About Work Experience

Bega Valley Shire Council (BVSC) provides valuable opportunities for participants who are seeking to obtain knowledge and experience in a variety of occupations as well as those who are required to undertake a specified placement number of hours in order to gain a qualification.

Work experience provides participants with a learning experience that may include training, skills development, observation and assisting in small projects.

All work experience is administered through a non-paid arrangement. For paid employment opportunities, please visit: https://begavalley.mercury.com.au/

Work Experiences Areas

Below are the identified areas BVSC is able to offer placements for students who are seeking to undertake work experience.

- Administration
- Events Management
- Waste Facilities
- Customer Service, & Revenue
- Human Resources
- Water & Sewer
- Children’s Services – Daycare & Preschool
- Information Technology
- Work Health & Safety
- Communications
- Library
- Works – Town Teams
- Engineering
- Town Planning
- Workshop & Fabrication

Eligibility

Work experience is available for any student who needs to complete a work placement as part of their course curriculum that is covered by their educational institution’s insurance (Certificate of Currency).

All students who undertake work experience with BVSC are responsible for ensuring they have the relevant licences and uniforms required to undertake their role. This may include (but is not limited to):

- General Construction Induction (White Card)
- Working with Children Check (18 Years or Older)
- Personal Protective Equipment (PPE)

For further information on the relevant area, please download a fact sheet from www.begavalley.nsw.gov.au

If you are interested in an area outside of the above, please contact the People & Culture team prior to submitting your application on 02 6499 2222.
Applying

Please carefully read through the information provided in this application pack and complete all attached forms before returning them to the BVSC People & Culture Team.

The forms include:

- Application for Work Experience
  - Personal Details
  - Placement Details
  - Checklist
  - Agreement

In addition to the above forms, you will also need to return relevant insurance details and any required certifications (e.g. Working with Children Check or White Card). Please note, without these details, BVSC will not be able to process your application.

BVSC undertakes three (3) intakes of work experience students per year. The dates available for 2020 are as follows:

<table>
<thead>
<tr>
<th>Intake Period One</th>
<th>Term 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Date</strong>: 23 March 2020 to 10 April 2020</td>
<td></td>
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<tr>
<td><strong>Work Experience Dates</strong>: 27 April 2020 to 3 July 2020</td>
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<table>
<thead>
<tr>
<th>Intake Period Two</th>
<th>Term 3</th>
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<tbody>
<tr>
<td><strong>Application Date</strong>: 15 June 2020 to 3 July 2020</td>
<td></td>
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<tr>
<td><strong>Work Experience Dates</strong>: 20 July 2020 to 25 September 2020</td>
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<table>
<thead>
<tr>
<th>Intake Period three</th>
<th>Term 4</th>
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<tbody>
<tr>
<td><strong>Application Date</strong>: 7 September 2020 to 25 September 2020</td>
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<tr>
<td><strong>Work Experience Dates</strong>: 12 October 2020 to 18 December 2020</td>
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During the application dates, you are able to return a completed application pack and attach a copy of the relevant documentation via email to recruitment@begavalley.nsw.gov.au

Please ensure you clearly label the email as ‘Work Experience Application’.

If you have any problems submitting your application or may require an urgent placement outside the nominated intakes mentioned, please contact:

People & Culture Team
email recruitment@begavalley.nsw.gov.au
phone on 02 6499 2222.

Application Assessment & Approval Process

The approval of work experience application is subject to availability, timeframe and operational requirements of BVSC in your nominated area.

We will make every attempt to accommodate students seeking work experience however there may be times in which we may be unable to accept all applications.

Once BVSC receive your completed application pack, it will be assessed by the People & Culture team before liaising with the relevant department.

We endeavour to contact you via email within four (4) weeks of your application being received.
## Application for Work Experience

### Personal Details

#### Participant Details
- **Name:**
- **Address:**
- **Suburb:**
- **State:**
- **Postcode:**
- **Phone Number:**
- **Mobile:**
- **Email:**
- **Outline of any Medical Issues**
  - List any medical issues that BVSC may need to be aware of whilst you undertake work experience.

