

Work experience - policy

Document title	Work experience - policy
Contact details	Quality Teaching and Learning
Approved by	Executive Director, Early Years and Education Services
Date approved	Approval for publishing 22 March 2022
Document review	3 years
TRM number	EDOC2018/111420

Version	Date	Author	Changes made
3.2	29 January 2020	Operational Policy Coordination Unit	Minor update to terminology and NTG template
3.3	1 May 2020	Operational Policy Coordination Unit	Minor review for readability, accessibility and publishing standards
3.4	March 2022	Operational Policy Coordination Unit	Minor review for current NTG publishing standards

Acronyms	Full form
NT	Northern Territory
VWP	Vocational Work Placement
TRM	Territory Records Manager
VET	Vocational Education and Training
VETDSS	Vocational Education and Training Delivered to Secondary Students

Read this policy with the [Work experience guidelines and procedures](#).

1. Policy

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

The Department of Education (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, which is intended 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's 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 at the age of 14 to undertake a placement where they are satisfied that the student has the maturity and competence to safely gain benefit from the placement.

All stakeholders, including schools and workplaces, must adhere to this policy and associated guidelines to ensure they fulfil their legislative obligations in regard to:

- [Work Health and Safety \(National Uniform Legislation\) Act 2011](#)
- [Education Act 2015](#)
- [Care and Protection of Children Act 2007](#)
- [Anti-Discrimination Act 1992](#).

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, while ensuring the health and safety of all students on work experience. To maintain consistency across NT Government schools, the Work experience guidelines and procedures define minimum expectations regarding the safety and suitability of a workplace, suitability of students for placement and excluded occupations identified by insurance coverage.

3. Scope

This policy applies to all persons involved in developing, implementing and managing work experience programs in NT Government schools. This does not include Vocational Work Placement (VWP) as a component of a Vocational Education and Training Delivered to Secondary Students (VETDSS) program.

Work experience is a learning opportunity that is not always aligned to an accredited VET course and is organised and monitored by the school. For VWP, refer to the separate [Vocational work placement - guidelines](#).

4. Related policy and legislation

4.1. Policy

- Work experience – guidelines and procedures
- Recording and reporting student injuries – guidelines and procedures
- VET Delivered to Secondary Students - policies and guidelines

4.2. Legislation

- Anti-Discrimination Act 1992
- Care and Protection of Children Act 2007
- Education Act 2015
- Education Regulations 2015
- Work Health and Safety (National Uniform Legislation) Act 2011