



# Work Experience Information Package



*We're with you*

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## 1 Introduction

Local Government offers a range of career opportunities and the opportunity to make a contribution to your local community at the same time!

Wingecarribee Shire Council encourages students in Years 10, 11 and 12 or those studying at TAFE, university, or college to be part of our Work Experience Program.

The program provides students with the opportunity to learn about the broad range of careers and employment opportunities within Council, whilst also providing students an opportunity to develop skill, knowledge and experience by being placed within the field of their choice.



### **Why choose Wingecarribee Shire Council for my work experience placement?**

We are located midway between Sydney and Canberra in the beautiful Southern Highlands, a place that leaves a lasting impression with its diverse landscape and picturesque pasture lands and surrounding wilderness.

In addition to this you will be amazed at the types of roles and career possibilities that are available at Council. Many of our employees started their journey with Council over 10, 20 and 30 years ago. Many of these employees have worked in several roles within Council, including our General Manager Lisa Miscamble who commenced her employment over as a teacher and has taken opportunities to build and broaden skills to be the General Manager to be one of the largest employers in the Region.

Council has a training and development program, that has been designed to further develop our employees to help them grow within council. We encourage our employees to further their education and training.

Our employees have access to tertiary assistance, part or full payment of courses, attendance at conferences and network meetings, paid days to attend training and payment of all compliance training required by our employees, plus much more.

Our Work Experience program provides students with insight into the diversity of employees and careers within Council, whilst also assisting students in their transition from school to work:

- Providing students with an opportunity to relate school studies with a workplace
- Preparing students for the demands and expectations of the working environment

- Helping students make informed career decisions by assessing their aptitudes and interests and exploring potential career pathways
- Improving student confidence and self-reliance
- Providing a link between school and local community
- Providing students with appropriate knowledge, skills and attitudes concerning both paid and unpaid work
- Identifying interests in several areas that may align with your own life interests

Work experience as a program to help students explore, develop, and refine their career aspirations.

Our program prioritises students currently studying and living within the local government area however we will also consider out of area applications.

Work experience placements are available throughout the year, with the number and timing of placements dependent on whether the business unit can provide an effective on-the-job experience.

All Work Experience Placement Requests will be reviewed within four weeks of receipt. Applicants will be provided with notification of their application via return email.

### **What is required prior to placement?**

- A completed work experience placement application form
- A copy of the Studying Institutions Public Liability Insurance
- Where required depending on the area requested for work experience:
  - A copy of supporting documentation e.g. White Card, Working with Children Check (the student is responsible for obtaining these documents independently)
- Completed work experience consent form if student is under 18 years of age
- For High School students, a copy of the education provider's work placement form completed by the student, school and Wingecarribee Shire Council

## 2 Areas of Interest

Council's work experience placement program offers unpaid career development opportunities for students from a range of fields related to the work of Council.

These include:

- Business Administration
- Out of School Hours Care (OOSH)
- Civil Construction (Roads)
- Community Development
- Electrical
- Engineering - Mechanical Trade (Fitting/machining)
- Environmental Health
- Finance (unavailable between June and September)
- Heavy Vehicle Mechanics
- Information and Communications Technology
- Information Management (Records)
- Infrastructure Construction
- Libraries
- Parks and Open Spaces
- People and Culture
- Project Management
- Roads Maintenance
- Tourism and Events
- Town Planning and Assessment
- Water Industry Operations

Work experience placements are limited to one week, however if you are studying a course that requires set hours, please detail these requirements, noting that additional requirements are not guaranteed.

All work placements must be organised and approved through Council's People and Culture Branch.

## 3 Am I Eligible for Work Experience?

You can apply if you:

1. Are a student currently studying (high school Years 10, 11 or 12, TAFE, university, or college)
2. Can provide insurance coverage from your place of study (certificate of currency for Public Liability and Personal Injury insurance)

3. Provide additional supporting documentation (as required) for specific area of placement.

## 4 Application for Work Experience

Complete the Work Experience Application Form attached to this document and submit via email to [Human.resources@wsc.nsw.gov.au](mailto:Human.resources@wsc.nsw.gov.au)

In the email subject: 'Work Experience Request'

## 5 Insurance Requirements

To be eligible for work experience, the work experience student must apply for work experience through an organisation which provides insurance cover for public liability.

Council is unable to provide work experience unless the participant is covered by the relevant insurance.

**Please note:** Applicants are required to return the education providers relevant insurance details and documentation with a completed application form. Applications will not be assessed or processed without all documentation.

## 6 Approval to Commence Work Experience with Council

Every effort will be made to accommodate students seeking work experience placement, however, approval of work experience placement is subject to availability, time constraints and workload of Council staff in the requested area. T

If you are accepted to participate in the work experience placement with Council, we ask that you:

- Are punctual and adhere to hours negotiated, and if you are running late or unwell and can't attend, contact your work placement supervisor at Council
- Note that Council will contact your education provider should you fail to attend as per agreed schedule
- Read and agree to Council's Code of Conduct and WHS requirements

## 7 Responsibilities of Supervisors of Work Experience Students

- Ensuring that an appropriate workspace for the work experience student is arranged
- Completing the Work Experience Checklist with the work experience student
- Ensure that Council's Code of Conduct is read and understood
- Establish an agreed work plan for the period of workplace learning. This ensures that the work experience is valuable and measurable.
- Introducing the work experience student to other team members and relevant staff

- Monitor progress of the work experience student to ensure the agreed workplace learning program is adhered to
- Complete any feedback/evaluation forms issued by the education provider, where required

