal protective clothing/equipment):					
<div></div>					
STUDENT DETAILS					
Student name:		Date of birth:		YEAR	<input type="checkbox"/> Male <input type="checkbox"/> Female
Phone:		Email:			
Emergency contact name:		Emergency contact 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.)		<div></div>			

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <http://pwr.qed.qld.gov.au/pwr/work-experience-placements-for-school-students-procedure> to ensure you have the most current version of this document.

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STUDENT RESPONSIBILITIES		
I understand that my conditions of placement are:		
<ul style="list-style-type: none"> 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 not revealing to anyone outside the workplace confidential information, including names or issues to do with customers or clients, incidents or confidential costings notifying my school and work experience provider of any incident or accident in the workplace which may involve me. 		
Student signature:	Date:	____/____/____
PARENT CONSENT (Applicable to students under 18 years of age)		
I understand that my responsibilities relating to my student's work experience placement are:		
<ul style="list-style-type: none"> 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 participating in work experience as stated.		
Parent signature:	Date:	____/____/____
WORK EXPERIENCE PROVIDER'S AGREEMENT		
I enter into an arrangement for the named student to be placed with me for the purpose of work experience. Conditions of placement are:		
<ul style="list-style-type: none"> understanding my responsibilities relating to health and safety under the <i>Work Health and Safety Act 2011 (Qld)</i> 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 Maintaining confidentiality of student's personal and medical information (disposing of hard and electronic copies of student information in a careful and timely manner) understanding that the arrangement may be terminated at any time by either the school principal or me. 		
Work experience provider's signature:	Date:	____/____/____
SITE VISIT INFORMATION – Nominated person		
Responsible adult to complete site visit	Phone No:	____
Name: _____		
PRINCIPAL'S AGREEMENT		
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:	____/____/____



APPENDIX TWO: RISK ASSESSMENT

TEMPLATE ONLY

Risk assessment

For student work experience placements

This template is used to document a risk assessment to manage health and safety hazards and risks associated with the placement of a student in an organisation/business/location for the purposes of undertaking work experience.

It may be completed by the work experience coordinator or the work experience provider in consultation with the work experience coordinator, with a copy retained on file with the *Work experience placements for school students agreement* completed for this placement.

For more details on the risk management process refer to the [Managing Health and Safety Risks factsheet](#).

Completion of this template may be informed by [Curriculum Activity Risk Assessment \(CARA\) guidelines](#).

Company Name:	
Occupation of student:	
Description of workplace activities (as outlined on the agreement form): Click or tap here to enter text.	
Conducted by: Click or tap here to enter text.	
Date: Click or tap here to enter text.	

Step 1: Identify the hazards

Biological (e.g. hygiene, disease, infection)		
<input type="checkbox"/> Blood/bodily fluid	<input type="checkbox"/> Virus/disease	<input type="checkbox"/> Food handling
Other/details: Click or tap here to enter text.		
Chemicals (note: refer to the label and safety data sheet (SDS) for the classification and management of all chemicals)		
<input type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> Hazardous chemical (refer to a completed hazardous chemical risk assessment)	
Name of chemical(s)/details: Click or tap here to enter text.		
Critical incident – resulting in:		
<input type="checkbox"/> Lockdown	<input type="checkbox"/> Evacuation	<input type="checkbox"/> Disruption
Other/details: Click or tap here to enter text.		
Energy systems – incident/issues involving:		
<input type="checkbox"/> Electricity (incl. mains and solar)	<input type="checkbox"/> LPG gas	<input type="checkbox"/> Gas/pressurised containers
Other/details: Click or tap here to enter text.		
Environment		
<input type="checkbox"/> Sun exposure	<input type="checkbox"/> Water (creek, river, beach, dam)	<input type="checkbox"/> Sound/noise
<input type="checkbox"/> Animals/insects	<input type="checkbox"/> Storms/weather	<input type="checkbox"/> Temperature (heat, cold)
Other/details: Click or tap here to enter text.		
Facilities/built environment		
<input type="checkbox"/> Buildings and fixtures	<input type="checkbox"/> Driveway/paths	<input type="checkbox"/> Workshops/factories/work rooms
<input type="checkbox"/> Playground equipment	<input type="checkbox"/> Furniture	<input type="checkbox"/> Swimming pool
Others/details: Click or tap here to enter text.		

