

Industry placement - framework

Department of Education and Training

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Read this framework with the:

- Work experience - policy
- Vocational work placement - procedures
- Industry placement framework – acronyms and definitions
- Industry placement framework – related legislation and policy.

1. Summary

An industry placement is a short-term, unpaid opportunity where students who meet the age requirements work with a host business. The primary purpose of an industry placement is to provide students with a structured and supervised experience that allows them to gain firsthand insight into a work environment. This experience may include work shadowing, observing operations, and performing tasks appropriate to their skills and abilities under instruction and supervision.

Effective industry placements equip students with essential knowledge, skills, and attitudes to make informed decisions about their career. This plays a crucial role in supporting students to transition from school into further employment, education, or training.

The Department of Education and Training (department) is committed to fostering meaningful educational and career outcomes by offering students opportunities to participate in industry placements as an integral part of their educational journey.

2. National Principles for Child Safe Organisations

Subsection 4(h) of the *Education Act 2015* requires individuals involved in the education of children and young people to comply with the National Principles for Child Safe Organisations in performing their functions. In line with this obligation, all participating or associated organisations in industry placements must adhere to these principles, with particular emphasis on principle 5 and 7.

- Principle 5 is about ensuring that people working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
- Principle 7 requires that staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

3. Legislative framework

This framework, along with its associated policies and procedures, explains the requirements for delivering industry placements in Northern Territory (NT) Government schools.

All stakeholders, including schools, registered training organisations (RTO) and host businesses, must comply with this framework, its associated policies, and procedures to ensure compliance with legislative obligations under:

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

4. Scope

Industry placements include work experience programs offered in NT Government schools, as well as Vocational work placement (VWP) for students participating in Vocational Educational and Training for Secondary Students (VETfSS) programs.

- Work experience - NT Government schools offering work experience must comply with this framework and the Work experience policy.
VWP - Students enrolled in VETfSS programs may undertake a VWP aligned with their chosen course. These placements are generally coordinated by the department and must comply with this framework and the Vocational work placement procedures.

4.1. Out of scope

This framework does not apply to:

- school excursions
- volunteering activities, where the student is volunteering as part of a separate program, for example the Duke of Edinburgh program
- paid employment, including school-based apprenticeships and traineeships.

5. Five overarching requirements for all industry placements

All industry placements, including work experience and VWP, must comply with the following requirements to ensure student safety and appropriate workplace conditions.

5.1. Age requirements

Student age	Approval requirements
15 years old or older	Work experience agreement form or VWP application form can be approved by a responsible person assigned by the school principal.
14 years old	Only if the placement aligns with an educational outcome and the student demonstrates the maturity and competence required to perform safely in the workplace. Only the school principal can approve the placement and must sign the work experience agreement form or VWP application form.
Under 14 years old	Not permitted to undertake industry placements.

5.2. Working with children clearance for host business employees

Host businesses and their employees are not required to hold a current Working with Children Clearance (Ochre Card) if they are not engaged in child-related employment. The requirement for a working with children clearance only applies to the host businesses and their employees who are engaged in child-related employment as defined in the *Care and Protection of Children Act 2007*.

Examples:

- child A: Participates in work experience at a childcare centre. Child A, the employer and their employees must hold valid Ochre Cards, as this qualifies as child-related work
- child B: Undertakes work experience at a mechanic business. This does not constitute child-related work; therefore, neither Child B, nor the employer or their employees requires a an Ochre Card.

