

2026

# Work Experience Program



Education for Life

# KENMORE STATE HIGH SCHOOL

# KSHS Work Experience Program

## General Information



Work experience gives Year 10–12 students the opportunity to develop practical skills, build confidence, explore career pathways, and make informed decisions about their future study or employment.

Kenmore State High School prioritises the safety and welfare of students engaging in work experience by complying with the Department of Education's revised Work Experience Placements for School Students Procedure (2026).

**To ensure students are covered by insurance, the following legal requirements must be met:**

- Work Experience Agreement form signed by all parties
- Completed Risk Assessment for the duties that will be performed whilst on placement
- **Documents submitted to the VET Pathways team prior to work experience starting**
- A school representative must complete risk assessment activities including:
  - Initial assessment of expected duties
  - Completion of risk assessment template
  - Communication with student during placement, this may be a phone call, video call or in person visit

To comply with regulations, we offer the following options:

### Option 1: SCIPS Partnership Program

Engage School Community Industry Partnerships Service (SCIPS) to source and complete work experience over the *school holidays*, for a **fee of \$230**. A **\$55 cancellation fee** will be added if a student fails to attend a placement, cancels without a valid reason or the host terminates the placement due to the student not meeting the required expectations.

- Required consent:
  - QParents Online Services Consent – SCIPS Pathways Portal
  - SCIPS Partnership Program Consent form

### Option 2: External Work Experience Programs

Apply to participate in an external work experience program (such as Defence, UQ, Energex) *during the school term* with HOY and VET Pathways approval. **This option is by application and selection only.**

### Option 3: School Facilitated Program

If you source your own placement you can negotiate with the VET Pathways team to complete your placement *during the holidays or after assessment* is completed for the term.

★ **It is important to note that in accordance with the DoE's work experience policy the work provider cannot be a parent or relative of the child due to conflict of interest.**

- Required consent:
  - School Facilitated Program Consent form

**For more information on each of these options please refer to the separate information guides available on our [website](#) or in the VET Pathways office.**



**KENMORE STATE HIGH SCHOOL**  
Your Future Matters



**Queensland**  
Government

## Frequently Asked Questions

### **Do we have to use SCIPS for placement during the school holidays?**

This depends, if you do not source your own placement, you need to use SCIPS, if you find your own placement then you can negotiate with the VET Pathways team and engage in the School Facilitated Program.

### **Can I source my own placement after I have registered with SCIPs and swap to School Facilitated?**

No, you cannot swap, you can notify SCIPs of the details and they will complete the process. Remember that registering with SCIPs generates the invoice, cancelling without a valid reason incurs an additional cancellation fee.

### **Why do I have to register 8 weeks before the school holidays?**

It takes time for SCIPs to source and organise your placements.

### **If I find my own placement, do I have to use SCIPs?**

No, please refer to Option 3 and visit the VET Pathways office to discuss the details.

### **If I find my own placement, do I still have to pay a fee?**

Yes, if you have already registered with SCIPs then, yes, you will need to pay the SCIPs Program fee. If you have not yet registered, then come and see the VET Pathways Team to discuss your options, to participate in the School Facilitated Program you need to source your own placement and pay a fee of \$50.

### **Can I do my work experience during the school term?**

Maybe, this is dependent on approval from your Head of Year and whether you have any assessment due. Please come and discuss this with the VET Pathways team.

### **Why do we have to notify the school and complete a work experience agreement?**

Completing the work experience agreement indicates that all parties are aware of their responsibilities, and students are covered under the Department of Education's Public Liability insurance. Students will not be permitted to attend work experience without a fully completed and signed work experience agreement.

### **Do I get paid for work experience?**

No, if you are getting paid then you are engaging in employment and are covered by your employer's insurance.

### **Can a student undertake work experience with a parent or another relative?**

No, 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. Placements with parents or other relatives are not encouraged, as work experience programs should assist students to broaden their experiences by working in an unfamiliar environment.

### **Can an international student or a student on a temporary visa participate in work experience?**

Yes, if they are at least 14 years old and enrolled at the school. However, the approval needs to be sought to consider whether participating in work experience will provide educational value toward their future career pathways, particularly if the student will be returning to their country of origin in the near future.

# KSHS Work Experience

## Option 1: SCIPS Partnership Program



Work experience gives students in Year 10, 11 and 12 the opportunity to develop practical skills, build confidence, explore career pathways, and make informed decisions about their future study or employment.

### Why SCIPS?

To help remove the barriers with sourcing placements and comply with regulations, KSHS work in partnership with School Community Industry Partnership Service (SCIPS) who liaise with businesses to source a range of placements, conduct risk assessments, complete site visits and manage student work experience on behalf of our school on a fee for service basis.

