



Work Placement Frequently Asked Questions

Please read through the below questions, prior to attending work

What if the workplace informs me that they do not know about me?

This is very unlikely as every work provider is contacted via telephone or email when we secure student placement, however, sometimes Managers move and do not know what was arranged previously. Politely ask if they could call the College and talk to the Work Experience Coordinator - if possible, it will be sorted out straight away. If not, we need to know where you are and what you are doing.

Can I get paid during work experience week?

No. If you do, you are considered to be an employee of your work provider and you forfeit the benefit of the Education Queensland Work Cover Insurance.

What hours do I need to work?

This is determined by the industry in which you work. Your work provider may not ask you to exceed the normal working hours of the industry and it is at the discretion of the work provider to reduce your working hours as it suits them (such as allowing you to follow a school hours routine).

What happens if I am sick?

Sickness happens to everyone. You need to call your work provider first thing in the morning and let them know you are ill and cannot come to work. Offer to make the time up on another day if possible. You are then required to notify the college via email or telephone, to advise you are sick.

Do school rules apply when I am at work?

Absolutely! You are an ambassador for your college and you are to behave in line with college expectations. You do not need to wear your college uniform and you need to negotiate with your work provider what their policies are regarding electronic equipment and mobile phones. You are also responsible for your own lunches and travel arrangements.

What do I do if something bad happens at work?

If you find yourself in a situation where you feel threatened or intimidated by anyone at the work place, you need to remove yourself from the person and immediately inform your supervisor. Ask them to contact the college so that we can help ensure your safety. If there is an accident and you are injured, ask for immediate medical assistance from the First Aid Officer (every workplace has one) and if more serious, the workplace will call in medical emergency services. It is very important that you contact your parents and then the college as soon as you are able so that the necessary insurance arrangements can be put into place.

