

1040 Whitehorse Road, Box Hill, 3128
(PH) 9896 4333 (Fax) 9896 4348
www.wml.vic.gov.au

Work Experience Policy

Policy Number	POL/19/1
Effective Date	7 January 2019
Review Date	As required
Responsibility	Manager Corporate Services

Purpose

Work Experience is the short term placement of a student with a host employer, to provide the student with insights into the industry and the workplace in which they are located.

Work experience placements with the Whitehorse Manningham Regional Library Corporation (WMRLC) should provide students with a meaningful, relevant and practical experience of working in a public library environment.

The provision of work experience opportunities is considered to be an important public relations exercise for libraries and the Corporation and one that may provide opportunities to attract applicants to future positions.

Objectives

The objectives of this policy are to:

- Outline the scope of the work experience placements accepted by the Corporation
- Outline the responsibilities of the Corporation, managers, supervisors, employees and participants in work experience placements

1. DEFINITIONS

1.1 Work Experience Programs

These are programs that are arranged as part of a recognised program or course of study and include:

- School work experience programs
- TAFE work experience programs or compulsory industry placements
- University professional experience programs or compulsory industry placements

1.2 Voluntary Work Experience

This 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.

1.3 Community Service

Community Service placements are those arranged as a community volunteering component of structured secondary school programs or recognised award programs such as the Duke of Edinburgh Award.

2. ELIGIBILITY

- The Corporation will not accept applications from participants under 15 years of age; all work experience and community service participants must be aged 15 years or over
- Secondary School Work Experience placement students should be in Year 10 or higher. Priority is given to students who live **and** attend a school within the boundaries of the Cities of Manningham or Whitehorse
- Priority for Community Service placement is given to secondary students who live within the boundaries of the Cities of Manningham or Whitehorse
- Placements for tertiary students will only be considered where it is a course requirement of the relevant tertiary institution. Priority is given to students working towards a library studies qualification
- Applicants are required to attend an interview as part of the selection process
- A placement is not confirmed until the appropriate work experience or community service documentation has been provided to the Corporation by the school, community organisation or tertiary institution.

3. NUMBER OF PLACEMENTS

The Corporation will provide as many opportunities for work experience as reasonably can be accommodated and supervised without compromising the operation of the library service. The number of placements available may be limited to ensure that each participant is provided with a safe, relevant and meaningful experience.

It is at the discretion of the Corporation as to whether requests for a work experience or community service placement are accepted or declined.

4. RESPONSIBILITIES

4.1 Corporation Responsibilities

The Corporation has a legal obligation to:

- Provide a safe and healthy working environment for work experience / community service participants free of bullying and harassment
- Supervise secondary school students at all times during their work experience placement
- Comply with privacy legislation with regards to storage of records pertaining to the work experience placement
- Comply with the Victorian Child Safe Standards and Reportable Conduct Scheme introduced under the Child Wellbeing and Safety Act 2005

4.2 Manager Corporate Services

The Manager Corporate Services or delegated officer has a responsibility to:

- Appropriately determine whether or not a work experience participant can be accommodated
- Ensure that the relevant terms and conditions relating to the placement are agreed between the Corporation and the participant's educational institution or program coordinator prior to confirmation of the placement
- Allocate an appropriate responsible person to supervise the student and ensure that they are supervised at all times
- Ensure that the storage of records complies with privacy requirements and that any medical information pertaining to the participant is treated confidentially
- Ensure the requirements specified by the participant's educational institution or program coordinator are met
- Report any allegations of Reportable Conduct or misconduct that may involve Reportable Conduct to the Chief Executive Officer

4.3 Branch Manager / Team Leader / Department Manager

The delegated supervisor has a responsibility to:

- Ensure the participant is supervised at all times during the placement
- Develop a structured placement program schedule
- Provide an appropriate orientation and induction that includes Health and Safety requirements
- Ensure that participants are advised of and comply with Corporation policies and procedures
- Notify the relevant institution, where appropriate, of any concerns regarding the participant immediately they become apparent
- Notify the relevant institution of any absences
- Maintain records of the participant's attendance, complete any required appraisals of the participant's performance during the period of placement and meet any other reporting requirements related to the placement
- Arrange payment to the student if required
- Report any allegations of Reportable Conduct or misconduct that may involve Reportable Conduct to the Chief Executive Officer

4.4 Work Experience / Community Service Participants' responsibilities

Work experience/ community service participants are expected to:

- Provide the Corporation with documentation from the relevant institution to demonstrate the placement is an approved part of a relevant program or course of study and that they are covered by the insurance policy of that institution
- Comply with Corporation policies and procedures and the lawful instruction of supervisors; noncompliance may result in the termination of a placement
- Contact their designated supervisor as soon as practicably possible, should they be unable to attend on any particular day
- Discuss any issues or concerns relating to the activities assigned to them with their designated supervisor
- Ensure that they are appropriately attired taking into consideration the nature of the duties, occupational health and safety requirements and contact with the public
- Commence work at 9.00am and finish at 4.00pm, unless otherwise specified by the relevant manager or supervisor
- Hold a current Working With Children Check Card if over the age of 18

5. APPLICATIONS

All requests for work experience / community service placements must be accompanied by the appropriate documentation from the relevant educational institution or organisation.

Requests for Work Experience and Community Service placement are via the Corporation website application form. Cut off dates will be advised via the website for placement availability.

The Corporation will assess all requests to determine whether the placement can be accommodated and supervised appropriately without compromising the operation of the library service. To determine suitability for placement, applicants are required to attend an interview.

6. DURATION OF PLACEMENT

The maximum duration for a placement is dependent on the type of work experience program and the Corporation's ability to accommodate the request within its operation requirements.

- School work experience – minimum of one week and maximum of two weeks
- TAFE and University professional placements – by negotiation between the coordinator of the educational institution and the Corporation, maximum of two semesters
- Community Service programs – by negotiation between the participant and the Corporation – minimum of one hour per week and a maximum of two hours per week.

To ensure appropriate supervision, the hours for placements will be arranged for weekdays between 9am and 5.30pm during Victorian public school terms. Requests for

placements that include evening and weekend hours are generally unable to be accommodated.

7. CONFIRMATION OF PLACEMENT

Applicants who are accepted for a placement will have the dates and attendance hours confirmed along with where to report to on their first day and the details of their supervisor for the duration of the placement.

8. ASSESSMENT

The Corporation must be provided with the expected reporting and assessment requirements for work experience / community service placements. A copy of any written reports and / or assessments will be retained by the Corporation.

All Teachers / Lecturers / Supervisors of work experience / community service placements visiting the participants in the workplace must do so by appointment with the Corporation.

9. PAYMENT

The Corporation must be advised of any requirement for payment to a student participating in the work experience placement at the time of application. Payment is not applicable to Community Service placements.

10. RELATED WMRLC POLICIES AND DOCUMENTS

- Occupational Health and Safety Policy
- Equal Opportunity Policy
- Workplace Bullying and Occupational Violence Policy
- Privacy Policy
- Work Experience Procedures
- Child Safe Policy
- Reportable Conduct Policy
- Records and Information Management Policy

11. REVIEW DATE

This policy will be reviewed as required.