



ADMINISTRATIVE POLICY
MOUNT ISA CITY COUNCIL
Work Experience Policy

DISTRIBUTION DATE 17/07/2017 VERSION V2

APPLIES TO ADMINISTRATIVE POLICIES ONLY

This an official copy of the **Work Experience Policy**, made in accordance with the provisions of *Local Government Act and Regulations, Mount Isa City Council's Local Laws, Subordinate Local Laws and current Council Policies*. The **Work Experience Policy** is approved by the Chief Executive Officer of Mount Isa City Council as an **Administrative Policy** for the operations and procedures of Council.

This Policy serves as Staff Instruction and is not a Council Policy adopted by Council resolution. It does not therefore form part of the Council Policy Register. It is recorded under the Administrative Policy Register and is managed by the Chief Executive Officer and distributed to staff for their instruction.

Michael Kitzelmann
Chief Executive Officer

DOCUMENT VERSION CONTROL

I/R	889171	FILE	1208 Policy Register	POLICY TYPE	Administrative (CEO)
VERSION	DATE	RESPONSIBLE OFFICER	DESCRIPTION OF CHANGES		
V2	17.07.2017	Human Resources Coordinator	Minor changes to formatting and language		
			REVIEW DUE	07/2019 Review by CEO	
			EXTINGUISHED	00.00.0000 No further action required.	

1. PURPOSE

- 1.1 The purpose of this policy is to provide direction for Council to support unpaid work experience and vocational placements. Council will facilitate placements where possible, to enable students to gain an insight into a particular occupation and exposure to local government.

2. COMMENCEMENT OF THE POLICY

- 2.1 This policy will commence from 17 July 2017. It replaces all other Work Experience policies of Mount Isa City Council ("Council").

3. APPLICATION OF THE POLICY

- 3.1 This Policy applies to students of schools or educational institutions that are approved to enter into a work experience agreement with Council.

4. DEFINITIONS

- 4.1 **"work experience"** refers to an arrangement not exceeding 30 work days in a calendar year, made between an educational institution and Council, under which Council provides unpaid work experience to a student as a part of their secondary/TAFE/University education.
- 4.2 **"vocational employment"** refers to an employment agreement made between Council and a University/College where vocational placement is a mandatory as assessable part of the course. This placement is voluntary and is unpaid.
- 4.3 **"student"** means an individual who is at least 14 years of age at the time of placement and is enrolled in an educational establishment.
- 4.4 **"educational establishment"** is a secondary school, University or TAFE College.

5. RESPONSIBILITIES

- 5.1 The supervisor of the relevant section will determine whether or not a work experience or vocational employment arrangement can be affectively accommodated at any given time. The section supervisor is responsible for effective supervision, instruction and monitoring of the student during their placement.
- 5.2 The supervisor is to ensure the student is sufficiently supervised at all times to ensure the students safety and the confidentiality of Council is maintained.
- 5.3 Human Resources are responsible for coordinating the documentation associated with the work experience/vocational employment placement.
- 5.4 The section supervisor is responsible for carrying out a site specific induction on the first day of placement.
- 5.5 The student shall comply with all Council policies, procedures, legislation and all reasonable lawful instructions.
- 5.6 The student shall maintain the strictest of confidentiality with all Council information and sign a "Work Experience Placement Protection of Confidential Information" form prior to commencement of their placement.

6. BREACH OF POLICY

- 6.1 Where an employee breaches this Policy, disciplinary action may be taken against them as per Council's Performance and Misconduct Policy.
- 6.2 Where a student breaches this Policy, Council may terminate their placement immediately and notify their educational institution.

7. APPLICATION PROCESS

- 7.1 All requests for work experience or vocational employment must be made in writing and addressed to the Human Resources section, providing a minimum one months' notice.



ADMINISTRATIVE POLICY
MOUNT ISA CITY COUNCIL
Work Experience Policy

DISTRIBUTION DATE 17/07/2017 VERSION V2

- 7.2 Work experience and vocational employment agreements can only be entered into by Council and an educational institution and may not be made directly with a student.
- 7.3 The educational institution must provide evidence of insurance indemnifying the student and Council against liability for personal injury or property damage.
- 7.3 No more than two students are permitted to be placed in a section at any time to ensure effective on the job experience and supervision. Preference will be given to students associated with Mount Isa.
- 7.4 The main benefit of work experience/vocational employment is to the student and Council will not require the student to perform work that would increase business output or productivity. Whilst the student may perform productive activities, there is no expectation or requirement for productivity in the workplace.

Variations

Council reserves the right to vary, replace or terminate this policy from time to time.

Associated Documents

- Work Experience Checklist
- Workplace Experience Placement Protection of Confidential Information form
- Work Experience Application form
- Work Experience Participant Information form
- Work Experience FAQ's
- Work Experience Feedback form
- Work Experience Supervisor Information form