

Experience for work application process.

You will find the **Application Form** for each experience loaded on the experience for work site, under the **apply** button. Click on the experience you are interested in, read the details and follow the prompts.

Each experience is uniquely designed by the provider, and each application form is also unique to that experience. Once you have filled out the form and sent it off, you will be contacted by the Geelong Workforce Development Centre and guided through the steps to start your unique and privileged insight into a leading 21st century Geelong workplace.

Experience for work is a new approach to traditional work experience. Designed by employers and based on the Australian Work Inspiration model, Experience for Work offers you an inspiring and authentic experience in a dynamic regional workplace. During the placement you will discover the various roles and responsibilities in an industry or organisation, what the company does, what experience and learning it values, and how its current employees' career pathways led to their roles today.

Experience for work offers career seekers:

- supported, mentored and active experience for work
- knowledge of how careers happen and what it takes to be successful in particular workplaces
- enhanced understanding of the industry, the workplace and the relevant career pathways, through the eyes of industry participants
- an inspirational immersion experience of a new and dynamic regional industry
- contacts, experience, personal feedback and encouragement

Experience for work offers industry

- the opportunity to inspire you, our future workforce
- interactive, meaningful and enjoyable experiences engaging you with your community and the opportunities within it
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Experience not pay.

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

Insurance is provided by the GRLEN. Signing the placement agreement activates WorkCover for the participants. For more information about insurance see the insurance form under resources on the Experience for Work home page.

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

Grievance resolution is the responsibility of the GRLEN. In the first instance, complaints involving participants, host employers or assessors should be referred to the GRLEN contact person for initial discussions; the GRLEN 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 contains details of the placement and the parties involved, with their responsibilities and must be signed by the host employer, GRLEN and participant before the placement begins. Signing the agreement also activates the WorkCover insurance, 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 GRLEN.

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 GRLLEN an emergency contact number in the case of injury in the workplace. We should nominate a staff member for contact by the participant and the host employer during the placement.

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