

ADOPTED	
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## 1. Aim

- 1.1. Mid-Western Regional Council ("Council") acknowledges the importance of providing unpaid work experience for people undertaking educational training at High School, TAFE, University or College.
- 1.2. The availability of work experience is subject to time constraints and workloads of Council staff in the area where work experience has been requested.
- 1.3. This Procedure outlines guidelines for Council staff in considering and accommodating requests for work experience.

## 2. Objectives

- 2.1. Council accepts its responsibility to provide meaningful work-experience as an opportunity for participants to gain an understanding of the requirements of the particular occupational area in which they have a genuine interest and are placed. As work experience requires close supervision of participants, this responsibility must be balanced with Council's operational requirements.

## 3. Eligibility

- 3.1. Council can provide unpaid work experience placements to students who are currently studying in Years 10/11/12; TAFE, University or College.
- 3.2. If Council receives more work experience requests than can be placed, preference is given to students who are residing in the Mid-Western Regional Council area.
- 3.3. A Student interested in undertaking work experience with Council are required to complete the application form and email the request to [workexperience@midwestern.nsw.gov.au](mailto:workexperience@midwestern.nsw.gov.au), providing at least four weeks' notice of their requested starting date.

## 4. Induction Process

- 4.1. All Work Experience students are to participate in the Induction process with the Workplace Health and Safety Officer (or delegate) prior to commencement of first rostered shift.
- 4.2. Certificate of Completion will be placed on Student's file.

## 5. Process for Application

1. Complete application form (as attached) and email the request to [workexperience@midwestern.nsw.gov.au](mailto:workexperience@midwestern.nsw.gov.au), providing at least four weeks' notice of requested commencement date.
2. Human Resources will make contact with the applicant/institution within a week of receiving the application.
3. All Students must provide a valid copy of their educational institution's insurance documentation prior to commencement of work experience.
4. Students requesting Work Experience in the Community Care department must provide a current Criminal History Check.
5. Students requesting Civil Engineering Work Experience must hold a current White Card.
6. Students requesting Work Experience in an area that requires PPE, then suitable PPE will be provided by the Student.