5.3. Prohibited activities

Students must not participate in these activities under any circumstances:

- any work of a sexual or explicit nature
- travel by helicopter or aircraft that is not a commercial flight
- travel in a maritime vessel not in survey
- working on a maritime vessel overnight
- travel outside of the 12 nautical mile limit at sea
- snorkelling, scuba or deep-sea diving
- underground mining
- any excavation work at a depth greater than one metre or near utilities
- work on a roof, roof trusses or in a roof cavity
- work on energised electrical installations or services
- work on permanent or temporary structures used to enable construction work in marine environments
- any activities involving or adjacent to the repair, removal or demolition of any construction work containing asbestos or in the clean-up process following the activity
- construction work in tunnels, confined spaces or involving the use of explosives
- work in and around pressurised gas distribution mains or piping
- demolition work other than simple stripping of walls
- driving old or unregistered vehicles commonly known as bush bashers
- handling or working with chemicals, poisons or agents that are toxic to humans and require an occupational licence to possess and use
- any activity where the student does not have the appropriate licence or certification, for example working above 2m without completing working at heights training.

5.4. Risk managed activities

Activities or environments with higher risk have additional requirements. These activities must be clearly documented on the work experience agreement form or the Vocational work placement application form.

Activities requiring risk management strategies, include but are not limited to:

Activity or Environment	Requirements	Required actions
Placement during school holidays	The school must provide a school representative who is contactable for the duration of the placement. The school representative must have a sound understanding of what process to follow in the event the student has an incident or accident.	School representative contact details
Working in close proximity to traffic or a mobile plant operating on a worksite.	Students must participate in onsite induction and traffic management meetings as part of their placement. Workplaces are required to closely supervise students, particularly during plant operations. Regular check-ins should be conducted to ensure students understand designated no-go areas and adhere to relevant safety procedures.	Induction, attendance at management meetings and regular check ins
Use of machinery or equipment which may be dangerous for new or young workers to operate.	The student must receive appropriate information, instruction, and training, along with a checklist detailing the safe operation and handling of equipment. All equipment used must be in safe working order and equipped with the required safety devices or guards. A suitably qualified or experienced workplace supervisor with the ability to provide clear instructions must offer ongoing close supervision to the student.	Provide information, instruction, training, a checklist detailing safe operation and handling requirements
Interstate and intrastate travel during a placement	Return travel must occur during the agreed placement hours. The host business must confirm travel by notifying the student, parent, and school at least one day prior to the travel.	Prior notification and special conditions letter
Air travel on charter flights and aircraft	Travel is permitted only on regular public transport services operating on a fixed route with paying passengers. The workplace supervisor must provide flight details at least one day prior to the travel, and the travel must occur during approved placement hours.	Prior notification and special conditions letter
Construction work	Student is required to obtain a general construction induction card, white card, prior to placement commencing. The school must not approve the placement if there are concerns about a student's ability to manage their own safety or the safety of others, regardless of whether the student holds a white card.	Construction induction card and assessment of student suitability

Activity or Environment	Requirements	Required actions
Horse, donkey, pony or other equine related activities	Refer to the Horse, donkey, pony or other equine related activities.	Refer to the Horse, donkey, pony or other equine related activities
Working with animals	Students can only engage with animals if they have the appropriate knowledge and experience. There must be a clear understanding of what tasks and areas the student will be engaged in that involve animals, and details of what animals they will be engaging with.	Risk assessment
Maritime activities – Domestic commercial vessel	Domestic commercial vessels must be in survey, stay within the nautical mile limit according to the vessel survey, and stay within Australian waters. If the student will be travelling in the vessel, a special conditions letter must be completed and include details of the proposed travel.	Risk assessment and special conditions letter
Maritime activities - recreational vessel	Recreational vessels must be seaworthy and meet the minimum requirements for safety equipment as set out by Marine Safety NT . If the student will be travelling in the recreational vessel, a special conditions letter must be completed and include details of the proposed travel.	Risk assessment and special conditions letter
Maritime activities where the student is engaged in a school maritime program	For students engaged in a school maritime program, they must: <ul style="list-style-type: none"> • have obtained competency in shipboard safety • have obtained swim and survive certificate. 	Refer to the maritime activities – procedures .
Aged Care – NDIS registered provider	Students who will be working with National Disability Insurance Scheme (NDIS) participants must obtain a NDIS worker screening check prior to commencing placement.	NDIS worker screening check
Aged Care	Students are required to obtain a police check prior to commencing placement.	Police check
Child-related employment	A working with children clearance notice (ochre card) is required for any person over the age of 15 years who works or volunteers in child-related employment for more than 14 days in a 12-month period, unless an exemption applies under section 186 or 187 of the <i>Care and Protection of Children Act 2007</i> . Under the <i>Care and Protection of Children Act 2007</i> , workplaces engaged in child-related employment will: <ul style="list-style-type: none"> • ensure that they, and other individuals engaged in child-related employment at their workplace, hold a current Working with children clearance for the duration of the placement 	Working with children clearance

