

Work experience – procedures

Curriculum, assessment, reporting and certification: early childhood to year 12 policy statement

The Northern Territory Board of Studies (NTBOS) approved policy sets out the legislative foundation for the provision of school education in the Northern Territory (NT) relating to curriculum, assessment, reporting and certification.

The Department of Education's (the department) Curriculum, assessment, reporting and certification: early childhood to year 12 policy informs department staff, that is, school, regional, and corporate staff, about the actions they must undertake to be compliant with legislation, the NTBOS policy and the department's strategic direction.

The Work experience procedures provide information on the actions and processes when working with work experience initiatives in all NT Government schools in all contexts.

Policy

Work experience is a short term, unpaid placement of secondary school learners with host workplaces. The intent is to provide opportunities for learners to explore the world of work and future career options. This includes work shadowing, observing and undertaking basic tasks under instruction and supervision.

School principals have the flexibility and autonomy to make decisions regarding work experience requirements to suit their learners' needs. However, principals must comply with legislative obligations of the [Work Health and Safety \(National Uniform Legislation\) Act 2011](#), [Education Act 2015](#), [Care and Protection of Children Act 2007](#) and the [Anti-Discrimination Act 1992](#).

Roles and responsibilities

Teaching and Learning Services, as the policy owner, is responsible for communicating and reviewing these procedures.

The school principal as the instructional leader of the school is responsible for:

- implementing these procedures
- ensuring compliance with all requirements of the [Vocational work placement insurance guidelines](#) and relevant legislation
- approving the school work experience program
- ensuring the health and safety of learners on work experience so far as is reasonably practical
- providing the authority to other positions within the school for the approval of placements for learners 15 years and older as required
- approving a placement for a 14-year-old learner
- ensuring the learner is visited or contacted during the placement by an appropriate member of staff.

The schools nominated work experience officer is responsible for:

- developing and delivering a work experience orientation program to ensure all learners and the department are adequately prepared
- ensuring the workplace supervisor and the learner report all accidents, injuries and incidents as per the department's [Recording and reporting student injuries - guidelines and procedures](#)
- being the main point of contact regarding learner issues and concerns while the learner is on placement
- ensuring that parents, learners and the host workplace have been provided with all relevant work experience information and documentation.

Procedures

Pre-placement

The school must:

- conduct and record learner's completion of a school developed work experience orientation program that addresses issues relevant to their safety and well-being
- ensure that learners who will be engaged in work experience in child related employment, hold a current [Working with children clearance notice or exemption](#) as per the *Care and Protection of Children Act 2018*
- ensure the principal or nominated work experience officer exercises reasonable judgement of the need to conduct a work place observation of the host workplace to ensure the safety and wellbeing of the learner
- ensure a copy of the school's [School work experience agreement form](#) is fully completed, signed by all parties involved, an approved copy supplied to each party and a copy filed appropriately.

During placement

School staff must contact the host workplace on the first day of a placement and visit all local placements to monitor learner progress and attend to any issues.

Post-placement

The nominated work experience officer debriefs the learner using the [Work experience feedback form](#) completed by the host workplace.

Relevant information is collected to assist in determining whether a host workplace is appropriate for future placements.

Acronyms	Full form
NT	Northern Territory
NTG	Northern Territory Government
NTBOS	Northern Territory Board of Studies

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Version	Date	Author	Changes made
1	28 June 2022	Operational Policy	Quality Teaching and Learning policy project TRM 50:D21:72278
2	November 2022	Quality Standards and Regulation – Operational Policy	Administrative amendments to align roles and responsibilities to the structural alignment in effect from 1 July 2022, including NTG template and minor formatting