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Machinery, plant and equipment			
<input type="checkbox"/> Machinery (fixed plant)	<input type="checkbox"/> Machinery (portable)	<input type="checkbox"/> Hand tools	<input type="checkbox"/> Vehicles/trailers
Others/details: Click or tap here to enter text.			
Manual tasks/ergonomics			
<input type="checkbox"/> Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space	
Other/details: Click or tap here to enter text.			
People			
<input type="checkbox"/> Students	<input type="checkbox"/> Workplace employees	<input type="checkbox"/> Customers/clients	
<input type="checkbox"/> Physical	<input type="checkbox"/> Psychological/stress		
Other/details: Click or tap here to enter text.			
Other hazards/details:			
Click or tap here to enter text.			

Step 2: Assess the level of risk

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

DoE Risk Management Matrix					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Critical
Almost certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Consequence	Description of consequence	Likelihood	Description of likelihood
1. Insignificant	No treatment required.	1. Rare	Will only occur in exceptional circumstances.
2. Minor	Minor injury requiring first aid treatment (e.g. minor cuts, bruises, bumps).	2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle.
3. Moderate	Injury requiring medical treatment or lost time.	3. Possible	May occur within the foreseeable future, or within the project lifecycle.
4. Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation.	4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle.
5. Critical	Loss of life, permanent disability or multiple serious injuries.	5. Almost certain	Almost certain to occur within the foreseeable future or within the project lifecycle.

Assessed risk level	Description of risk level	Actions
<input type="checkbox"/> Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/> Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
<input type="checkbox"/> High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.

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+	<input type="checkbox"/>	Extreme If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.
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Step 3: Control the risk

In the table below:

1. List the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.

Note: control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as administration or PPE) are to be implemented without higher level controls, it is important the reasons are explained.

Hierarchy of controls	
Most effective (High level)  Least effective (Low level)	Elimination: remove the hazard completely from the workplace or activity.
	Substitution: replace a hazard with a less dangerous one.
	Redesign: changing a machine or work process to make it safer.
	Isolation: separate people from the source of the hazard.
	Administration: putting rules, signage or training in place to make a workplace safer.
	Personal protective equipment (PPE): protective clothing and equipment.

Hazards/risks and control measures

1. Description of hazards/risks	2. Risk level	3. Control measures (Note: if only administration or PPE controls are used, please explain why)
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

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<p>Other details: Click or tap here to enter text.</p>		

Submission	
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity if required, to manage any emerging risks to ensure safety.	
Contact person: Click or tap here to enter text.	Date: Click or tap here to enter text.
<p>Indicate those others involved in the preparation of this risk assessment:</p> <p>Click or tap here to enter text.</p>	

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Queensland
Government



APPENDIX THREE: SITE VISIT QUESTIONS

TEMPLATE ONLY

WORK EXPERIENCE SITE VISIT QUESTIONS



St Brendan's College

139 Adelaide Park Road

YEPPPOON QLD 4703

Ph: (07) 4939 9300

STUDENT NAME		YEAR LEVEL	
CONDUCTED BY		SITE VISIT DATE	
STUDENT JOB TITLE		WORK EXPERIENCE DATES:	
COMPANY NAME			
Contact Name /Address			

STUDENT QUESTIONS

On a scale of 0 – 10 how much are you enjoying your placement?

(e.g. 0 = Hate – 10 = Best experience in your life).

/10	0	1	2	3	4	5	6	7	8	9	10
-----	---	---	---	---	---	---	---	---	---	---	----

What types of activities have you participated in whilst at work experience?

Did you have an understanding of the job role before you started? What's different from your understanding?

