

# 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><b>Contractor</b></p>	<p>Are you an electrician, plumber, garden maintenance worker, school chaplain or IT/AV supplier? Then you’re classed as a <b>contractor</b>.</p> <p>A <b>contractor</b> is anyone contracted to perform specific tasks for the department. And those tasks include both operational and professional services.</p> <p><b>Note:</b> 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><b>Visitor</b></p>	<p>Are you a speech pathologist, school-based youth health nurse, sports coach or religious instructor? Then you’re classed as a <b>visitor</b>.</p> <p>A <b>visitor</b> is anyone who regularly provides a service to a school or the department.</p>
<p><b>Volunteer</b></p>	<p>Do you work in a school tuckshop, uniform shop or bookshop? Are you a P&amp;C member, community volunteer, student mentor or parent helper? Then you’re classed as a <b>volunteer</b>.</p> <p>A <b>volunteer</b> is anyone who works for free under the direction and supervision of the school and/or an established agreement.</p>
<p><b>Preservice teacher or other adult student on placement</b></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 <b>preservice teacher or other adult student on placement</b>.</p> <p>A <b>preservice teacher or other adult student on placement</b> 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><b>Note:</b> 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"> <li>1. Print off a copy of the <i>Key messages guide</i> for the participant.</li> <li>2. Ask participant/s to complete the <i>Key messages guide</i> as per the instructions in the document.</li> <li>3. Once they have completed the <i>Key messages guide</i>, sign and date the <i>Record of Completion</i> section in the participant’s copy.</li> <li>4. Ask participant/s to keep their copy of the <i>Key messages guide</i> for future reference.</li> <li>5. Record all completions on the <a href="#">L&amp;D Reporting site</a>.</li> <li>6. Maintain completion records of participants for future reference and/or audit purposes.</li> <li>7. Accept correctly completed, dated and endorsed <i>Record of Completion</i> forms when they visit your site (valid for 12 months).</li> </ol>	<ol style="list-style-type: none"> <li>1. Read the <i>Key messages guide</i> during your visit or before starting work at our school or offices.</li> <li>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.)</li> <li>3. Ask your supervisor, manager or principal to sign the <i>Record of Completion</i> section.</li> <li>4. Keep the <i>Key messages guide</i> for future reference.</li> <li>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.</li> </ol>