

Work Experience

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Purpose

Central Darling Shire Council is committed to supporting, facilitating and encouraging the participation in school based work experience programs assist participants to gain skills and experience in the work undertaken by Council.

Application

This Policy applies to all requests for work experience received by Council.

Definitions

Work experience – refers to program that is arranged a part of a recognised course of study or training program. Such programs include:

- Government labour market and community-based work experience;
- School based work experience;
- Tertiary based work experience (eg: TAFE or university)
- Recognised rehabilitation programs.

Provisions

Council acknowledges the importance of, and encourages the participation in, work experience programs. Council recognises its responsibility to provide meaningful work experience as an opportunity for work experience participants to gain an understanding of various career areas.

Council is committed to safeguarding children and young people, ensuring that they feel, and are, safe when undertaking work experience with us.

Council will not seek to utilise work experience participants as a substitute for filling vacant positions, replacing employees on leave or as any other type of replacement of employees. Work experience participants are supernumerary to Council's workforce.

Work experience participants shall not be paid for the time they spend at Council undertaking work experience.

The duration of the work experience placement for school children shall be one (1) week or equivalent days spread over several weeks. Additional time may be requested by the work experience person and/or the school.

For other Institutions/Agencies the maximum period of Work Experience shall be two (2) weeks or equivalent days spread over several weeks.

Generally, the work experience shall take place in blocks, however at the discretion of the Human Resource Officer, and in consultation with the relevant manager, an alternative arrangement may be agreed upon to suit the operations of Council and the requirements of the work experience participant

Roles and Responsibilities

School / Institution / Agency

The representative of the School / Institution / Agency shall:

- a) make arrangements for work experience through the Human Resource Officer only to ensure adequate supervision is available.
- b) not contact other staff within Council to arrange a placement;
- c) provide a minimum of three (3) weeks notice in writing of a proposed placement;
- d) provide the Human Resource Officer, with signed documentation of the placement, including parent signature and details of appropriate insurance cover, before the student commences their placement;
- e) check in with the student and their supervisor at least once during the placement period; and
- f) discuss any concerns about the work experience placement with the Supervisor and/or the Human Resource Officer

Work Experience Participant

The work experience participant shall:

- a) provide the Human Resource Officer with all the relevant paperwork from the relevant School / Institution / Agency demonstrating that the work experience is part of an approved work experience program;
- b) provide the Human Resource Officer with documentation demonstrating that the School / Institution / Agency has the appropriate insurance coverage;
- c) comply with all reasonable and lawful instructions given by the supervisor;
- d) comply with Council's work health and safety policies, standards and instructions;
- e) comply with all relevant Council policies, procedures and legislative requirements;
- f) participate in the activities provided to them in a professional and courteous manner;
- g) raise any concerns with the activities they are required to participate in, with their Supervisor;
- h) contact their Supervisor within 30 minutes of their normal start time, when they are unable to attend due to illness;
- i) discuss any concerns about the work experience placement with the Supervisor and/or the Human Resource Officer; and
- j) ensure that they are dressed appropriately and where required, utilise any personal protective equipment (PPE).

Human Resource Officer

Human Resource Officer shall:

- a) receive, investigate and respond to any enquiries regarding work experience;
- b) liaise with relevant departments to determine whether requests for work experience can be accommodated;

- c) ensure that Council and School / Institution / Agency has the relevant insurance to cover work experience participants;
- d) ensure employees working with participants under 18 years of age have appropriate Working with Children Checks completed;
- e) liaise with the work experience participant and provide them with details of their responsibilities and the Council's expectations;
- f) ensure that relevant paperwork has been completed by the relevant department and returned. The Human Resource Officer shall ensure that copies of the paperwork are returned to the School / Institution / Agency before the participant commences;
- g) forward the supervisor the appropriate induction paperwork;
- h) maintain all work experience documentation in the relevant file within the corporate document management system.
- i) be the contact point for any matters relating to the Child Safe Standards.

Manager

The manager of the department who is seeking to host a work experience participant must approve any period of work experience before it commences.

The manager must nominate a person who will supervise the work experience participant during their time with the Council.

Supervisor

The Supervisor who hosts a work experience participant must ensure that:

- a) the relevant forms are signed and returned to the Human Resource Officer;
- b) a program of activities and tasks shall be prepared prior to the work experience participant commencing and that the work identified can be realistically provided;
- c) ensure that the work experience participant has received appropriate induction and documentation is maintained which records the details of such induction, and that these documents are forwarded to the Human Resource Officer when completed.
- d) at all times, the work experience participant must adhere to Council policies and procedures and relevant legislation;
- e) the work experience participant must not be used as a substitute for paid employment;
- f) the work experience participant must be supervised at all times;
- g) the work experience participant will act as the communication point between Council and the School / Institution / Agency, unless notified by the Human Resource Officer of alternative arrangements;
- h) the work experience participant does not undertake work that requires a licence, with the exception of the Construction Industry "White Card";
- i) the work experience participant does not work outside of normal hours;
- j) the work provided to the work experience participant does not compromise the confidentiality of the Council's undertakings;
- k) the activity program outcomes are being adhered to and met;
- l) records of attendance are maintained;

- m) Human Resource Officer and the School / Institution / Agency are notified, where appropriate, of any concerns regarding the work experience participant's behaviour;
- n) Human Resource Officer is the contact for any grievance the work experience participant may have.

Legislation

- *Local Government (State) Award (NSW)*
- *Work Health Safety Act 2011 (NSW)*
- *Child Protection (Working with Children) Act 2012 (NSW)*
- *Children's Guardian Act 2019 (NSW)*
- *Children and Young Persons (care and Protection) Act 1998 (NSW)*

Related Documents

- Respectful Workplace Behaviours Policy
- Work Health and Safety Policy
- Child Safe Policy
- Model Code of Conduct for Employees
- Workplace Grievances and/or Incident Procedure
- Induction Procedure

Monitoring and Review

This policy will be monitored and reviewed by the General Manager and the Human Resource Officer to ensure compliance. Once adopted, it remains in force until it is reviewed by the General Manager. It is to be reviewed approximately every two (2) years to ensure that it meets requirements, or sooner if the General Manager determines appropriate.