Activity or Environment	Requirements	Required actions
	<ul style="list-style-type: none"> notify the work experience coordinator or Industry Engagement Coordinator (IEC) if they, or any of their employees or other individuals engaged in child-related work at their workplace, is subject to an exemption under the <i>Care and Protection of Children Act 2007</i> ensure that the student has no contact with any individual engaged in child-related work at the host workplace who does not have a current Working with children clearance or exemption advise the work experience coordinator or IEC if any individual engaged in child-related work at the host workplace has their Working with children clearance revoked during the placement. 	
Prepare, possess, sell, supply or service liquor	The activity must be directly linked to learning outcomes for example, to achieve competency in the Certificate III in Hospitality. The student must have completed responsible service of alcohol (RSA) training with an accredited training provider. If the student is under 18 years old, an exemption must be obtained from Licensing NT prior to the placement commencing. Refer to Licensing NT exemption for Certificate III in Hospitality students' procedure.	RSA training and exemption from Licensing NT
Vehicle use	The activity must be directly linked to the learning outcomes for example, to achieve competency in a VET course. The student must hold a current and relevant NT drivers' licence, permit, or certificate required for the activity.	Special conditions letter, NT drivers' licence, permit, or certificate
Operation of golf carts, quad bikes, tractors or other farm vehicles.	<p>Student must be 16 years of age. Students must have successfully completed the appropriately accredited training course for the operation and maintenance of the machinery and equipment. This includes tractors, implements, equipment attached to a tractor power take-off, and side-by-side utility vehicles.</p> <p>Appropriate personal protective equipment (PPE) must be worn when operating quadbikes or motorbikes, including helmet, eye protection, hand protection, a long sleeve shirt, full length pants, and sturdy footwear. Students with a long record of safe use of quad bikes or motor bikes on farms might not need to complete accredited training. This decision is made on a case-by-case basis.</p>	Accredited training, PPE and risk assessment

Activity or Environment	Requirements	Required actions
	Students with little or no experience must not operate vehicles, machinery or equipment unless the host business has demonstrated substantial experience in providing quality training to manage the student under close supervision.	
Interstate placement	Students must be at least 15 years of age. Interstate placements should only be considered once all local opportunities have been explored. Only the principal can approve interstate placements.	Special conditions letter

5.5. Insurance arrangements

Government school students participating in authorised work experience or VWP, are covered by NT Government self-insurance. Self-insurance means that the NT Government does not use an insurance company to provide risk cover for losses incurred; instead, it bears its own costs and deals with any claims directly. Commercial operators and third parties, such as non-government schools, are not included in this arrangement and need to obtain their own commercial insurance cover. Students who sustain a loss attributable to direct or indirect, serious or wilful misconduct on their part, may not receive payment under the self-insurance arrangements.

Prior to commencement, all participating students should provide evidence of a current Medicare card, or for international students with no Medicare, evidence of private health insurance.

Students participating in work experience or VWP do so without direct teacher or trainer supervision. All activities performed in the workplace must comply with age and legislation requirements. Where legislation provides age restrictions, these must be adhered to.

6. Roles and responsibilities

6.1. Northern Territory Government

The NT Government is responsible for providing self-insurance arrangements for government school students attending work experience and VWP.

