

# New South Wales/Queensland Interstate Agreement

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An Agreement Between the Minister for Education, Training and the Arts, Queensland and the Minister for Education and Training, New South Wales, for the operation of Work Experience Across the States' Borders.

- (a) All work experience placements in another state must operate in accordance with the legal and administrative requirements of the host state.
- (b) Each state will provide insurance and/or indemnities to:
  - ◆ compensate its students for personal injury sustained on the program;
  - ◆ afford protection to interstate employers against any claim for personal injury by students or members of the public;
  - ◆ protect interstate teachers and their employers against any claim for personal injury by any person arising out of teachers performing the normal duties of supervision of work experience students.
- (c) Participation is, in general, limited to the NSW North Coast and North West areas and the Queensland Darling Downs and South Coast Regions.
- (d) Where it is considered necessary to allow the participation by students from other areas, NSW schools should negotiate with the local Queensland school, and Queensland schools should negotiate with the intended host interstate school in NSW. The host schools in NSW should consult with the relevant regional vocational education consultant before confirming placements. Some regions may have protocols for out of region placements.
- (e) Work experience placements may be arranged for students from other areas provided that:
  - ◆ suitable placements are not available in the local area;
  - ◆ students in the host state are not disadvantaged by such placements.
- (f) The respective education departments are to produce suitable advice to employers, parents, students and schools outlining the conditions of work experience in the home state and highlighting any differences between the conditions of work experience in both states.
- (g) The placement of students is to be conditional upon the availability of supervision of the student. Where possible, there should be at least one supervisory visit to the student by a teacher or other person approved by the student's principal. Where distance or exceptional circumstances precludes such a visit, some other form of contact by the school such as supervision by phone must be arranged. This arrangement must be approved by the student's principal.
- (h) No placement is to be made without the provision of supervision from either the host State or the student's school.

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- (i) New South Wales schools are to negotiate all placements at the school level and forward appropriate forms to the local Queensland school for approval.
- (j) Queensland schools are to arrange all placements at the school level and forward the appropriate forms to the NSW host school.
- (k) Schools within close proximity to the border are to consult in order to ensure that unreasonable pressure is not placed on local employers at any particular time of the year.
- (l) The Labor Council of New South Wales and the Work Experience Policy Officer in Queensland are to be consulted in any industrial disputes which may arise involving students in the respective States.

## Essential procedures

Interstate work experience in Queensland includes those placements which involve school students travelling across the border on a daily basis. These placements are supervised by the home school or where relevant, a registered training organisation such as TAFE NSW which has been contracted to deliver a VET course to school students.

The DET insurance and indemnity arrangements apply to NSW government school students undertaking workplace learning programs in Queensland which have been approved by the student's home school and the host school in Queensland. The arrangements also apply to school students undertaking an approved interstate work placement with a host employer as part of a VET course delivered by a TAFE college or campus or by a private or community registered training organisation.

Each NSW interstate workplace learning placement in Queensland requires the completion of the following forms:

- ◆ The relevant NSW Student Placement Record
- ◆ FORM QA *Request for interstate workplace learning approval (for NSW government school students being placed in QLD)*.

Where the placement involves accommodation away from home, FORM A *Accommodation Away From Home* must also be completed and retained by the school or TAFE college or campus. The school should complete FORM A on behalf of a private or community registered training organisation.

Once the appropriate Student Placement Record has been signed by all parties, the following documents should be sent to the Queensland secondary school closest to the placement at least **three weeks** prior to the proposed date:

- ◆ A copy of the Student Placement Record
- ◆ FORM QA *Request for interstate workplace learning approval (for NSW school students being placed in QLD)*
- ◆ A copy of FORM A *Accommodation away from home*, where relevant.

The host employer may be able to advise the name and address of the Queensland secondary school closest to the workplace.

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The Queensland school will retain the copies of the Student Placement Record and FORM A (where provided) and will complete FORM QA and provide a copy to the home school or TAFE college or campus in NSW.

## **Supervision**

Supervision is a key requirement for all placements of NSW students in Queensland. If the home school or TAFE college or campus or private or community registered training organisation is not able to visit the students in the workplace, a Queensland school may be asked to undertake supervision. Where a visit is not possible, other arrangements such as supervision by phone by the home school or TAFE college or campus or registered training organisation would need to be made. This would include phone contact with the student, the employer and the staff member directly supervising the student in the workplace.

## **Prohibited activities**

NSW students undertaking workplace learning in Queensland are prohibited from undertaking any of the activities currently prohibited in NSW or Queensland.

The following work experience activities are currently prohibited in Queensland:

- a) driving of any watercraft exceeding 8 metres in length;
- b) 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;
- c) air traffic control;
- d) the driving of any vehicle on a public road or thoroughfare or any airport runway or tarmac;
- e) activities associated with railway track laying, track upgrading or track maintenance;
- f) construction or maintenance of railway locomotives or railway stock;
- g) underground mining;
- h) the use, handling and storage of explosive devices;
- i) oil and/or gas fields and refineries;
- j) abseiling;
- k) rock and/or mountain climbing;
- l) white water rafting and canoeing;
- m) bungee jumping and its associated activities; and
- n) underwater diving using either scuba or snorkelling equipment, where the student is not participating in an activity fully supervised by an appropriately qualified instructor.