

Work Experience

Notice: 28/10/2021

New message today

Term 4 End date for Work Experience to be completed

For insurance coverage, students can only participate in work experience whilst enrolled at school. Students in Year 10 & Year 11 who wish to do a work experience placement this year must have completed it by the End of the School Year, being 17 December 2021.

Work Experience paperwork must be submitted to Anna Kafouros by 12:00pm Tuesday, November 23 in order for it to be processed/approved for the completion by the End of School Year period.

Note: The school year for Year 12 students, ends on November 2021, therefore if a Year 12 student wishes to participate in any work experience they must have it completed by November 19.

Please ensure that you are eligible to participate in work experience by referring to the 'Requirements' and 'What you need to do' below.

Requirements

- ✓ Work Experience/Placement **must** be completed in Queensland.
- ✓ At least 14 years old.
- ✓ Can only complete 30 days in a year.
- ✓ Placement must finish in the year it starts.
- ✓ Despatch team will send any materials (if required) to your postal address.

What you need to do

- ✓ Find a business where you can complete placement
- ✓ Complete the Work Experience Agreement and Code of Conduct Agreement and have all required parties sign. The Principal will be the last signature.
- ✓ Complete the Smart Move Certificate, as detailed below.
- ✓ Email or post all of the above documents to BrisbaneSDE (details below)..

Smart Move Certificate

The Queensland Department of Education and Training requires you to complete workplace health and safety (WHS) training before you can participate in work experience. The Smart Move Certificate requires you to complete an online general module and industry-specific module of WHS training. To do this:

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- ✓ 1. Go to <http://smartmove.safetyline.wa.gov.au/>

 - ✓ 2. Select the Option, 'Smart Move Certificate'.

 - ✓ 3. You must first Sign in or Register for the course. Select 'Other' under the Education List.

 - ✓ 4. You then must complete the 'General Module'.

 - ✓ 5. Also complete the module that relates to the industry in which you will be attending Work Experience. E.g., if you are completing work experience at a hotel you will need to complete the Hospitality & Tourism module.

 - ✓ 6. Once you have completed both modules, a certificate will generate. Scan and send a copy of this certificate to BrisbaneSDE.
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Email the completed Work Experience Agreement, Code of Conduct Agreement and Smart Move Certificate to Anna Kafouros – akaf02@eq.edu.au , or post to:

Anna Kafouros, Room E209
Brisbane School of Distance Education
GPO Box 1308
BRISBANE Qld 4001

You and your employer will receive a copy of the Work Experience Agreement once the Principal has signed.

