

Work experience programs and placements

- Policy Number:** B3 (QH-POL-262)
- Publication date:** June 2020
- Purpose:** To outline the conditions applying to work experience programs and placements.
- Application:** This policy applies to Queensland Health employees who manage work experience programs and placements within Queensland Health.
- Delegation:** The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- *Education (Work Experience) Act 1996*
- *Human Rights Act 2019*

Related policy or documents:

- Code of Conduct for the Queensland Public Service
- Volunteers HR Policy B12 (QH-POL-259)
- Mandatory training HR Policy G6 (QH-POL-183)
- Department of Health Intellectual Property Policy (QH-POL-009)

1 Policy statement

The participation of students in work experience programs and placements in the Queensland Health is at the discretion of the Director-General (or delegate).

Managers with responsibility for work experience programs and placements are to comply with the following conditions:

- There is to be no increased risk to patient safety or privacy as a result of work experience programs and placements.
- There is to be no risk to the student as a result of work experience programs and placements.
- There is to be no unsupervised individual patient contact.
- There is no personal access allowed to patients or staff personnel records.
- Students do not receive any payment or reward.
- Students are never to be used as a precondition for paid employment nor as a substitute for paid work. Students are not to replace paid Queensland Health employees.
- Students under the age of 18 are to have parental permission to undertake a work experience program or placement.
- Student/s are not covered by any insurance applicable to Queensland Health employees. It is the responsibility of their school, their training provider or themselves to provide any insurance necessary.
- Students are to comply with the [Code of Conduct for the Queensland Public Service](#) and complete all relevant mandatory training.



Definitions:

Work experience program	A short defined period of time where a student experiences and/or observes the workplace without financial gain or reward. The student in this case is often a high school or TAFE attendee.
Placement	A medium to long term period of time where a student experiences and/or observes the workplace for the purpose of completing course requirements. The student in this case is often a university attendee. The experience may be intensive (e.g. every working day for a set period) or semi-regular (e.g. once a week/month for a set period).

History:

June 2020	<ul style="list-style-type: none"> • Policy: <ul style="list-style-type: none"> – formatted as part of the HR Policy review – amended to update references and naming conventions – application amended as a result of changes to the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.
October 2013	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy Simplification project. • Policy amended to: <ul style="list-style-type: none"> – limit application to Department of Health work experience programs and placements in accordance with the legislative provisions of the <i>Hospital and Health Boards Act 2011</i> – include information on formal written agreements, insurance requirements, process for initiating a program/placement, and mandatory training requirements – add definitions of work experience program and placement – update references and naming conventions.
April 2008	<ul style="list-style-type: none"> • Developed as a result of the HR policy consolidation project.
Previous	<ul style="list-style-type: none"> • IRM 1.5-1 Work Experience

Attachment One – Programs and placement requirements

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

1 Initiating a work experience program or placement

Proposed work experience programs and placements are to be fully discussed and agreed to between the student and the manager before formal approval is given by the delegate.

The manager is to inform the student that:

- they are not covered by any insurance applicable to Queensland Health employees and are to provide evidence of insurance prior to commencement
- they are required to comply with the Code of Conduct for the Queensland Public Service.

For the ownership of intellectual property produced by students, refer to the Department of Health: Intellectual Property Policy (QH-POL-009).

2 Formal written agreement

A formal written agreement must be entered into and signed by the student, manager and delegate. The agreement is to include the following details:

- the duration of the agreement and total hours to be worked by the student
- daily working hours and days to be worked
- the duties to be performed
- a confidentiality statement
- the insurance provider (e.g. name of school, training provider or student).

3 Mandatory training for work experience programs and placements

Managers are to ensure students complete all relevant mandatory training before commencement or as soon as practical after commencement.

Mandatory training for students in short term work experience programs and placements includes:

- Ethics, integrity and accountability (includes Code of Conduct for the Queensland Public Service)
- Fire and safety instructions (includes general evacuation instructions and first response evacuation instructions).

Where the work experience program or placement is for an extended period of time, all relevant mandatory training is to be completed (refer to Mandatory training HR Policy G6).

4 Volunteering

Work experience programs and placements are not to be confused with volunteering as different provisions and pre-employment screening apply - refer to Volunteers HR Policy B12.