6.2. Skills NT

The Skills NT branch is responsible for:

- communicating and reviewing this framework and associated policies, procedures, and forms
- sharing existing safety records such as workplace observations and risk assessments with schools, when requested.

6.3. School principal

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

- ensuring compliance with this framework, its associated policies, procedures, forms, and relevant legislation
- ensuring adequate staff allocation to meet the administration requirements of all industry placements
- ensuring all students get the opportunity to participate in a placement and providing tailored support to meet the needs of students with disabilities or additional requirements
- nominating a responsible and appropriate staff member within the school to approve placements for students 15 years and older
- approving a placement for a 14-year-old learner
- authorising placements where the student will be engaged in an activity that requires a risk assessment, refer to section 4.4: Risk managed activities
- ensuring all student accidents, injuries, and incidents as per the department's [Recording and reporting student injuries - guidelines and procedures](#).

6.4. Work experience coordinator or industry engagement coordinator

The work experience coordinator or IEC, is responsible for:

- adhering to and implementing this framework, its associated policies, procedures, forms, and relevant legislation
- ensuring all industry placements align with an educational outcome or are transitioning to beyond school into further employment or training
- ensuring the safety and wellbeing of students while on placement as far as reasonably practicable
- being the main point of contact regarding student or host business concerns while the student is on placement
- ensuring that learners who will be engaged in work experience in child-related employment, hold a current [Working with children clearance \(ochre card\) or exemption](#) as per the *Care and Protection of Children Act 2007*
- approving industry placements for students 15 years and older
- ensuring appropriate risk management strategies are applied
- reporting all student accidents, injuries, and incidents as per the department's [Recording and reporting student injuries - guidelines and procedures](#)
- retaining, and appropriately and securely storing a copy of all completed Work experience agreement forms, Vocational work placement application forms, and other relevant documentation
- ensuring all the required documentation is completed, signed, and files appropriately before the placement commences
- addressing any student behaviour concerns raised by the host business or RTO
- checking in with the student after a placement to de-brief, either in person, over the phone, or via email.

6.5. Host business

The business who is hosting the student for their placement is responsible for:

- having current public liability and workers compensation insurance
- complying with all requirements under the *Work Health and Safety (National Uniform Legislation) Act 2011* (WHS), as well as ensuring a safe workplace, conducting a student induction on the first day of placement, and providing adequate and appropriate supervision for the entire duration of the placement
- nominating a suitable workplace supervisor to ensure employer obligations are carried out
- reporting student non-attendance, incidents, accidents, or concerns to the school as soon as possible
- providing instructions for students to complete that are clear, safe, and within their ability and skills
- ensuring students do not perform any prohibited activities
- ensuring any high-risk activities are specified prior to placement, and cooperating with the school or department to ensure appropriate risk management strategies are applied
- cooperating with the school or department to conduct the necessary workplace visits, observations, or risk assessments
- informing the school when a student is offered an employment opportunity where work hours are during regular school hours.

6.6. Student

The student is responsible for:

- adhering to all workplace health and safety requirements, including the use of PPE if required.
- ensuring they do not participate in any prohibited activities
- reporting any unsafe conditions, hazards, or accidents to the workplace supervisor and school
- ensuring that their actions do not adversely affect the health and safety of other persons
- attending the workplace on the agreed days and hours and notifying the workplace supervisor and work experience coordinator of any absences.

6.7. Parents

The parent of the student is responsible for:

- ensuring the student has reliable and safe transportation to and from the workplace
- providing relevant medical or health information to the school or host business such as allergies or medical conditions
- informing the school when a student is offered an employment opportunity where work hours are during regular school hours.

Document title	Industry placement - framework
Contact details	Department of Education and Training – Skills NT branch
Approved by	Deputy Chief Executive, Skills Pathways and Quality
Date approved	25 March 2025
TRM number	50-D25-16561 in file 50-F25-1881

Version	Date	Author	Changes made
1	February 2025	Skills NT	First version