

Work Experience Guide

EMPLOYERS, PARENTS AND YOUNG PEOPLE

Version July 2022

Deliberately different.

AUSTRALIAN INDUSTRY
TRADE COLLEGE



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OUR INDUSTRY PRINCIPLES



01 We align with industries and employers who share our values



02 The employers we connect with are strategic in their approach to education and training



03 Graduating senior school is not up for discussion - it's an expectation



04 Taking on an apprentice is a long-term investment, not a short-term win

What is Work Experience?

Work Experience is when a young person is hosted by an organisation to learn skills and discover the possibilities of developing a future career within that industry or job role.

AITC Block Schedule

Work experience is a required part of the young person's AITC schedule. Our Industry block model enables the young person to embed themselves into the world of work for longer periods of time and giving them a deeper industry experience.

Work Experience blocks can range from 1-7 weeks depending on the young person schedule.

Support for you before, during and after

An AITC representative (Industry Consultant) will work directly with you before, during and post any industry placement. They are there to assist with any documentation, young person coaching and questions regarding suitability of work.

Each campus has a contact number also which you can call and ask to talk with the campus manager.

Young People are not paid

During work experience it is a time where the young person moves from the campus classroom to the workplace classroom. Young people are not remunerated for this time and employers cannot make payment for their services.

Attendance and Hours of Work Requirements

Work experience is part of the young person's school requirements. Attendance is required and if a young person does not show up, employers must notify the AITC.

If a young person continues to not participate in their industry placement requirements, they will place at risk their enrolment at the AITC.

Working hours

The young person is only permitted to undertake work experience during industry normal working hours (i.e. normal working hours for a standard shift without overtime in their chosen industry).

PPE and Uniform

All young people are expected to wear appropriate AITC industry uniform for their work experience placements. Please liaise with your host for the minimum expectations prior to commencement.

Insurance

Workcover Insurance for AITC young people is covered by the AITC. Questions related to insurance can be discussed with the Industry Consultant at anytime.

Interstate and Overnight Placements

The AITC has additional requirements for young people wishing to do a placement interstate and/or away from their home. Please contact your Industry Consultant and you will need more lead up to time have this approved.

Actively Support the Young Person to complete Year 12

We have two key goals for each young person who joins the AITC. These are:

1. Complete Year 12 and gain their QCE
2. Employment outcome

We would ask that every employer that takes on an AITC young person aligns with these key outcomes, we ask that you actively encourage and support the young person to see them complete their year 12 certificate.

This also means not offering them full time employment prior to their completion of year 12.

Safety, Suitable Duties and Supervision

Safety of the Young Person

Employers (hosts) need to maintain a vigilant attitude and focus on the safety and well-being of the young people on their site.

Young people are un-trained workers and need to be treated as so. They are not to utilise any equipment that they have not been trained or suitably qualified for. They are to primarily observe and work shadowing a suitable qualified worker.

Suitability and Risk Assessments on the Workplace

Each workplace is evaluated for suitability by the AITC prior to any young person attending their work experience placement. This is completed every 12 months or sooner if required.

Induction of Young Person

All young people must have appropriate induction into the workplace and any equipment they will utilise. We ask that this be documented clearly and made available if required

This induction should cover

- Workplace work health and safety requirements
- PPE requirements
- Incident reporting
- Restrictions in duties

Supervision of Young Person

Supervision is always required for a young person in work experience. This means direct line of sight from someone suitability qualified (in the trade/job role).

Work at Heights and Confined Spaces

Young people are not trained in work at heights or confined space work for their work experience blocks. Employers (Hosts) are required to maintain all WorkSafe QLD requirements regarding safely working at heights and confined spaces.

Work Restrictions

There are a range of restricted activities for young people in work experience. These are outlined in our Exclude activities (End of document)

As a guide if the young person is not suitably trained, then they are not allowed to conduct the task.

Workplace visits from AITC Staff

AITC employees will visit the workplace during their young person's work experience. We ask that you make room for this and allow the young person to connect with the industry consultant when they visit.

Moving to a School-based Apprenticeship / Traineeship (SAT)

Work Experience enables the young person to develop their skills and interest in a particular area or workplace. Our goal is to see the young person transition into a School Based Apprenticeship (SAT) anytime from mid-year 11 onwards.

