

Mandatory All-Staff Training program

MAST

Fact sheet

Key messages guide for contractors, volunteers, visitors, and preservice teachers and other adult students on placements

We are committed to maintaining a safe environment for everyone. And we also have a legal obligation to comply with a range of legislations including:

- *Work Health and Safety Act 2011*
- *Public Sector Ethics Act 1994 (Qld)*.

The *Key messages guide* is designed as part of our *Mandatory All-Staff Training program*. It offers a consistent approach to inducting contractors, volunteers, visitors, and preservice teachers and other adult students on placements who provide services to our schools and the department.

The information in the *Key messages guide* covers:

- your responsibilities when working in a state school or a departmental facility
- how to access further information and support as needed.

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Definitions

Here’s how we define the terms for the *Key messages guide*.

<p>Contractor</p>	<p>Are you an electrician, plumber, garden maintenance worker, school chaplain or IT/AV supplier? Then you’re classed as a contractor.</p> <p>A contractor is anyone contracted to perform specific tasks for the department. And those tasks include both operational and professional services.</p> <p>Note: If you’re a QBuild contractor then you don’t need to complete this guide. Your valid QBuild induction card shows you’re compliant and can work at a departmental location.</p>
<p>Visitor</p>	<p>Are you a speech pathologist, school-based youth health nurse, sports coach or religious instructor? Then you’re classed as a visitor.</p> <p>A visitor is anyone who regularly provides a service to a school or the department.</p>
<p>Volunteer</p>	<p>Do you work in a school tuckshop, uniform shop or bookshop? Are you a P&C member, community volunteer, student mentor or parent helper? Then you’re classed as a volunteer.</p> <p>A volunteer is anyone who works for free under the direction and supervision of the school and/or an established agreement.</p>
<p>Preservice teacher or other adult student on placement</p>	<p>Are you enrolled and studying with a higher education institution in a university or vocational education program? Then you’re classed as a preservice teacher or other adult student on placement.</p> <p>A preservice teacher or other adult student on placement is anyone undertaking a course of study and who needs to complete a professional experience, practical or clinical placement in order to meet the requirements of their tertiary degree, award program or award qualification.</p> <p>Note: It does not include students enrolled at a school.</p>

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Roles and responsibilities

Supervisors, managers and principals	Contractors, volunteers, visitors, and preservice teachers and other adult students on placements
<ol style="list-style-type: none"> 1. Print off a copy of the <i>Key messages guide</i> for each participant. 2. Ask each participant to complete the <i>Key messages guide</i> as per the instructions in the document. 3. Once they complete the <i>Key messages guide</i>, sign and date the <i>Record of Completion</i> section in the participant’s copy. 4. Ask participants to keep their copy of the <i>Key messages guide</i> for future reference. 5. Record all completions on the Training Completion Reporting Site. 6. Maintain completion records of participants for future reference and/or audit purposes. 7. Accept correctly completed, dated and endorsed <i>Record of Completion</i> forms when they visit your site (valid for 12 months). 	<ol style="list-style-type: none"> 1. Read the <i>Key messages guide</i> during your visit or before starting work at our school or offices. 2. Complete, sign and date the <i>Declaration</i> form in the guide. (If you’re a preservice student under 18 years of age, ask your parent/caregiver to sign the <i>Declaration</i> form.) 3. Ask your supervisor, manager or principal to sign the <i>Record of Completion</i> section. 4. Keep the <i>Key messages guide</i> for future reference. 5. Show the <i>Record of Completion</i> form to the supervisor, manager or principal when you visit our schools and offices for the next 12 months.