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	WORK EXPERIENCE PLACEMENT	Date Adopted:	23 Nov. 2023
		Next Review Due:	Nov. 2027

1. INTRODUCTION

As a major local employer, the Wattle Range Council is committed to supporting the employment pathways of local students and job seekers by providing them with the opportunity to gain practical and meaningful employment experience across a range of job types.

The Council's work experience placement program is also an opportunity to provide participants with a greater understanding of the Local Government sector, to promote the Wattle Range Council as an employer and to attract applicants for future Council positions.

2. PURPOSE

This procedure describes the process that Council will follow when it receives applications for work experience placements. The procedure has been developed to ensure a consistent approach in the processing of requests for placements and to ensure there is compliance with organisational policies and procedures and relevant legislation.

3. SCOPE

This procedure applies to all work experience applications received by the Wattle Range Council.

4. DEFINITIONS

Manager/Team Leader: Refers to all manager, team leader and supervisor positions at the Wattle Range Council.

Participant : A person requesting to undertake a work experience placement as a requirement of their secondary or tertiary studies or job seeker requirements.

Placement Supervisor: Staff members who are responsible for the direct supervision of participants undertaking work experience placements.


Work experience placements: An unpaid placement of limited duration undertaken at the Wattle Range Council to enable a student or job seeker to gain work experience and an understanding of the activities undertaken by the Council.

5. PRINCIPLES

5.1 Placements at the discretion of Council

As work experience placements require significant supervision of participants, this requirement must be balanced with Wattle Range Council's resource capacity. All work experience placements will be at the discretion of the Council.

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5.2 Insurance

All work experience placement participants must ensure they are adequately covered by Public Liability Insurance and Personal Accident Insurance. Placements will only be accepted if this requirement is met.

Work experience participants must obtain appropriate insurance cover through their educational institution or employment agency. Placements will not commence until the relevant insurances have been provided and confirmed.

5.3 Role

The work experience placement should provide meaningful work tasks and opportunities to observe duties that are relevant to the student's area of study or career interest.

Work experience opportunities will be limited to positions/roles that:

- pose a low-risk to health and safety, and
- operate within ordinary working hours (i.e., Indoor Staff: Monday – Friday, 8.30 am – 5.00 pm; Outdoor Staff: 7.00 am - 4.00 pm).

5.4 Minimum age

Participants must be at least 15 years of age to be eligible to participate in the work experience placement program.

5.5 Prioritising applications

Requests for work experience placements will be prioritised for participants who live within the Wattle Range Council area.

5.6 Duration of placement

The time period for a work placement is a minimum of one week and a maximum of four weeks unless otherwise agreed with the Human Resources and Risk Manager (HRRM).


6. PROCEDURE

6.1 Request for placement

Participants wanting to undertake a work experience placement need to contact the Wattle Range Council in writing (letter or email) with their request. To be considered, applicants need to provide the following information:

1. applicant's name and address
2. contact details including email address
3. name and address of secondary school/tertiary institution/employment agency
4. preferred work experience dates

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5. areas of work interest (provide up to three preferences)
6. information about Public Liability and Personal Accident insurance.

Council will not consider a work experience placement request until all the necessary information has been received by Council.

Applications need to be received by Wattle Range Council at least **four weeks** prior to the requested commencement date.

Applications are to be forwarded to the HRRM for assessment and processing.

6.2 Review and determination of placements

The HRRM will review the application to ensure all the required information has been included. If necessary, the participant will be contacted to provide any outstanding information.

The HRRM or delegate will contact the manager/s of the participant's preferred areas of work interest to determine the capacity of those areas to provide a placement for the specified dates. If the application cannot be accommodated, the HRRM or delegate will notify the participant.

If the work experience placement can be accommodated, the HRRM or delegate will notify the participant in writing, outlining the placement commencement date, times, role/duties, contact details for the supervisor and including any other relevant information (e.g. WHS requirements).

When the participant has confirmed their acceptance of the placement, the HRRM or delegate will notify the supervisor and provide them with a copy of the participant's application.

6.3 Induction and placement support

On commencement of their placement, the relevant supervisor will provide the work experience participant with an induction. The induction will include a workplace orientation, a discussion of the participant's role and expectations of the participant during their placement (e.g. start and finish times, task description and reporting responsibilities).

