**WORK EXPERIENCE POLICY**

This template policy is intended to assist member businesses develop their own workplace policy. The following information should be used as a guide only. Any wording changes, other than those to insert a business name, may change the context, meaning or purpose of the policy. We recommend you receive advice from the Victorian Chamber of Commerce and Industry prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on **(03) 8662 5222**

**Disclaimer**

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# WORK EXPERIENCE

Date of issue:

Policy approved by:

Contact person:

## 1 PURPOSE

The purpose of this policy is to outline **[INSERT COMPANY NAME]**’s procedure regarding Work Experience placements.

## 2 POLICY

Work Experience is designed to provide both secondary and tertiary students with practical work experience, allowing exposure to a business environment. A work experience placement at **[INSERT COMPANY NAME]** must be arranged through a School or Applicable Tertiary Institution and the experience must be either a requirement of their training course or designed as a supplementary component to the student’s studies.

The primary objective for students undertaking a Work Experience placement with **[INSERT COMPANY NAME]** is to observe and learn and not to undertake activities which require extensive training or expertise.

A Work Experience placement is not intended in any way to establish an employment relationship with **[INSERT COMPANY NAME]**.

Work Experience placements with **[INSERT COMPANY NAME]** will not be accepted unless the individual is undertaking a course of study with a School or Applicable Tertiary Institution.

The duration of a Work Experience placement will be mutually agreed upon between **[INSERT COMPANY NAME]** and the individual. A student undertaking a work experience placement will not be paid any monies for the entire duration of the placement unless required to do so by law.

## 3 PROCEDURE

All requests for Work Experience placements at **[INSERT COMPANY NAME]** must be directed to **[INSERT NAME, POSITION TITLE OR DEPARTMENT]** for approval. **[INSERT NAME, POSITION TITLE OR DEPARTMENT]** will liaise with the Secondary School or RTO regarding relevant requirements for undertaking a Work Experience placement. It will be the sole responsibility of the student applying for a Work Experience placement to request and complete the required paperwork from the applicable education institution. This documentation will need to be signed off by all relevant parties prior to commencement of the Work Experience placement.

## 4 POLICY REVIEW

 **[INSERT COMPANY NAME]** may make changes to this policy from time to time to improve the effectiveness of its operation.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

 I have received, read and understood the policy

 I am required to comply with the policy; and

There may be disciplinary consequences if I fail to comply, up to and including the termination of my employment.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: