YEPPOON STATE HIGH SCHOOL

WORK EXPERIENCE APPLICATION

PART A – STUDENT TO COMPLETE AND RETURN TO SCHOOL

IMPORTANT: The student or their guardian is responsible for completing this form.
Before submitting this form, you will need to identify and contact a suitable employer and confirm that they are happy to host you for Work Experience.

Once you submit your application, the school will review the placement and prepare the required Work Experience documentation to be passed to the employer. Applying does not mean your placement has been approved. Please wait until all paperwork has been completed, signed and approved before attending your placement.
If you need help approaching an employer or completing your application, please see Ms Tingle at the Trade Training Centre.

Once completed, return your application to Ms Tingle at the Trade Training Centre or email it to lting5@eq.edu.au.

1. Student details

Student name	
Year level	
Student email	
Proposed WEX dates	

RETURNING TO A PREVIOUS WORK EXPERIENCE EMPLOYER?

If you have previously completed Work Experience with this employer and are returning to build further industry experience, strengthen your relationship with the employer or explore a possible School-Based Apprenticeship or Traineeship (SBAT), you may complete this section instead of Sections 2–4.

Why would you like to return?	☐ Build further skills and experience ☐ Continue developing a relationship with the employer ☐ Explore a possible SBAT or employment opportunity ☐ Other: _____
Has the employer agreed to host you again?	☐ YES ☐ NO
Have the workplace, supervisor or proposed duties changed since your last placement?	☐ NO ☐ YES — please provide details below.
Details of any changes	

If you complete this section, continue from Section 5 — Placement Information.

2. Why have you chosen this placement?

- Tell us what interests you about this workplace or industry and what you hope to learn.

- How does this placement connect with a career, subject, training pathway or area you would like to explore?

---

3. Employer details

The work experience provider/business owner cannot be a parent or relative of the participating student. A student may work in an organisation that employs a student's parent or relative, as long as the student is not under the direct supervision of the parent or relative

Business / organisation	
Workplace address	
Employer contact person	
Position / role	
Phone	
Email	

4. Your contact with the employer

You must contact the employer before submitting this application.

☐ I contacted the employer myself ☐ A parent/carer supported me ☐ Other: _____

Date contacted	
How did you make contact?	☐ Phone ☐ Email ☐ In person ☐ Other: _____
Who did you speak with?	
Has the employer agreed to host you?	☐ YES ☐ NO
How was this confirmed?	☐ Verbal ☐ Email / written ☐ Other: _____

If the employer has not agreed to host you yet, please do not submit the application.

5. Placement information

Ask the employer for the information below. The school uses these details to prepare your Work Experience Agreement and placement-specific Risk Assessment.

Expected start time	
Expected finish time	
Who will supervise you?	
Where should you report on Day 1?	

6. Proposed duties and activities

Ask the employer what you are likely to observe, assist with or participate in during your placement. **Please be specific**, as the school uses this information to prepare your Risk Assessment and make sure the activities are suitable for Work Experience– *for example: reception duties, stock handling, observing qualified tradespeople, using hand tools under supervision, cleaning work areas, data entry, customer service*.

-
-
-
-
-
-
-
-

7. Workplace requirements

Required clothing	
Required footwear	
PPE required	
Anything you need to bring	
Any special instructions	

8. Student declaration

I confirm that:

☐ I have personally participated in contacting the employer about this placement.

☐ The employer has indicated that they are willing to host me for Work Experience.

☐ I understand this application is not approval to attend Work Experience.

☐ I understand I am responsible for returning the required signed paperwork by the due date.

Student signature	
Date	

FOR SCHOOL USE

Application reviewed	☐ Suitable to progress ☐ More information required ☐ Not approved
Placement aligns with students career goals/set plan	☐ Yes ☐ No, please explain reason below.
Follow-up required	
WEX Agreement generated	☐ Yes
Risk Assessment generated	☐ Yes ☐ Enterprise RA supplied / sighted
Pack issued to student	Date:
Staff initials	

YEPPOON STATE HIGH SCHOOL

Individual Student Medical Risk Assessment

Complete and return this section only if your child has a current medical condition, allergy, disability or other health consideration that may affect their Work Experience placement. If none apply, this section does not need to be returned.