## 8 Responsibilities of People and Culture

- Act as the point of contact between the organising education provider, student, and council
- Receive and respond appropriately to requests from applicants and education providers requesting work experience
- Liaise with the appropriate council officer to determine whether requests can be accommodated
- Obtain documentation required to substantiate the work experience placement, including provision appropriate insurance coverage, contact details and training organisation details prior to any commitment on behalf of council to accommodate the request
- Assess whether the work experience participant is over the age of eighteen and may need to provide evidence of a Working with Children Check if in a placement whereby they may be observing or working with children
- Determine the amount of work experience that can be accommodated
- Allocate a responsible person to supervise the work experience student
- Provide the work experience student with details of the appropriate contact officer in case of emergency or inability to attend
- Maintain records of the work experience student, details, application, and confirmation letter
- Assist the supervising branch who oversee work experience placements, including ensuring appropriate induction programs are completed, monitoring the progress of the work experience participant
- Send correspondence to the work experience student on completion or non-completion of the agreed workplace learning program

## 9 Attachment A – Work Experience Application Form

### Application Checklist

Please note, the following documents must be included with your completed Work Experience Application form.

- Completed application form
- A copy of the education providers Public Liability Insurance
- A copy of supporting documentation e.g. White Card, Working with Children Check etc. where required
- Completed work experience consent form if student is under 18 years of age
- For High School students, a copy of the education provider's work placement form completed by the student, the school, and Wingecarribee Shire Council prior to placement.

Applicant Details
Applicant Name:
Email:
Mobile/Contact number:
Street Address:
City, Town, or Suburb:
State:
Emergency contact name:
Relationship to applicant:
Mobile/Contact number:

<b>Education Provider Details</b>
Name of Education Provider:
Name of teacher/placement coordinator:
Phone number of teacher/placement coordinator:
Email address for teacher/placement coordinator:

<b>Student Placement Requirements</b>
Please tick the following boxes that apply to you:
<input type="checkbox"/> I am a resident of the Wingecarribee Shire Local Government Area <input type="checkbox"/> I attend an educational institution in the Wingecarribee Shire Council Local Government area <input type="checkbox"/> I am studying a specialised subject at University/TAFE, which relates to a career within Council <input type="checkbox"/> Other program (e.g. special employment program)
If you ticked 'Other program' provide details of the program.
_____
Are you directly related to an employee at Wingecarribee Shire Council?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state the name of the employee and relationship
_____
What type of work experience/placement are you looking for?
<input type="checkbox"/> High School general work experience <input type="checkbox"/> High School work placement (VET course) <input type="checkbox"/> Registered Training Organisation i.e. TAFE work placement (as part of course requirements) <input type="checkbox"/> University work placement (as part of course requirements)
If you are a high school student, what year are you in? <i>(If you are under 18 years of age you will need to attach the completed consent form at the end of this application)</i>
_____

If you are completing a qualification, what is the name of the qualification?

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If completing a qualification, is work placement compulsory as part of your studies?

- Yes
  - No
  - No, however the studying institution will provide public liability insurance
- Please tell us the number of days or hours you are seeking for your work experience placement.

The preferred commencement date is: \_\_\_\_\_

Date to be completed by: \_\_\_\_\_

Please tick which days you are requesting work experience placement.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

What are your areas of interest?

- Business Administration
- Out of School Hours (OOSH)
- Civil Construction (Roads)
- Community Development
- Electrical
- Engineering - Mechanical Trade (Fitting/machining)
- Environmental Health
- Finance (unavailable between June and September)
- Heavy Vehicle Mechanics
- Information and Communications Technology
- Information Management (Records)
- Libraries
- Parks and Open Spaces
- People and Culture
- Project Management
- Tourism and Events

- Town Planning & Assessment
- Water Industry Operations
- Other

If you ticked 'Other' please advise your area of interest.

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Students will require a General Induction for Construction Work Certificate (White Card) for the following areas:

- Civil Construction (Roads)
- Electrical
- Engineering - Mechanical Trade (Fitting/machining)
- Environmental Health
- Heavy Vehicle Mechanics
- Parks and Open Spaces
- Project Management
- Water Industry Operations

Council is committed to provide an accessible, safe, diverse, and inclusive workplace for all. To assist us identify and to support students, please state if you require any support or any additional assistance during the work experience process.

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**Declaration:**

To be considered for a work experience placement students must acknowledge that they understand and agree to the conditions below (please tick each box). \*

- I will perform my duties during the placement to the best of my ability and will comply with all reasonable directions of Council and its employees.
- I will adhere to Council's Code of Conduct and WHS requirements
- Throughout my work experience I may have access to information which is confidential. I will not convey to any person outside Council's workforce any knowledge or information which is gained during the placement.
- I agree to conduct myself under the guidance and supervision of the Council employee responsible for the area of work for which I have applied.
- I agree to contact People and Culture if I intend to vary the nature of work specified in this application or if I experience any problems with the work I am undertaking.
- I understand that Council may terminate my work experience placement if I do not comply with any aspect of this agreement.
- I agree to inform Council of any injuries sustained whilst undertaking work experience activities
- I understand that all claims for any medical costs incurred as a result of my work experience activities will be made upon my own medical fund.
- I agree to conduct myself in a constructive and cooperative way with Council staff and comply with any safety procedures requested.
- I understand that I am volunteering my services to Council and will not receive remuneration for my services.

Applicant Name

Applicant Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Parent/Guardian consent (Required if student is under 18)**

I consent to (name) \_\_\_\_\_ undertaking work experience as stated on the application form.

Parent/Guardian Name

Parent Guardian Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_