

WORK EXPERIENCE AND PLACEMENT

Procedure 5.5.54

Policy No. and Title	5.5	Conditions of Employment Policy
Procedure	5.5.54	Work Experience and Placement
Version	1	
Date Adopted	5 September 2012	

1 OBJECTIVES

To establish clear guidelines and procedures that apply when considering accommodating requests for work-experience participants.

To provide guidance when managing any risks associated with work experience placements for both Council and the participant.

2 INTRODUCTION

- a) Council acknowledges the importance of work experience and work placement to jobseekers and students and recognised that work-based, experiential learning is a significant part of many education programs and is highly valued by students and employers.
- b) As a major employer within the Shire, Council recognises the provision of work experience and work placement enables students to obtain experience in their chosen occupation field as well as providing an opportunity for Council to strengthen links with the local community.
- c) Council appreciates the opportunity for participants to gain an understanding of the requirements of the particular occupational area in which they are placed.
- d) As work experience and work placement requires close supervision of participants, this opportunity must be balanced with Council's operational requirements.
- e) Council will not use work experience or work placement participants as a substitute for filling vacant positions. Work experience positions are supernumerary positions.

3 DEFINITIONS

- a) Work-experience programs are programs that are arranged as part of a recognised program or course of study and include:
 - i) School work-experience programs;
 - ii) TAFE work-experience programs or compulsory work placements;
 - iii) University work-experience programs or compulsory work placements;

- iv) Government labour market and community-based work-experience programs; or
 - v) Recognised rehabilitation programs.
- b) Voluntary work-experience occurs when a person volunteers their services without pay, for the purpose of improving their work-related skills. Voluntary work-experience does not form part of a recognised work-experience program.
 - c) Child-related employment is employment that involves direct contact with a person less than 18 years of age.
 - d) Direct supervision occurs when a responsible Council officer is present at all times observing and directing, as required, the activities of the work-experience participant.

4 REQUESTS AND APPROVALS

- a) All requests for work experience and work placement with Council must be in writing and submitted to the Team Leader Human Resources. Applications should be lodged at least four weeks prior to the requested placement dates.
- b) For determination to be made of the applicants' suitability for the work experience placement information submitted must include:
 - i) Work Experience Application Form (HRM0045);
 - ii) A supporting letter from the education provider/organisation;
 - iii) A resume outlining applicant's skills, experience and ability; and
 - iv) Documentation from the relevant education provider/organisation to demonstrate the work-placement is an approved part of a relevant program or course of study and that they are covered under the Worker's Compensation Policy of that institution/organisation; or in the case of voluntary work-experience, provide Council with documentation to demonstrate that they are covered by an insurance policy which provides Personal Accident Insurance coverage for them in case of accident or injury during the period of their work-experience.
- c) Approval will be subject to relevant supporting documentation being provided by the education provider as well as necessary clearances (where relevant) being obtained.
- d) The relevant Director will ultimately be responsible for approving all work experience participants within their Department. The approval will be subject to necessary clearances being obtained, whether or not a work experience participant can be accommodated as well as the availability, time constraints and operational requirements of Council employees of the requested area.

5 RESPONSIBILITIES

Human Resources shall:

- a) Liaise with the appropriate Council Department to determine whether requests can be accommodated. Where practical, preference will be given to requests from education providers and/or residents of Kempsey Shire;
- b) Seek necessary clearances where relevant, including "Working with Children Check" from the Commission for Children and Young People for the supervising officer;
- c) Obtain documentation required to substantiate the work experience placement, including provision of appropriate insurance coverage, prior to any commitment on behalf of Council to accommodate the request;
- d) Assist the supervising Department to oversee work experience placements, including ensuring that appropriate induction programs are completed, monitoring the progress of the work experience participant and handling any grievances; and
- e) Act as the point of contact for liaison between the organising institution and Council.

Each Director shall:

- a) Ensure that work experience is not provided in operational areas that pose potentially serious occupational health and safety risks;
- b) Ensure that work experience is not provided in areas that may compromise the confidentiality of Council's business;
- c) Allocate a responsible person to supervise the work-experience participant and ensure they are supervised at all times;
- d) Ensure that prior to placement, work experience participants undertake appropriate training to ensure they meet relevant work health and safety requirements;
- e) Provide the work experience participant with details of the appropriate contact officer in case of emergency or inability to attend;
- f) Ensure that the work experience student undergoes relevant induction procedures and checklists are signed to record details of the induction process;
- g) Maintain records of work experience participant's attendance;
- h) Ensure work experience participants adhere to Council Policy, relevant legislation and regulations at all times;
- i) Complete any required appraisals of the work experience participant's performance during the period of work experience;
- j) Notify the Team Leader Human Resources and the relevant educational institute of any concerns regarding the work experience participant immediately they become apparent; and
- k) Forward to Human Resources all documentation received or maintained relating to the work experience placement within one working of receipt.

The work experience participant shall:

- a) Provide council with documentation from the relevant education provider/organisation to demonstrate the work placement is an approved part of a relevant program or course of study and that they are covered under the Worker's Compensation Policy of that education provider/organisation, or in the case of voluntary work-experience, provide Council with documentation to demonstrate that they are covered by an insurance policy which provides Personal Accident Insurance coverage for them in case of accident or injury during the period of their work-experience;
- b) Comply with all Council Policy, procedures, relevant legislations and the reasonable lawful instructions of the work experience supervisor;
- c) Comply with Council's standards of professional behaviour including courtesy and confidentiality during the period of their work experience;
- d) Ensure that they are appropriately attired taking into consideration the nature of the duties, occupational health and safety requirements and contact with the public;
- e) Contact the Council officer designated as their supervisor during the period of the work experience within 30 minutes of the agreed starting time, should they be unable to attend on any particular day;
- f) Discuss any issues or concerns relating to the work experience activities assigned to them with the Council officer designated as their supervisor; and
- g) Discuss any issues or concerns relating to the work experience placement with either the Council Officer designated as their supervisor, Council's Team Leader Human Resources and/or the work experience coordinator from the relevant organisation.

6 DURATION OF WORK EXPERIENCE

- a) The actual period of work experience may vary depending on the needs of the student. The duration of work experience should generally be:
 - i) 5 days for secondary school students on the work experience program;
 - ii) 5 days for secondary school students on work placement;
 - iii) A maximum of 12 weeks for tertiary students; and
 - iv) A maximum of 26 weeks for labour market program participants and voluntary work experience placements.
- b) Approval of variations to the above are to be sought from the Team Leader Human Resources after consideration of:
 - i) Operational Requirements;
 - ii) The nature of the work being undertaken, and

- iii) The willingness of the relevant Manager and Team Leader to host the student placement for an extended period.

7 PAYMENT FOR WORK EXPERIENCE

- a) Work experience participants are to be treated as volunteers and will not receive payment for the placement or any unauthorised expenses incurred.

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.