



**NZSTA**  
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## Governance support resources

### Off-site courses, work experience and visits

Provision is made in the Education and Training Act 2020 (the Act) for:

- School boards to authorise students to leave school premises in order to:
  - Undertake courses of education
  - Gain work experience
  - Make visits
- Principals to release students from attendance in order to receive tuition outside the school premises or, if there are good reasons, allow the student to leave early

### Authorising students to undertake courses, work experience and visits outside school premises

Under the Act school boards may authorise individual students to undertake courses of education, gain work experience or make visits outside school premises.

While the authorised student is off school premises for these purposes, they must be treated as if they were attending school on site. This means that the school retains primary duty for the student's health & safety and education.

Additionally, while a student is in a workplace to gain work experience they must be treated in the same way as if they were employed by the workplace regarding their health, safety and wellbeing. The board should be assured that the workplace has in place:

- The necessary health and safety policies and procedures
- A plan to induct the student

#### Points to note:

- The student is not entitled to be paid
- The student may not be required to join or belong to a union
- The student may not enter or remain in the workplace outside of gaining work experience
- No fees, levies or charges need be paid
- The student's going into, or remaining in, a workplace must be compliant with any conditions prescribed by the Minister of Education in the [Gazette](#)

These authorisations are made at a governance level by the board and, before authorising, the board would seek assurances around all relevant health and safety and education matters.

## Board responsibilities

Boards need to put measures in place to ensure that their responsibilities and liabilities are managed when students are outside the school premises.

As the person conducting a business or undertaking (PCBU) and the body ultimately responsible for student attendance and education, boards need to be assured that students' health & safety, wellbeing and education are well protected both on and off the school site.

It is important to remember that off-site services and providers that are not registered schools do not come under the jurisdiction of the Ministry of Education and are not subject to the requirements of the Act. They may not necessarily comply with the same regulations or external auditing requirements.

Board action might include:

- Regular review of its health & safety policy and the school's related procedures
- Obtaining and reviewing the off site premises' health and safety policies and procedures
- Receiving risk analysis and risk management reports on off-school site premises/locations
- Recording all board discussions, decisions and authorisations in meeting minutes
- Seeking assurance and evidence that off-site premises/locations are compliant with health & safety legislation
- Seeking assurance around students' wellbeing and educational progress while at off-site premises/locations by receiving reports on:
  - Site visits
  - Site documentation
  - Processes for raising concerns between the school and the off-site premises
- Drawing up a memorandum of understanding between the school and the off-site premises
- Ensuring that students' attendance is correctly recorded on the ENROL system i.e. as attending, not absent

## Principal authority to release from attendance

The Act allows principals to release a student from attending school to receive tuition outside the school as long as the following conditions are met:

- The principal first finds that the tuition to be given outside the school is acceptable
- The period(s) of release has been agreed with a parent of the student and, if appropriate time can be allowed for travel between the school and the place where the tuition is to be given

Principals may also let a student leave school early on a particular day as long as they are satisfied that:

- The student has attended the school for at least four hours on that day
- There are good reasons for the student to leave before school closes on that day

These decisions are made by the principal at school management level and do not require board approval. However, this is something for the board to be aware of when monitoring attendance data.

## Useful links

[Section 52, Education and Training Act 2020](#) – Release from tuition for outside tuition or if good reasons to leave early

[Section 53, Education and Training Act 2020](#) – Courses, work experience, and visits outside school premises

[Health and Safety at Work Act 2015](#)

[Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

[Children’s Act 2014](#)

[TKI website - Education Outside the Classroom \(EOTC\), including EOTC Guidelines](#)

[Education Outdoors website](#)



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**0800 782 435, option 1** or

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