

## GUIDELINES ON WORK EXPERIENCE

- **Overview**
  - **Objectives**
  - **Application**
  - **Guidelines**
  - **Responsibilities and/or Authorities**
  - **Cross References**
  - **Further Assistance**
- 

### OVERVIEW

These guidelines reflect the preferred and accepted practice of the University in managing work experience placements.

### OBJECTIVES

The purpose of work experience is to provide an opportunity to students and other members of the community to undertake unpaid work in the University to:

- Gain practical experience,
- Develop workplace skills,
- Increase self-confidence,
- Increase their understanding of the work involved in a particular field; and
- Develop a greater understanding of work-life issues.

### APPLICATION

Work experience at UniSA is managed by the local area and may be available to:

- High-school and TAFE students seeking a placement through their own institution's established work experience program.
- Tertiary students and other community members where opportunities, appropriate to the knowledge, skills and expectations of the work experience participant, are available in a local work area.

Work experience may be full or part time and should not normally exceed three months. The length and time commitments must be negotiated prior to the commencement of the program.

## **GUIDELINES**

### **1. Initiating a work experience placement**

#### Managing expectations

When negotiating work experience the local Manager and People, Talent and Culture (PTC) contact should ensure that the expectations of both the work experience participant and the University are clear. Prior to commencement of the placement, the work experience participant should be provided with written details of the University's expectations. During the period of work experience participants are required to comply with all University policies and procedures.

#### Workers Compensation and Insurance Coverage

Work experience participants are not covered for Workers Compensation as they are not classified as employees under the Return to Work Act 2014. However, the University has a duty of care to work experience participants to provide a safe work environment and safe systems of work.

Responsibility for insurance coverage must be determined prior to commencement of the work experience placement.

Students from other educational institutions who undertake work experience as part of an established work experience program are covered by the University's Public and Products Liability insurance. They will also need to be covered for Personal Accident by their own educational institution.

UniSA students undertaking work experience as a compulsory requirement of their program of study are covered by the University's Insurance Policies subject to conditions. Full details of Insurance provisions for students can be found at:

<https://i.unisa.edu.au/staff/finance/faqs/faqs-on-student-insurance/>

All other work experience participants are covered by the University's Public and Products Liability insurance only.

Summaries of the University's insurance policies are provided on the University Finance Web pages <https://i.unisa.edu.au/staff/finance/services-we-provide/insurance-landing-page/>

The University's Public and Products Liability insurance provides cover for University negligence, which causes bodily injury or property damage. The local cost centre would be responsible for any insurance excess.

#### Developing a program

The local Manager is responsible for developing the work experience participant's work experience program including:

- An appropriate induction program to introduce the participant to the new environment.
- A work program that includes a range of activities appropriate to the knowledge, skills and expectations of the work experience participant
- Opportunities for the work experience participant to take part in a range of normal University activities during the course of the placement
- An appropriate support network with regular feedback sessions (at least fortnightly) during the period of the work experience placement.

- Support to maintain an appropriate record of activities undertaken, skills used and knowledge acquired during the placement.
- Access to information required for the work to be undertaken, e.g.:
  - Induction checklist (WHS23)
  - University policies, procedures and guidelines

### Engaging a participant

The [Work Experience Placement – Checklist](#) should be used by Managers, when developing a work experience program, to ensure that University and participant requirements and expectations are met.

The [Work Experience Agreement](#) must be understood and signed by both the local Manager and work experience participant prior to the commencement of the placement to ensure that the expectations of both parties are clear.

The local PTC contact must record the work experience participant as non-employee/work experience in the EmpowerHR system using the [Appian](#) online form - Approval to Appoint – Non-Paid.

## **2. Reviewing a work experience placement**

At the end of the work experience placement the local Manager is required to conduct a meeting to determine how successful the placement was in meeting the expectations of both the participant and the University. A [Work Experience Evaluation – Form](#) is available for local managers to use for participant feedback.

## **RESPONSIBILITIES AND/OR AUTHORITIES**

### **Manager/Supervisor**

Developing a work experience program that meets the expectations of both the University and the participant.

### **Work Experience Participant**

Complying with University policy and procedures.

Undertaking work as directed by the manager/supervisor in the areas.

Advising the manager/supervisor immediately of any issues that may impact on the work experience placement outcomes.

### **People, Talent and Culture**

Providing advice and support to the local area considering taking on a work experience participant.

Reviewing these guidelines

Providing advice and support as required.

## **CROSS REFERENCES**

[Work Experience Agreement](#)  
[Work Experience Placement – Checklist](#)  
[Work Experience Evaluation – Form](#)

## **FURTHER ASSISTANCE**

Management and participants may seek further advice from:

- Their immediate Manager/Supervisor
- People, Talent and Culture
- their immediate manager/supervisor

Updated: January 2017  
Amended: August 2017  
Amended: January 2019  
Amended: March 2020