#### Education Institution Details
- **Institution:**
- **Address:**
- **Suburb:**
- **State:**
- **Postcode:**
- **Careers Advisor:**
- **Phone Number:**
- **Mobile:**
- **Email:**

#### Certificate of Currency Details (Insurance)
- **Insurer:**
- **Address:**
- **Suburb:**
- **State:**
- **Postcode:**
- **Reference:**
- **Copy of Insurance attached**
  - Yes
  - No

#### Emergency Contact Details
- **Name:**
- **Relationship:**
- **Address:**
- **Suburb:**
- **State:**
- **Postcode:**
- **Phone Number:**
- **Mobile:**
Application for Work Experience

Placement Details

<table>
<thead>
<tr>
<th>Participant Details</th>
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<tbody>
<tr>
<td>Name:</td>
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</table>

Please nominate either Option One or Option Two by completing the appropriate section below.

- Option one allows you to nominate your preferred occupation and timeframe for work experience with BVSC.
- Option two allows BVSC to determine appropriate work experience timeframes in accordance with operational requirements.

Please note: Applications will be assessed in accordance with availability, timeframe and operational requirements of BVSC employees in your nominated area. BVSC will attempt to accommodate students seeking work experience however there may be times that we are unable to meet the demands.

<table>
<thead>
<tr>
<th>Placement Details - Option One</th>
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| Please nominate your two preferred occupation and work experience dates.:

<table>
<thead>
<tr>
<th>Preference 1:</th>
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<tbody>
<tr>
<td>Occupation:</td>
</tr>
<tr>
<td>Start Date:</td>
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<tr>
<td>End Date:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Preference 2:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupation:</td>
</tr>
<tr>
<td>Start Date:</td>
</tr>
<tr>
<td>End Date:</td>
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Why do you want to gain experience in this area?

What are you hoping to learn through your work experience?
## Placement Details

**Participant Details**

<table>
<thead>
<tr>
<th>Name:</th>
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</table>

**Placement Details - Option Two**

Please nominate your preferred occupation, availability and the date you must complete your work experience by:

<table>
<thead>
<tr>
<th>Occupation:</th>
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<table>
<thead>
<tr>
<th>Days:</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
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<table>
<thead>
<tr>
<th>Date to be completed:</th>
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**Why do you want to gain experience in this area?**

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**What are you hoping to learn through your work experience?**

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Application for Work Experience

Checklist

Please use this checklist to ensure you have completed the following information and attached relevant details as part of your work experience application:

☐ Personal Details
☐ Placement Details

Attached a copy of:

☐ Certificate of Currency (Insurance)
☐ Working with Children Check (If Applicable)
☐ White Card (If Applicable)

Further, please ensure you have sources PPE that may be appropriate to the area you are seeking to undertake work experience. Information of PPE required can be found through our facts sheets at www.begavalley.nsw.gov.au
Application for Work Experience

Agreement

Participant Details

Name:

As part of applying for work experience with BVSC, I agree that the application will be assessed on the basis of availability, timeframe and operational requirements of BVSC employees in the nominated area. I also understand that even though BVSC attempts to accommodate students seeking work placement, there may be times where they are unable to accept applications.

I am aware if I am accepted into work experience with BVSC, I would need to agree to the following:

1. Adhere to Bega Valley Shire Councils Code of Conduct.
2. Adhere to any relevant Work Health and Safety Instructions that are given.
3. Approach this work experience opportunity with integrity and professionalism whilst effectively liaising with supervisors. Please note this also includes notifying the supervisor if you are unable to attend for any reason.
4. Acknowledge that work experience is voluntary and that I am not entitled to any form of remuneration from Bega Valley Shire Council.
5. Maintain confidentiality and not disclose, unless lawfully directed, any matter or information which comes to my knowledge in relation to or emanating from my involvement with Bega Valley Shire Council including information about employees, clients, councillors, council finances, or any other council business either directly or by way of casual conversation. (Please note this is in accordance with Privacy and Personal Information Act 1998).
6. You may be required to provide and wear personal protective equipment. Personal protective equipment or PPE is any clothing or equipment that you use for protection — eg goggles, ear plugs, safety harnesses, safety shoes, hard hats, sunscreen and the like.

Privacy Statement

The information you provide is personal information for the purpose of the Privacy and Person Information Protection Act 1988. The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your request may not be unable to process.

Signature:

Name:

Date: