

POLICY

WORK EXPERIENCE

Responsibility of: School Support Services
Effective Date: March 2018
Next Review Date: March 2021
Target Audience: Staff/Parents/Community/Employers & Industry

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This document should be read in conjunction with the **Work Experience guidelines and procedures** document.

1. POLICY

The purpose of this policy, and its associated guidelines and procedures, is to provide a framework for the provision of work experience programs in Northern Territory (NT) government schools.

The department supports work experience as a valuable part of educational programs. Work experience is a short term unpaid placement of secondary school students with host workplaces, the intent of which is to provide opportunities for students to explore the world of work and future career options. This includes work shadowing and work observation. Work experience is optional; however, schools who offer this opportunity must follow the department guidelines and procedures.

Students undertaking work experience placements will generally be 15 years of age or older. School principals may provide authorisation for a student of the age of 14 to undertake a placement where they are satisfied that the student has the maturity and competence to safely derive benefit from the placement.

All stakeholders, including schools and workplaces, must adhere to the work experience policy and associated guidelines to ensure they fulfil their legislative obligations in regard to the *Work Health and Safety (National Uniform Legislation) Act 2016*, *Education Act 2016*, *Care and Protection of Children Act 2017* and *Anti-Discrimination Act 2015*.

2. BUSINESS NEED

School governance arrangements provide schools with the flexibility and autonomy to make decisions regarding work experience requirements to suit the school's desired outcomes, whilst ensuring the health and safety of all students on work experience. To ensure there is consistency across NT government schools, the work experience guidelines and procedures define minimum expectations regarding the safety and suitability of a work place, suitability of students for placement and excluded occupations identified by insurance coverage.

3. SCOPE

This policy applies to all persons involved in the development, implementation and management of a work experience program in NT government schools. This does not include structured workplace learning as a component of a Vocational Educational and Training Delivered to Secondary Students program.

Work experience is a learning opportunity that is not aligned to an accredited Vocational Education and Training course and is organised and monitored by the school. For structured work placements refer to separate policy and guidelines.

4. RELATED POLICY, LEGISLATION AND DOCUMENTS

Policy and Guidelines	<ul style="list-style-type: none">• Work Experience Guidelines• Recording and Reporting Student Injuries Policy and Guidelines• VET Delivered to Secondary Students Policy and Guidelines• Self Insurance and Government Schools
Legislation	<ul style="list-style-type: none">• <u>Care and Protection of Children Act 2017 (NT)</u>• <u>Work Health and Safety (National Uniform Legislation) Act 2016 (NT)</u>• <u>Anti-Discrimination Act 2015 (NT)</u>• <u>Education Act 2016 (NT)</u>• <u>Education Regulations 2016 (NT) r 5c</u>