Student Medical Information for Work Experience Placements			
Student first name:		**Student surname:**	
Date of Birth:		**Student contact no.:**	

Emergency contacts			
Contact #1 Name:		**Contact #2 Name:**	
Relationship:		**Relationship:**	
Phone No.:		**Phone No.:**	
In case of an emergency or incident, phone emergency contacts and/or 000 as appropriate			

Details of medical condition			
	Anaphylaxis/Allergies		Heart condition
	Asthma		Headaches/Migraines
	Diabetes		Joint/Other skeletal
	Epilepsy		Mobility/Muscular
	Other		

If required, please provide further details of condition/s:
•

Management (e.g. medication, monitoring of condition etc):
•

Additional information, including adjustments and management strategies for work experience:
•

Principal Signature:		**Date:**	
Principal Name:			
Parent/Carer Signature:		**Date:**	
Parent/Carer Name:			

YEPPOON STATE HIGH SCHOOL

WORK EXPERIENCE — WHAT YOU NEED TO KNOW

PART B - PLEASE RETAIN THIS SECTION FOR REFERENCE

Work Experience is a real workplace - but you are still a student.
Work Experience gives you the opportunity to learn about an industry and take part in suitable workplace activities. You are there as a student, not a trained worker, so some activities may be suitable to observe but not perform, while others cannot be approved as part of Work Experience.

Why is there a Risk Assessment?

Before a placement is approved, the school reviews the proposed workplace activities, hazards, supervision and controls. The Risk Assessment is based on the duties the employer and student tell the school are likely to occur. It helps the school decide whether the placement and proposed activities are appropriate for a school student.

- Students should only undertake the duties and activities that have been discussed and approved as part of the placement.
- The employer must provide appropriate induction, information, supervision and workplace safety instructions.
- Some tasks may only be appropriate to observe, or to assist with under direct supervision.
- A placement can be suitable even when some activities within that industry are not suitable for a Work Experience student.

Some industries naturally involve significant hazards. This does not automatically mean that Work Experience in that industry is impossible. The school considers the actual activities the student will undertake, the level of supervision, the student's circumstances and the controls in place. However, activities excluded from the Department's Work Experience insurance cannot be undertaken as part of the placement.

Activities that are not covered for Work Experience

The Department of Education's 2026-27 Work Experience liability insurance contains specific exclusions. Activities excluded from cover cannot be approved as Work Experience activities.

- Driving a watercraft over 8 metres in length.
- Driving any vehicle on a public road or thoroughfare, or on an airport runway or tarmac.
- Railway tracklaying, track upgrading or track maintenance.
- Underground mining.
- Using, handling or storing firearms or explosives.
- Abseiling.
- Rock or mountain climbing. An exception exists for appropriately supervised indoor rock-wall climbing under the relevant requirements.
- White-water rafting and canoeing.
- Bungee jumping and associated activities.
- Using simulated or inert firearms, except where the activity is undertaken with the Australian Defence Force.
- Intended asbestos or silica disturbance activities.
- Any work in a morgue.
- Any work in the sex industry.
- Construction work directly involving installation or removal of tilt-up panels, or their temporary bracing.

Work Experience is about the Work.

Work Experience allows students to observe, assist with and learn about the work performed in an industry. It is not an opportunity for students to participate in activities, treatments or experiences that the business normally provides to its customers, clients or guests. If something is normally done by or provided to a customer, client or guest, it should not be included as a student Work Experience activity simply because the student happens to be at the workplace.

Examples

Placement	Work Experience may involve	Not a WEX activity
Ferry / marine tourism	Observing or assisting with suitable deckhand duties, passenger operations, vessel preparation, cleaning and general operations.	Riding the boom net, recreational snorkelling, swimming, diving or participating in a tour activity as a guest.
Beauty salon	Observing treatments, preparing work areas, cleaning, stock organisation, reception and customer service.	Having false lashes applied, receiving a facial, waxing, tanning or another beauty treatment.
Skin / aesthetics clinic	Observing appropriate aspects of clinic operations, reception, stock, cleaning and learning about the industry.	Receiving a cosmetic, skin or aesthetic procedure or treatment.
Hair salon / barber	Assisting with suitable salon duties, cleaning, preparation, reception and observing qualified staff.	Having their hair cut, coloured or otherwise treated as a client.
Tourism / attractions	Learning about guest services, operations, bookings, equipment preparation and staff roles.	Participating in rides, tours or recreational activities simply for the experience.
Fitness / recreation	Observing staff, assisting with setup, reception or suitable operational duties.	Participating in a class, workout or recreational activity as a customer.

Being at the workplace does not make every activity Work Experience

Work Experience should be enjoyable and give students opportunities to experience a real workplace. The intention is not to take the fun out of the experience, but student safety and professional boundaries must come first.

Students are there to experience the work, not activities, treatments or experiences offered to customers or guests. These activities have not been assessed or approved by the school as part of the placement and are not included in the student's Work Experience Risk Assessment.

Real workplaces can involve real situations

Work Experience gives you an opportunity to see what an industry is really like. In some workplaces, this may include situations that are confronting, upsetting, unpleasant or very different from what you are used to.

