



University of
South Australia

GUIDELINES ON WORK EXPERIENCE

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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
- 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 Human Resource 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 and 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 Workers Compensation and Rehabilitation Act, 1986. 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 Liability policy. 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 can be found at:

www.unisa.edu.au/fin/insurance/student_placements.asp

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

Summaries of the University's insurance policies are provided on the University Finance Web pages <http://www.unisa.edu.au/fin/insurance/default.asp>

The University's Public 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 (at least fortnightly) sessions 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 such as:
 - [OHSW Induction](#)
 - [University Induction](#)
 - [University Policies and Procedures](#)

Engaging a participant

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

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 HR contact must record the work experience participant as non-employee/work experience in the EmpowerHR system using the [HRIS 002np](#).

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. An [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

Human Resources Contact

- providing advice and support to the local area considering taking on a work experience participant

Human Resources Unit

- 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
- the designated HR contact for their area
- the Human Resources Unit

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