



# **ACQ Workplace Experience Program**

*Guidelines for employers and students*

*Version 1/7/09*



## Welcome to Australian College QED (ACQ)



Our College provides quality adult accredited and non-accredited correspondence education courses across Australia and internationally. We are a national Registered Training Organisation (RTO) and a member of the Australian Council of Private Education and Training (ACPET), the International Council for Open and Distance Education (ICDE) and International Accreditation and Recognition Council (IARC).

We provide a range of accredited and non-accredited courses, including Television, Journalism, Photography, Bookkeeping, Graphic Design, Professional Writing, Editing and Proofreading, Travel Consulting, Computing, Interior Design, Psychology, Training and Assessment, Nutrition, Child Care, Retail and many more.

To give students as much support as possible during their learning, our College has developed a Workplace Experience Program that is available to our students who are over the age of 16 years and living in Australia.

## About our Workplace Experience Program

Our Workplace Experience Program is an initiative to assist adult students of our College to gain real and practical workplace experience that will enhance their career opportunities.

Our College Workplace Experience Program involves providing adults with practical and relevant experience in the workplace, in an area related to their chosen career. This provides students with the opportunity to:

- **transfer the knowledge and skills gained through their course of studies to a 'real' work situation**
- **gain industry specific workplace experience and ask questions about working in the industry**
- **improve their practical communication skills within the workplace**
- **develop contacts with potential employers and those in the industry**
- **include the workplace experience on their resume, and have a Statement of Workplace Experience or workplace referee to give to prospective employers.**

During their Workplace Experience students are required to perform the role to the best of their ability, ensuring they meet the organisation's requirements for work and by following the instructions of the employer while adhering to organisational guidelines, policies and procedures, and legislation with respect to privacy and occupational health and safety.

## How does our Workplace Experience Program work?

Under this program, we do not actively find Workplace Experience placements for our students; students are encouraged to use their initiative to source and arrange their own placements. At times, however, we may source a placement for a student or contact our students on behalf of employers; we are certainly happy to receive requests from employers and post these on our Student Discussion Forum or in some cases contact students direct.

Adult Workplace Experience is unpaid work experience and consists of providing students with a range of tasks. The only legal requirement of Workplace Experience placements is that the student is covered by personal accident insurance—and this is what we provide for you. Our



College carries blanket Voluntary Workers Personal Accident Insurance, across Australia, covering all students on authorised work experience between the ages of 16 and 70.

As the placement organisation you can provide work experience for a minimum of 1 day up to a maximum of 15 days. The placement days may be undertaken consecutively or spread over a maximum period of 12 months.

The insurance coverage for authorised Workplace Experience placements extends to all states and territories of Australia. The policy provides compensation to the insured person in the event that they are injured in the workplace whilst engaged in work experience or in the course of direct uninterrupted travel between the person's normal residence and the place of work experience

**We provide the personal accident insurance and support mechanisms where students:**

- **are over the age of 16 years of age**
- **are actively undertaking their studies and achieving a minimum result of 'Pass'**
- **are not currently in any employment or studying with any other Registered Training Organisation**
- **the Workplace Experience relates to their course of study; and**
- **where we determine that the work experience would be in the best interests of all parties involved.**

**The Work Experience can relate to a course of study that is either accredited or not accredited, and that is either a short course or a long course.**

## The organisation's role

By accepting a College student for Workplace Experience, we ask the organisation to:

- provide a placement for minimum of 1 day to a maximum of 15 days, undertaken over consecutive days or within a period of 12 months.
- provide the student with a genuine role that includes a position title and brief job description
- treat the student as a voluntary employee rather than a visitor
- appoint a supervisor (this can be any employed staff member)
- provide a Statement of Workplace Experience at the completion of the period or act as a verbal referee for their job applications
- advise the College immediately if the student should have an accident while in the workplace or on the way to or from the workplace
- advise the College of any changes required to the student's Workplace Experience Program.



## Optional payment for Workplace Experience

Employers are not required to pay students for Workplace Experience as it is voluntary. Some employers, though, have asked whether they can make a modest payment to the student to cover incidental costs, such as transportation to and from work. This is entirely optional and is neither encouraged nor discouraged by our College.

