

Work Experience

Notice: 27/04/2023

All Work Experience paperwork must be submitted to the VET Department (VET@brisbanesde.eq.edu.au) by 12:00pm Wednesday, June 14 in order for it to be processed/approved before the **June/July** school holiday period.

Please ensure that you are eligible to attend by referring to the '**Requirements**' and '**What you need to do**' provided on the school website.

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:

- ✓ 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'.

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- ✓ 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 Petrece Dyer – VET@brisbanesde.eq.edu.au or post to:

Petrece Dyer, 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.