We realise that not all workplaces can offer a SAT but can provide a workplace where the young person can develop their skills and experience. Our Industry Consultants will work with you if you are interested in progressing a young person to a SAT, please discuss with them at any time.

The Partnership

Young People will

- be motivated and committed to their work experience
- turn up on time or communicate if late or unable to attend
- where required, the young person will come prepared with all PPE requirements for their placement
- demonstrate AITC values throughout their work
- strive to excel with each of the employability skills
- be eager to learn new skills and discover real work expectations from industry
- give feedback to employers and the AITC on their experience

Employer will

- provide a safe and appropriate workplace
- provide a clear induction to the workplace and equipment upon commencement
- provide guidance on any PPE requirements for their attendance
- give opportunity to complete any required AITC allocated work experience tasks during the placement.
- not pay the young person any remuneration for the work experience
- not provide full time employment offer to the young person prior to their completion of the ir QCE
- provide suitable opportunities for the young person to acquire or to enhance skills
- ensure the young person is always given adequate support and directly supervised while undertaking work related activities
- follow the correct procedures if the young person is injured or becomes ill
- notify the AITC of any incident or near miss related to the young person
- ensure the young person can readily contact AITC at any time during the placement
- contact the Industry Consultant if any concerns or questions arise
- provide feedback to the young person on their performance

AITC will

- support the workplace to provide coaching and wellbeing support for the young person
- be available for the employer to contact and respond to concerns
- evaluate the workplace for suitability for each young person's attendance
- provide employers with clear guidance to any restricted work-related activities
- be open to feedback on preparing and supporting young people in your industry
- provide support to the young person on their employability skills and character development
- engage with the young person during the work experience and monitor their wellbeing and suitability

Excluded Activities

From the Department of Education: <https://ppr.qed.qld.gov.au/attachment/insurance-information-for-schools-parents-and-work-experience-providers.docx>

- driving of any watercraft exceeding 8 metres in length
- the repair, service, refuelling, maintenance, possession, operation, use or legal control of any aircraft by the Insured Agency, except for the participation in repair, service, maintenance by work experience students of the Insured Agency, who must be under the direct supervision of a Licensed Aircraft Maintenance Engineer or Australian Defence Force equivalent at all times
- air traffic control, except for the observation by Australian Defence Force work experience students of the Insured Agency who must be under direct supervision of a suitably qualified Australian Defence Force member at all times
- the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac
- activities associated with railway track laying, track upgrading or track maintenance
- construction or maintenance of railway locomotives or railway stock, except for the participation by work experience students of the Insured Agency at Queensland Rail workshops and Rollingstock Maintenance Depots, Aurizon workshops or Downer EDI Rail workshops where those work experience students must be under the direct supervision of a qualified and experienced Queensland Rail, Aurizon or Downer EDI Rail employee at all times
- underground mining
- oil and/or gas fields and oil and/or gas refineries; except for the participation by work experience and/or vocational placement students of the Insured Agency at Coal Seam Gas (CSG) industry and Liquefied Natural Gas (LNG) industry workplace sites where those work experience and/or vocational placement students must be under the direct supervision of a qualified and experienced CSG or LNG industry employee at all times
- the use, handling and storage of firearms and explosive devices
- abseiling
- rock and/or mountain climbing (with the exception of indoor rock wall climbing under the direct supervision of a qualified and experienced person at all times as per the minimum qualifications for supervisors outlined in the Curriculum Activity Risk Assessment (CARA) activity guidelines for Climbing (artificial or rock) and Abseiling)
- white water rafting and canoeing
- bungee jumping and its associated activities
- underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.

Resources

Contacts for Campus

Campus	Campus Number
Gold Coast	07 5635 0400
Brisbane	07 3153 5100
Ipswich	07 3050 4800
Redlands	07 3086 0500
Sunshine Coast	07 5357 8600
Toowoomba	07 4592 8700

Reporting Incidents

All incidents and near misses are to be reported to the campus with 24 hours of the event occurring.

Resources for Employers and Parents

<https://www.worksafe.qld.gov.au/safety-and-prevention/hazards/workplace-hazards/young-workers>

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