It is the responsibility of the supervisor to ensure that safe work practices are demonstrated and adhered to by the work experience participant during the placement. The supervisor will ensure the participant is provided with the appropriate safety equipment required to carry-out the position duties.


7. RESPONSIBILITIES

7.1 Human Resources

The HRRM has the following responsibilities in relation to work experience participants:

- receive and respond to work experience placement requests
- liaise with the appropriate work-area manager to determine whether requests can be accommodated

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- liaise with business units to collect information about where the organisation can provide work experience placements
- ensure that the relevant terms and conditions relating to the placement are agreed between Council and the participant's educational institution or employment program coordinator prior to confirmation of the placement
- obtain the appropriate documentation and indemnities from the institution/work experience participant, including appropriate insurance coverage, prior to any agreement on behalf of the Wattle Range Council to accept the work experience placement request
- assist supervisors with induction and placement support as required
- collect information and maintain records of work experience placements.

7.2 Department Manager/Team Leader of work area

The Council department Manager/Team Leader has the following responsibilities in relation to work experience placement participants:


- determine the suitability and capacity of the work area to provide a work experience program for students/job seekers
- in consultation with the HRRM, develop a structured placement program that provides practical and meaningful work experience
- assign a suitable person to supervise the work-experience student for the duration of the placement.

7.3 Placement Supervisor

The responsibilities of the supervisor in managing work experience participants includes:

- provide the work experience participant with the details and nature of their duties and Wattle Range Council's expectations in terms of time and hours of work, appropriate clothing to be worn and any personal protective clothing and/or equipment that will be provided during the placement period, if required for a particular role
- provide tasks that are interesting and relevant to the participant's field of study/career interests
- provide the work experience participant with details of the appropriate person to contact in the event of an emergency or if the participant is unable to attend the placement (NB: This person can be the supervisor)
- ensure that a work placement does not include operational areas that pose potentially serious work health and safety risks
- ensure that at the commencement of the placement, relevant inductions are completed (e.g. relevant policies and procedures explained, site specific WHS inductions)
- ensure that the work experience participant is appropriately supervised at all times
- maintain records of the work experience participant's attendance
- complete any required review of the work experience participant's performance during the placement as may be required by the educational institution/employment agency

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- ensure the participant is not subject to any form of discrimination, harassment, bullying or exploitation
- immediately notify the HRRM of any concerns regarding the work experience participant. This may include difficulty carrying out tasks associated with the placement or any unsafe or concerning behaviour.

7.4 Work experience participant

Work experience participants have the following responsibilities:

- ensure that Council has been given the required documentation demonstrating the work experience placement is an approved part of the student's/job seeker's program of study
- provide Council with the required documentation for Public Liability Insurance and Personal Accident Insurance
- undertake the required induction and any other training necessary for the placement
- comply with Council policies and procedures and the reasonable lawful instructions of the work placement supervisor
- comply with the behavioural standards set out in the Council's Corporate Standards for Employees
- ensure that appropriate work attire is worn, taking into consideration the nature of the duties and WHS requirements
- contact the person designated as their supervisor during the work experience placement as soon as practicable if they are unable to attend work on a particular day
- discuss (as soon as possible) any issues or concerns relating to the work placement with either the designated supervisor and/or the contact at the relevant educational institution.

8. ASSESSMENT COMPLETED/DEBRIEF


Following the completion of the work experience placement, the supervisor, in consultation with the HRRM, will complete any assessment required by the education institution/employment agency.

The HRRM will meet with the supervisor and/or the manager of the placement work area within two weeks of the completion of the placement to debrief and identify any areas for improvement for future work experience placements.

9. REVIEW

This procedure will be reviewed every four years or earlier if required.

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10. AVAILABILITY

This procedure is available without charge on the Council website: www.wattlerange.sa.gov.au.

A copy of the procedure may be purchased from the Principal Council Office, Civic Centre, George Street, Millicent, upon payment of the prescribed fee in accordance with Council's Schedule of Fees and Charges.

11. REFERENCES & FURTHER READING

References	• N/A
Relevant Legislation:	• N/A
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Corporate Standards for Employees • Customer Experience Policy • Safe Environments Code of Conduct

12. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the procedure.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1.	23 November 2023	ELT	Work Experience Placement Procedure endorsed to replace the Work Exploration Program Policy and Procedure.	Agenda item 6.1 and 6.2, page 2.

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