Have you encountered any worries or concerns about any aspect of your workplace or about any individual person? **YES/NO**

If **yes** please make a comment:

Are you being supervised at all times and working with other staff members? **YES / NO**

If **no** please make a comment:

How has this experience helped you to decide if this is a possible career for you? Or have your feelings changed about this job? Why? Do you have another preferred industry in mind for after school?



What activities do you enjoy outside of school?

How do you think your classes benefit you in your role during work experience?

What do you find your classes don't help you with when you are in the work environment?

What pathway would you like to follow during/after school? Please tick below:

School-based apprenticeship	
Apprenticeship	
University	
Certificate and or Diploma	
Gap Year	
Full-time employment	
Part-time employment	

Any further questions/ information you would like to provide to the College

Any feedback you would like to provide to the workplace provider that could help them improve any areas when students attend work experience?

Would you like to arrange a meeting with Director of Pathways Mrs Lang? – YES / NO

Would you like to arrange a meeting with Director of Skills and Training Mr. Lawrence? – YES / NO

Staff member to provide any additional comments:

SIGNATURE

CONDUCTED BY SIGNATURE	STUDENT SIGNATURE	DATE

APPENDIX FOUR: SUPERVISOR EVALUATION

TEMPLATE ONLY



ST BRENDAN'S COLLEGE
MORE THAN AN EDUCATION
Opportunity • Pathways • Brotherhood • Belonging



Work Experience Evaluation

The information provided may be sent to parent/carer(s) to give them an understanding of their sons work ethics and participation.

Please tick Yes ☐ or No ☐ if you do not wish this feedback to be provided.

Student Full Name	
Students Position	
Work Experience Dates	

Supervisor Full Name	
Job Title	
Company Name	
Company Address	
Company Email	
Company Phone Number	

Questions for Supervisor (please tick if applicable)

Evaluation of Student	Very Good	Good	Average	Poor
Punctuality				
Grooming				
Trustworthiness				
Ability to follow instructions				
Attitude to authority				
Respect for fellow workers & customers				
Verbal Communication				
Works well with others				
Written Communication				
Works effectively to complete tasks				
Motivation/Enthusiasm				
Initiative to complete set tasks				
Use of Technology/Machinery				
Complies with workplace policies and procedures				



FREQUENTLY ASKED QUESTIONS

The question	The short answer	More information
Who can participate in work experience?	Students 14 years old	<p>The Education (Work Experience) Act 1996 (QLD) states that students must be at least 14 years old and enrolled in a school. This includes children registered for home education.</p> <p>Students undertaking a defence work experience placement with the Australian Defence Force must be at least 15 years of age at the time of their placement.</p>
Can a student undertake work experience at their own College?	Yes	The College can sign the Work experience agreement form as both the College and the work experience provider. However, one of the purposes of work experience program is to assist students to broaden their experience by working in an unfamiliar environment. The placement of a student in a different College may be more value.
What paperwork is required to formalise a work experience placement?	Work experience agreement & Risk Assessment	<p><i>Work experience placements for school students</i> is required to be completed by the student and signed by all parties – student, parent/carer, workplace provider and principal.</p> <p><i>Risk Assessment form</i> is to be completed by the workplace provider and submitted back to the College prior to the commencement date.</p>
Can a student undertake work experience with a parent or another relative?	Yes, only in limited circumstances	<p>The work experience provider/business owner cannot be a parent or relative of the participating student. A student in an organisation that employs a student's parent or relative if the student is not under the direct supervision of the parent or relative.</p> <p>Placements with parents or other relatives are not encouraged, as work experience programs should assist students to broaden their experiences by working in an unfamiliar environment.</p>
How many hours should a student work per day during work experience?	Recommended 8 hours with at least one break	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 & RTO Manager prior to commencement date. In such case, the principal should strongly consider whether the placement is appropriate.
How many days of work experience can a student undertake in a year?	30 days	The 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 disability.
Can a student be paid whilst on work experience?	No	The student must not be paid as they are not considered to be an employee of the work experience provider and the provider is not the employer of the student.