

Flinders University Work Experience Guidelines

Purpose

These Work Experience Guidelines set out the process for colleges and portfolios across the University who elect to host work experience students in their work area.

A work experience arrangement must not commence without adherence to the requirements in these guidelines and approval from the Director of College Services (DoCS) or relevant portfolio head.

By agreeing to host a student, the Portfolio/College is accepting responsibility for completing all tasks associated with the placement.

The college/portfolio is under no obligation to host work experience students; however, it is recognised that some staff are keen to support these programs. These guidelines are designed to minimise the administration required whilst ensuring all compliance requirements are met.

Scope and Eligibility

These work Experience Guidelines apply to students from a High School or Recognised Training Organisation (RTO) such as TAFE.

To be eligible to participate in work experience at Flinders University, a student must be a current student at a High School or Recognised Training Organisation (RTO) such as TAFE, with a structured work experience placement criterion for their study, with appropriate insurance cover applied by the education provider.

Work Experience is an unpaid placement; no payment or tangible incentive or reward is to be provided to the student. Work experience does not lead to paid employment.

Work experience or internships are not available for individuals seeking to gain work experience or build their resume, all work experience must form part of a formal recognised education program described above.

University placements as part of a Workplace Integrated Learning (WIL) program fall outside of the scope of these guidelines as there is an established program for this at most Universities

Applying to do a Work Experience Placement

If a student is interested in participating in work experience at Flinders University the onus is on them to approach an area, or academic staff member directly, to request the placement, with an idea of what they are hoping to achieve if a placement can occur.

- Post-secondary work experience participants will likely have clear objectives with competencies they need to demonstrate.
- High School work experience participants are more likely seeking to gain an introduction to a career path or field of study.

There is no obligation on a supervisor or an academic staff member to host a work experience applicant.

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Hosting a Student

By agreeing to host a student you are responsible for their induction, which includes a Work Health and Safety (WHS) introduction into the work area, and their allocation of appropriate tasks and supervision during their placement.

Click [here](#) for further information for workplace providers hosting a student.

Working With Children Check (WWCC)

To host a student who is likely to be under the age of 18 years, more than once in a 12-month period (i.e. greater than 7 days in a 12-month period accumulative for all students) it is mandatory to hold a current WWCC

Contact your local P&C Coordinator to ensure your WWCC is valid **prior** to accepting a work experience student.

Supervision

The requirements and level of supervision required may vary depending on the type of work experience student you are hosting. The supervisor is expected to allocate appropriate tasks for the work experience student to ensure that they can appropriately experience the workplace.

A student who is undertaking their work experience or placement as part of tertiary education, will likely have a course guide or competency guide to complete and sign off during their placement.

Hours

Work experience week generally runs from Monday through to Friday and the hours are usually between 9am – 5pm with a lunch break provided. Some variation in hours may be required for work placements specific to the course of study, particularly with RTOs.

Host Agreement and delegated signatory

A Host Agreement/Work Experience form (provided by the student's educational institute) must be signed by all named parties. The Director of College Services (DoCS)/Portfolio Director or delegate will sign the Host Agreement on behalf of the University.

A completed copy signed by all parties must be provided to the University and forwarded to the appropriate Director of College Services/Portfolio head **prior** to the placement commencing.

This Agreement covers general terms and conditions and student insurance during the placement.

Any sign off on competency demonstration for tertiary courses will be completed by the supervisor hosting the student.