### What SCIPS offer:

- Sourcing placements and engaging with workplaces
- Opportunity to complete work experience *during selected dates on school holidays*
- Complete a site visit during the placement
- **SCIPS Work Experience incurs a fee of \$230 per engagement in 2026**
- If you decide to cancel after SCIPS have sourced the placement it will incur an additional \$55.
- SCIPS registration *closes eight weeks* prior to each school holiday period (approx. week 2 of each term) as SCIPS need this time to source your placement

**Please note that you will be invoiced as soon as the SCIPS portal registration is completed, unless a placement cannot be sourced by SCIPS**

### When can I do work experience in 2026?

Holidays	Dates	Registration Due by
Term 1: April Holidays	13 April — 17 April	Friday 13 <sup>th</sup> February 2026
Term 2: June-July Holidays	29 June — 3 July	Friday 8 <sup>th</sup> May 2026
Term 3: September Holidays	21 Sep — 25 Sep	Friday 24 <sup>th</sup> July 2026
Term 4: December Holidays	1 Dec — 5 Dec	Friday 9 <sup>th</sup> October 2026

### To engage in work experience through the SCIPS Partnership Program:

1. Visit the VET Pathways team in J block, and complete an expression of interest for Work Experience
2. **Parent/carer** complete *QParents SCIPS Online Services consent* and *SCIPS Partnership Consent Form*
3. Return the *SCIPS Partnership Consent form* and receive the SCIPS registration code
4. Complete online registration with SCIPS prior to the registration deadline (see above)
5. **SCIPS** will use with the information you have provided to find a best fit placement and will then send you the Work Experience Agreement and Student Kit
6. Obtain signatures on the Work Experience Agreement: Parent, Student, Deputy Principal, you will be emailed when this is ready to be collected from the VET Pathways Office
7. Return the signed Work Experience Agreement to the VET Pathways office, one week prior to the commencement of your placement

**For more information, please contact the VET Pathways office [vet@kenmoreshs.eq.edu.au](mailto:vet@kenmoreshs.eq.edu.au)**



**KENMORE STATE HIGH SCHOOL**  
Your Future Matters



**Queensland**  
Government

# KSHS Work Experience

## Option 2: External Work Experience Programs



Work experience gives students in Year 10, 11 and 12 the opportunity to develop practical skills, build confidence, explore career pathways, and make informed decisions about their future study or employment.

Engaging with external organisations and their work experience programs enables students to immerse themselves in specialised programs. There are a range of organisations that offer specialist work experience programs, such as Energex, Defence, police and UQ Engineering/Science.

These programs are **by application and merit selection only**; you will need to apply with the organisation directly to be considered, places are limited and the programs are competitive.

To engage in work experience through the External Work Experience Programs students need to:

1. Notify the VET Pathways team of your intent to submit an application with the external organisation by emailing [vet@kenmoreshs.eq.edu.au](mailto:vet@kenmoreshs.eq.edu.au)
2. Complete the application as outlined by the organisation, include the following details in the school contact:

Nerida Grogan  
VET Pathways Co-ordinator  
[Ngrog3@eq.edu.au](mailto:Ngrog3@eq.edu.au)  
(07) 33271563

3. If you are offered a place, you need to seek approval from your HOY to discuss the impacts on curriculum and assessment timelines
4. Once you have HOY approval, see the VET Pathways team to have the required paperwork completed. The VET Pathways team require a copy of the completed paperwork for record keeping purposes.

### Additional notes:

- It is your responsibility to ensure that required documents are completed by the due dates; if the VET Pathways office and the organisation do not receive your Work Experience Agreement before your start date, your placement may be cancelled
- There are no associated costs with this option

**For more information, please contact the VET Pathways office [vet@kenmoreshs.eq.edu.au](mailto:vet@kenmoreshs.eq.edu.au)**



**KENMORE STATE HIGH SCHOOL**  
Your Future Matters



**Queensland  
Government**

# KSHS Work Experience

## Option 3: School Facilitated Program



Work experience gives Year 10–12 students the opportunity to develop practical skills, build confidence, explore career pathways, and make informed decisions about their future study or employment.

This option is available during:

- The school holidays under negotiation with Mrs Grogan (VET Pathways Co-ordinator)
- End of each term with approval from the HOY after ALL assessment has been completed or during exam block
- Weeks 9 and 10 of Term 4 (Year 10 and 11 only)

Students in Year 10, 11 and 12 can engage in work experience through the School Facilitated Program by:

### 1. **Sourcing their own placement**

- It is important to note that in accordance with the DoE's work experience policy the work provider *cannot* be a parent or relative of the child due to conflict of interest

2. **Seeking school approval:** Visit the VET Pathways office to discuss the placement and seek approval from Mrs Grogan, this needs to be done in person to allow you to discuss the proposed placement and answer required questions.

3. **Complete the *School Facilitated Work Experience Consent Form*:** this provides parent consent for the student to be contacted on their personal mobile phone outside during the placement.

4. **Required Details:** provide the following details to the VET Pathways Team so that the required paperwork can be generated

- Company name
- Industry/Occupation
- Company's physical address
- Supervisor' name
- Supervisor's contact details including phone number and email address
- Placement dates (three to five days is recommended)
- Hours of work
- Expected duties during the placement

5. **Signatures:** obtain all of the required signatures on the Work Experience Agreement once it has been generated

6. Return the completed Work Experience Agreement to the VET Pathways prior to the commencement of the placement

**Cost: \$50** to be paid upfront prior to placement, this covers the cost of staff required to complete the risk assessment activities such as phone call, video call or in-person site visit.

As required by the *Education (Work Experience) Act 1996* in order to be covered under the Department of Education's Public Liability Work Experience Insurance the following are required:

- Work Experience Agreement: completed and signed by all parties
- Consent granted on the *School Facilitated Work Experience Consent Form*
- Risk assessment

**For more information, please contact the VET Pathways office**

[vet@kenmoreshs.eq.edu.au](mailto:vet@kenmoreshs.eq.edu.au)



**KENMORE STATE HIGH SCHOOL**  
Your Future Matters



**Queensland**  
Government