



# JobTrainer Work Experience Placement Guidelines

A work experience placement (WEP) will provide students with time at a workplace to learn about an occupation or industry. It is an opportunity to apply the skills gained through JobTrainer Programs as well as gaining a range of transferable workplace skills. It is also an opportunity to develop networks with potential employers.

The duration of a WEP for a JobTrainer student will be a minimum of 5 days and a maximum of 10 days in one workplace. WEPs are to be commenced and completed after the commencement date of training and within three months of completing the qualification/accredited training.

**Students must not be paid** while on a WEP. Any remuneration made by the WEP employer will mean that the student is now considered to be a 'worker' and responsibility will rest with the employer to provide workers' compensation and insurance cover for accident or injury. There should be no reduction in work or job opportunities available to paid employees or prospective employees as a result of the WEP.

## Student Responsibilities

The student's responsibilities for a WEP are as follows:

- attend the WEP on the agreed dates
- notify both the workplace supervisor and managing organisation work placement coordinator if unable to attend
- perform duties as requested and comply with all reasonable directions given by the WEP employer
- ensure dress and behaviour are in keeping with the accepted standards of the workplace
- promptly tell the workplace supervisor and managing organisation work placement coordinator of any personal injury or damage to property that has involved the student.

## WEP Employer Responsibilities

The WEP employer's responsibilities for a WEP are as follows:

- understand the obligation of care for the student under Workplace, Health and Safety Acts
- inform the student of safety requirements in the workplace
- provide meaningful activities and appropriate direction and supervision
- notify the managing organisation immediately of any incident involving the student, any actions undertaken and damages to property involving the participant
- ensure that the student is not paid for the WEP
- notify the managing organisation of any absences by the student.

## Managing Organisation Responsibilities

The managing organisation's responsibilities for a WEP are as follows:

- contact employers to arrange the WEP for participants
- ensure the WEP is related to the training the student has undertaken with the managing organisation
- ensure all parties have completed and signed the *Managing Organisations Work Experience Placement Agreement*
- ensure the student is prepared for the WEP. For example, a construction induction 'White Card' training is mandatory for students attending building sites

- ensure the WEP occurs
- contact the WEP employer on the first day of the WEP to confirm the student's attendance.
- visit the student at the WEP once per five day period during the placement
- gather feedback from both student and WEP provider to evaluate the placement
- have a process to advise the Group Personal Accident Insurance broker, Marsh Pty Ltd immediately if an event occurs or a potential situation arises that could result in a claim. Marsh Pty Ltd will arrange for the managing organisation to receive the appropriate documents to lodge a claim.

## Insurance

The Chief Minister, Treasury and Economic Development Directorate (the Directorate) has purchased Group Personal Accident Insurance Cover through Marsh Pty Ltd. The coverage is for students who have a completed a *JobTrainer Work Experience Placement Agreement* and are enrolled in or have completed a JobTrainer qualification/accredited training in the previous three months.

The Group Personal Accident Insurance Cover policy provided by the Directorate does not pay doctors' bills or other medical accounts that are recoverable under Medicare.

In the event of an accident or an incident which involves injury or death, the managing organisation must notify the Directorate and the Directorate's insurance broker (Marsh Pty Ltd) as outlined below.

## Procedure in the event of an accident or incident

1. The WEP employer takes appropriate medical measures
2. The WEP employer immediately contacts the managing organisation to advise of the accident/incident
3. The managing organisation contacts the parent/guardian/carer of the student if under 18
4. The managing organisation immediately advises Marsh Pty Ltd when an event occurs or a potential situation arises that could result in a claim. The website is: <https://www.marsh.com/au/contact-us.html> or telephone (02) 6279 3300 to report the accident/incident and seek clarification on next steps
5. If necessary, the insurance broker will organise the appropriate documents to lodge a claim
6. The managing organisation collects the appropriate information and completes the documentation as required by the insurance broker
7. The managing organisation will lodge the appropriate documentation within 30 days of the accident/incident to Marsh Pty Ltd
8. The managing organisation will advise the student to claim through Medicare (if possible, they should be referred to a bulk billing doctor to limit their out of pocket expenses) to recover health-related expenses and also advise the student that they are not eligible for workers' compensation benefits
9. All relevant paperwork should be kept by the managing organisation as per the Directorate's recordkeeping standard
10. All insurance claims must also be reported to the Directorate by emailing [skills@act.gov.au](mailto:skills@act.gov.au)

**Note:** Insurance providers will not pay compensation where an injured person does not consult a qualified medical practitioner nor follows the suggested treatment.

Managing organisations must read the [Group Personal Accident Policy](#) from Marsh Pty Ltd that provides more detail on the policy coverage and the claim processes. An *Incident Notification Form* can be located on the Marsh Pty Ltd website: <https://www.marsh.com/au/services/claims.html>.

For further information regarding this insurance coverage, contact Marsh Pty Ltd on (02) 6279 3300.