These are not necessarily tasks you will be asked to perform or hazards that can be removed through a Risk Assessment. They can simply be **part of being present in that type of workplace.**

Veterinary / animal care	Sick, injured or distressed animals; blood, wounds and bodily fluids; emergency cases; animals in pain; animal death or euthanasia; distressed or grieving owners.
Childcare / early childhood	Crying or distressed children; challenging behaviour; toileting accidents, vomit and other bodily fluids; common childhood illnesses; upset or frustrated parents/carers.
Construction / trades / workshops	Loud and sometimes confronting workplace communication; swearing, joking and workplace banter; hot, dirty, dusty or noisy conditions; workers communicating very directly, particularly when something needs to happen quickly.
Health / aged care / disability services	Illness, injury, frailty and deterioration; personal care; blood or bodily fluids; people experiencing pain, confusion or distress; dementia; medical procedures; death and grieving families.
Hospitality / kitchens	A fast-paced and sometimes high-pressure environment; noise, heat and strong smells; direct communication between staff; stressed or frustrated customers; food waste and unpleasant cleaning tasks occurring around you.
Retail / customer service / offices	Complaints, angry or unreasonable customers; conflict; people using inappropriate language; stressful interactions; members of the public who may be distressed, intoxicated or behaving unpredictably.
Agriculture / animal handling	Sick, injured or dead animals; animal birth; blood and bodily fluids; animal treatment or euthanasia; unpleasant smells; mud, manure and other realities of animal care and agricultural work.

Being uncomfortable is different from being unsafe

A student may encounter something unfamiliar or confronting during Work Experience. Feeling nervous about a new task, seeing an injured animal or hearing a busy worksite communicate differently from school does not necessarily mean the placement is unsafe.

Students are not, however, expected to tolerate behaviour or activities that make them feel threatened, unsafe, harassed or pressured to participate in something that has not been approved.

Students have the right to speak up

- Ask for an instruction to be explained again if you do not understand it.
- Say that you are not comfortable undertaking or observing an activity.
- Move away from an immediate hazard and tell your workplace supervisor.
- Report an injury, incident or near miss - even if it seems minor.
- Tell your parent/carer and contact the school's Work Experience Coordinator if something does not feel right.
- Report harassment, sexual comments or behaviour, bullying, discrimination or other inappropriate conduct.

You will not get in trouble for raising a genuine safety or wellbeing concern.
If you are unsure whether something is okay, ask. It is much easier for the school and employer to clarify an activity before you take part than after something has happened.

Mobile phones and participation

Workplaces have different rules around personal mobile phone use. Phones should only be used at the discretion of your workplace supervisor and, unless permitted, should be kept away while you are working and used during designated breaks.

Work Experience is an opportunity to observe, assist and participate in suitable workplace activities. Choosing not to participate in a particular task is not an opportunity to disengage from the placement or use your phone. If you are unsure, uncomfortable or unable to undertake an activity, speak with your supervisor and ask what else you can observe or assist with.

Students also have responsibilities

- Follow the workplace induction, safety procedures and reasonable directions from your supervisor.
- Wear required clothing and PPE correctly.
- Do not use tools, machinery, vehicles or equipment unless you have been specifically permitted and appropriately supervised.
- Do not photograph, film or post workplace information or people without permission.
- Respect privacy and confidentiality.
- Tell the workplace and school if you are injured, become unwell, are going to be late or cannot attend.
- Do not take part in an activity simply because another worker says it is 'fine' if it is outside the approved placement activities.

Parents/carers: information we need from you

Please provide the school with relevant medical, allergy, disability or other information that may affect the student's safety or participation. This can be done by filling out the Individual Student Medical Risk Assessment provided as part of this Work Experience Application. This risk assessment allows the school and employer to consider appropriate controls or reasonable adjustments before the placement begins.

Important

All Work Experience placements are subject to Principal approval. Approval is considered on a case-by-case basis, taking into account the workplace, proposed activities, safety and overall suitability of the placement. A placement may not be approved even where an employer has agreed to host the student.

School contact

Work Experience Coordinator	**Laura Tingle**
Phone / email	**0749251381 / lting5@eq.edu.au**
School	**Yeppoon State High School**

WHAT HAPPENS NEXT?

Once you submit your application:

1. The school reviews your proposed placement to make sure it is suitable and supports your career goals or pathway.
2. Your Work Experience Agreement and Risk Assessment are prepared using the information provided in your application.
3. Your paperwork will be issued to you for signing by you, your parent/carer and employer as required.
4. Return the completed paperwork to the school for final approval.
5. Once approved, you're ready to attend your placement.

Remember: Submitting your application does not mean your placement is approved. You must wait until all required paperwork has been signed and approved before attending.

Reference basis

Prepared with reference to: Queensland Department of Education Work experience placements for school students procedure (Version 7.1, effective 18 August 2026); Department of Education workplace health and safety guidance; and the Queensland Government Insurance Fund 2026-27 School Student Work Experience & Vocational Placement Certificate of Currency (Policy QG0037, current to 30 June 2027).