



Work Experience Guidelines

EMPLOYER GUIDE

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Hosting a work experience placement

As a host employer, you have an important role to play in the success of this work experience placement.

The first step is to allocate a *supervisor*. Their role is to assist the participant to learn from their experience in a supportive atmosphere. The supervisor is also the point of contact between your organisation and the *work experience organiser* at Joblink Midwest.

What are the benefits for employers?

- Assess participants' potential as future employees
- PR - promote your enterprise and industry as a career option
- Since 70-80% of job seekers find work through their contacts and networks, the same number of employers are hiring staff by the same method. This saves employers both time and money, and can be a more accurate assessment tool than the typical job 'interview'.

Your responsibilities

Supervision – Participants must be supervised at all time, unless on meal breaks or travelling to and from work.

Direction – It is important that participants be given meaningful tasks to develop their skills and knowledge. While this may include more routine tasks, these should not be the main focus of the experience.

Orientation – Participants should be given an orientation to the organisation and its expectations of them.

Interaction – Participants will benefit from interacting with staff at all levels, to get a taste of 'work culture'.

Feedback – At the end of the placement, there should be opportunity for frank and reflective feedback, and for the participant to ask questions about your work or profession. If this experience forms part of a TAFE course, you may be asked to provide a formal assessment of the participant's performance.

The participant's responsibilities

Participants are aware of their responsibilities to you, namely:

- To negotiate a work schedule with their supervisor, and to discuss any necessary changes in advance
- To be punctual
- To exhibit professional behaviour, as would be expected from your paid staff
- To minimise risks to themselves and others, and to report any risks to their supervisor for employers

If you have a work experience participant under the age of 18 years please ensure they have parent / guardian permission prior to commencement.

Insurance

Personal Accident cover will be provided for the individual undertaking the work experience placement by Joblink Midwest. This will be provided at no cost to you.

This insurance covers for personal injury or death by accident, occurring during work experience. It includes travel to and from your premises.

A copy of the insurance cover held for work experience placements will be provided by Joblink Midwest.

Please note that if you choose to pay the participant, then this insurance cover is NOT valid. Instead, you will need to insure them under your own worker's compensation insurance.

Accidents

In case of an accident, the first priority is to arrange medical assistance, either by a first-aid officer or if necessary, a health professional. The supervisor must notify Joblink Midwest immediately. They will take details of the injury and set in place a process for reimbursement of the placements medical expenses.

After the work experience

As a host employer, you are giving placements an opportunity to improve their 'employability' in the world of paid work. Apart from the experience itself, there are things you can do after the experience to assist them such as:

- Offer to be listed as a referee on the placements resume. As such, you may be contacted by a potential employer for feedback on the placements skills, attitude and performance. **Note that this does not necessarily involve writing a reference.**
- Introduce the placement to other people, both within and outside your organisation, with whom they can network.
- Be willing to provide Joblink Midwest with feedback on your perspective of the experience. This will assist us to better prepare placements for work experience in the future.

INSURANCE POLICY DOCUMENTATION

Current Insurance details and Insurance Policy are available for viewing from Joblink Midwest by email: info@joblinkmidwest.com.au .