The Australian Taxation Office (ATO) has suggested the following arrangements for students undertaking workplace experience:

- The student can be paid up to \$10 per day to reimburse out of pocket expenses. The employer is not required to: make any withholding tax, collect a tax file number declaration, issue payment summaries, issue group certificates or report payment details to the ATO.

If you would like further information on payments you can download a copy of the ATO Volunteers and Tax Guide from our website or from the ATO. Please be aware that the information provided here is a guide only and for further clarification you should contact the ATO.

## What if the Workplace Experience placement doesn't work?

If the student does not perform the role to the employer's satisfaction by either:

- failing to turn up to the workplace for the agreed times and/or dates
- not following the employer's instructions with regard to the placement
- not complying with normal workplace practice, such as the policies and procedures of the organisation, duty of care with occupational health and safety, privacy legislation and anti-discrimination requirements

then the employer can, after notifying the student and the College, release the student immediately.

Conversely, where the student finds the role does not provide them with real and practical experience in relation to their course of study, then the student can, after notifying the employer and the College, exit the program immediately.



## Sample Statement of Workplace Experience

Following is an example of a Statement of Workplace Experience. This example is provided as a guideline only.

[date]

TO WHOM IT MAY CONCERN

John Doe undertook voluntary Workplace Experience with our organisation in the capacity of television production runner during the period [date] to [date].

During this time John worked 35 hours per week in the following areas:

- Assisting the production manager with organisation of extras and scheduling times.
- Liaising between the studio and the on-site location staff, and organising delivery times for equipment.
- Assisting production with day-to-day tasks such as handling production phone calls.

Throughout his Workplace Experience John proved to be punctual and reliable, and conscientious in his work. He was also enthusiastic and keen to learn.

Please feel free to contact the undersigned for any further information.

Yours faithfully

Rowena Alexander  
Production Manager  
123 Television

## What to do next?

If you are a student of the College contact us and tell us about your potential Workplace Experience placement. If it meets the requirements for the program we can forward a copy of these guidelines to the employer. Alternatively, the employer can download a copy of these guidelines from our website.

Employers should contact one of our Student Advisers in the first instance:

Phone: 02 9386 2500

Email: [studentservices@acq.edu.au](mailto:studentservices@acq.edu.au)

Fax: 02 9387 7605

Head Office: PO Box 730 Bondi Junction NSW 1355

Website: [www.australiancollege.edu.au](http://www.australiancollege.edu.au)

The employer needs to complete the following ACQ Workplace Experience Placement form, sign it, and then fax, mail or email it to the College.

The Workplace Experience placement must be approved and signed by the Principal before the placement can commence. A copy of the signed form will be faxed back to the employer. The College will notify the student when the placement has been approved.

Employers who contribute to student development by creating Workplace Experience roles are providing a valuable service to the future of work and a genuine opportunity for students to extend their knowledge and skills with the aim of improving their employment prospects.

The staff, tutors, and students and graduates of our College appreciate your contribution. In recognition we provide a Certificate of Appreciation for each year of contribution by an organisation.

*Thank you for your participation in the ACQ Workplace Experience Program.*



**Julia Buxton**  
**Principal**  
**Australian College QED**

### ACQ Workplace Experience Placement

Student name ..... Student ID .....

Course Name ..... DOB: .....

Organisation name .....

Employer contact name ..... Position.....

Contact's phone number .....Fax .....

Street address where student will be working .....

.....

Suburb ..... State ..... Post code .....

Start date \_\_\_/\_\_\_/\_\_\_ End date \_\_\_/\_\_\_/\_\_\_ Duration ..... Days

Student's job role title .....

Summary of duties:

- .....
- .....
- .....
- .....
- .....
- .....

Student's Supervisor ..... Contact No .....

Employer's signature ..... Date \_\_\_/\_\_\_/\_\_\_

Principal's signature ..... Placement approved \_\_\_/\_\_\_/\_\_\_

**Please fax this completed form to the College to gain approval for the Work Experience placement. Fax (02) 9387 7605**

## Workplace Experience Log

For insurance purposes this log needs to be completed and signed off by the person supervising the student; either on a daily or weekly basis or at the completion of the placement.

Student name .....

Start date \_\_\_/\_\_\_/\_\_\_      End date \_\_\_/\_\_\_/\_\_\_      Duration ..... Days

Days	Date of Experience	Hours of Experience	Signature of Supervisor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Please fax this completed log to the College at the completion of the Work Experience.  
Fax 02 9387 7605**