

Welcome to the new way of offering work experience! Experience for work asks you, the employer to design an inspiring and authentic experience which best showcases your workplace. See some of the experience for work opportunities already loaded on the site for ideas, or check out the Work Inspirations booklet for employers, loaded under the resources tab for employers, on the Experience for Work home page.

Make sure the experience you design, introduces your participants to as many of the various roles and responsibilities within your industry as possible, particularly the unexpected ones. Through an immersion experience, your participants need to discover what your company does, what life and work experiences, you value, your preferred study qualifications, and how current employees' career pathways led to their dynamic roles today.

Experience for work provides carer seekers with just one thing, a real opportunity to experience the world of work first hand in a meaningful and inspiring way.

Therefore each Experience for Work model will be different, reflecting the particular needs and opportunities with the placement company, and within its specific industry.

For free supporting resources, video case studies, materials and model ideas see www.workinspiration.com.au



Experience for work seekers will not contact you directly. Their approach will be made through the Geelong Workforce Development Centre, once their application has been received, their interests and skills sets are matched, and an appropriate process of application established.

Experience for work offers you, our regional industry

- the opportunity to inspire our future workforce
- interactive, meaningful and enjoyable experiences reengaging careers seekers with their community and the opportunities within it
- personal and professional development opportunities for yourself and your staff in the process of creating inspirational work placement activities.

Employers' responsibilities

There are no salary or wage payments to an experience for work participant.

Insurance is provided by the GRLLLEN. Signing the placement agreement activates WorkCover for the participants. See the Insurance form under employer resources for further information.

Procedures for lodging a WorkCover claim. If a participant is injured during a placement, the employer should immediately contact the GRLLLEN or their nominated contact person.

Grievance resolution is the responsibility of the GRLLLEN. In the first instance, complaints involving participants, host employers or assessors should be referred to the GRLLLEN contact person for initial discussions; the GRLLLEN CEO shall also be involved in the resolution process to ensure a satisfactory outcome is achieved for all parties.

The Experience for Work practical placement agreement form contains details of the placement and the parties involved, with their responsibilities. This must be signed by the host employer, GRLLLEN and the participant before the placement begins. Signing the agreement also activates the WorkCover insurance provided by the GRLLLEN. It is therefore a safeguard if something unexpected occurs or if legal claims are made over any incident during the placement.

The agreement may be amended or cancelled at any time by either party in consultation with the GRLLLEN.

Support during and debriefing after placement

During and after the Experience for Work placement employer and participant reflection provides valuable feedback on the usefulness of the practical placement and the participant's experience. This process helps the participant gain more from the practical placement and to integrate the placement with the off-the-job training. Talking about experiences and analysing difficulties and successes can increase the participant's confidence and ability to benefit from future employment.

*Work Inspirations is an international work experience program developed by NAB, the foundation for young Australians and the Smith Family which provides career seekers with the opportunity to experience the world of work first hand in a meaningful and inspiring way.

Following a successful placement, the participant may seek employment with the host employer or ask for a work reference; however this is not an expectation of the experience for work placement.

Placing participants with special needs

Occasionally a participant may have special needs. We take great care when matching a participant with special needs to a host employer, discussing the participant's needs with the host to ensure they can be met, or recognising the participant and host employer are not a suitable match. We must also consider the issue of confidentiality in disclosing any information about a participant during initial discussions.

Ensuring safety during the placement

When arranging placements for participants we have a duty of care to the participants. This involves taking reasonable care to minimize foreseeable risks of harm to the participant. The host employer needs to take into account:

- the age, health, maturity, experience, physical and intellectual ability of the participant
- the suitability of the host employer for meeting a particular participant's needs, including safety, supervision and equal opportunity practices

The participant should give the host employer and GRLLLEN an emergency contact number in the case of injury in the workplace.

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