

Student and Trainee Employment Programs

From time to time Council is requested to provide short-term opportunities for a person seeking experience in a particular field or occupation. Experience is often sought by those with little to no previous work experience or those 'starting out' in an industry or occupation following a period of study. The arrangement with Council is intended to be temporary and to provide a benefit to the person such as exposure to a particular field of work.

There are six main types of employment programs (see below). For full details, please turn to the appropriate page or click the hyperlinks below.

[Volunteering](#)
Page 4

[School Work Experience](#)
Years 9 to 12
Page 5

[Industry Based Learning \(IBL\)](#)
Undergraduate
Page 6

[Work Experience - VCAL](#)
Year 11 or 12
Page 8

[Traineeship/Apprenticeship](#)
Group Training or Council Employee
Page 8

[Employee](#)
(In training/learning)
Page 4

The information in this fact sheet is intended to assist you in considering and, in turn, responding to such requests.

Why it is important to engage the person under the correct arrangement?

Council is committed to engaging people in a lawful capacity as well as providing opportunities for the community. As such, there are two areas that require consideration in a placement of this nature. These are:

1. **Salary and remuneration** – what is the person entitled to be paid for the tasks he/she is carrying out whilst engaged by Council?
2. **Insurances** – if the person was to be injured whilst undertaking their role with Council, what insurances would cover any associated costs?

How do I know which working arrangement applies?

The working arrangements will largely depend on the reasons why the person has approached Council. Use the questions in the following table to assist you to determine the correct working arrangements. Please feel free to contact Organisational Development to discuss the specific circumstances should you have any queries (extension 5136). You may also wish to refer to the Fair Work Australia website for further guidance - www.fairwork.gov.au/pay/unpaid-work/student-placements).



Checklist

Council may engage the person depending on, among other things, the following criteria:

Volunteer

- ✓ Is the person volunteering their time and not receiving any payment for their time?
- ✓ Will the person be additional (supernumerary) to departmental staff requirements? *[He/she will not replace a paid role at Council.]*
- ✓ Is the person attending of their own choice? *[He/she has free choice to commence or conclude the volunteering.]*
- ✓ Council is not engaging him/her as a volunteer to avoid making payment of wages which would otherwise be due?

[If yes, please turn to Page 4](#)

School Work Experience

- ✓ Is the student in Year 9 to 12 at Secondary School or enrolled in a related Department of Education program?
- ✓ Has the student provided Council with a Department of Education Work Experience Agreement (DEECD) generally requiring a signature from a) parent/guardian, b) School Principal and c) Council?
- ✓ Is the period of engagement for no more than a few weeks in total, (eg. one to two weeks)?

[If yes, please turn to Page 5](#)

Work Experience - VCAL

- ✓ Is the student Year 11 or 12 and completing a Victorian Certificate of Applied Learning (VCAL)? *[These are 'hands on' subjects that can be undertaken instead of Victoria Certificate of Education (VCE).]*
- ✓ Does the student want to attend work on 1 or 2 days a week whilst completing Year 11 or Year 12 and gaining a Certificate qualification? *[The student may attend secondary school 2 days a week, TAFE 1 day a week and work 2 days a week for the duration of the school year.]*
- ✓ Employment in this case is often undertaken via an Apprenticeship Centre, and is similar to an Apprenticeship or Traineeship.

[If yes, please turn to Page 8](#)

Industry Based Learning (IBL)

- ✓ Is the student currently attending tertiary education such as a University?
- ✓ Is the student seeking a limited placement period (eg. 120 hours, or 3 – 12 months of part time or full time work)?
- ✓ Does the student require work experience to successfully complete their qualification? *[Work experience is often required in the third year of a degree course prior to completing a final year of study.]*
- ✓ Has the institution provided paperwork which outlines the arrangements of the IBL including specification of payments and insurance coverage?

[If yes, please turn to Page 6](#)

NOTE: If the student has completed their course (i.e. they do not need to undertake the work in order to gain their qualification), they are unlikely to be participating in an IBL program and should be engaged in another capacity such as employment on Council's payroll as an employee in training/learning. Refer Page 4 for more information.

Traineeship/Apprenticeship

- ✓ Is the student currently attending tertiary education such as a TAFE?
- ✓ Is the student undertaking an Apprenticeship or Traineeship and is therefore registered with an Australian Apprenticeship Centre?

Trainees/Apprentices can be engaged by Council in two ways:

Group Training	Council Employee
The student is employed by an Australia Apprenticeship Centre (ACC) and Council 'hosts' the student. The student is paid directly by the AAC and the ACC invoices Council for the service. Further Information – Pages 8 & 9	The student is employed by Council and is paid Apprenticeship / Traineeship wages as a direct employee of Council through Payroll. Further Information – Pages 8 & 11

Other Employee (in training/learning)

If the student is not being engaged under a formal arrangement as listed above (which would ensure that the matter of wages and insurances are addressed), then it is likely Council is required to engage the person as an employee of Council in a paid position of employment.

Any such appointments are made in accordance with Council's employment policies and procedures including consideration for budget numbers and obtaining the appropriate Director sign off/approval processes.

To enable correct payment and clarity around the work to be undertaken, a Position Description is to be developed. Generic Position Description templates are available for use from Objective (Document ID A2726744 –Band 3 or Document A2726763 –Band 5, Engineering Student). These Position Descriptions are to be tailored to suit your individual circumstances.

Fair Work Australia's Fact Sheets provide useful information on Work Placements and Unpaid Work - www.fairwork.gov.au/pay/unpaid-work/student-placements.

Industry Swap

An industry swap is where an employee from Council is swapped with an employee from another Council/organisation to gain experience and skills. During the swap, the employing organisation continues to be responsible for all payroll and insurances. The swap is arranged by exchange of a Memorandum between the participating organisations

Volunteering

A volunteer is someone who approaches Council and elects to undertake duties. They do so without receiving a financial payment and do so of their own free choice for the benefit of the community.

Key points	▪ Council must not use volunteers as a substitute to undertake work for which a Council officer would ordinarily receive payment (i.e. Council cannot use volunteers to avoid paying an employee to undertake a task). ▪ A volunteer cannot be 'required' to undertake any task. They must do so of their own accord. ▪ Council instructions to a volunteer will relate to carrying out tasks safely and notifying them of the community service that they can undertake. ▪ Council has duty of care responsibilities to all volunteers to ensure they are safe and not subject to inappropriate behaviour such as bullying, discrimination or harassment. <table border="1"> <thead> <tr> <th data-bbox="319 891 858 987">If the volunteer is seeking to assist Council and/or the Community</th><th data-bbox="858 891 1402 987">If the volunteer is seeking to gain work experience in a chosen field (e.g. IT, HR, Engineering, etc)</th></tr> </thead> <tbody> <tr> <td data-bbox="319 987 858 1211">The volunteer should be referred to Council's Volunteer Coordinator (see process section below).</td><td data-bbox="858 987 1402 1211">In these circumstances Council should engage the person via a recognised work experience program (see Work Experience section). Engaging an applicant and not making payment to them without a formal Work Experience program could result in a claim for wages after the period has been worked.</td></tr> </tbody> </table>	If the volunteer is seeking to assist Council and/or the Community	If the volunteer is seeking to gain work experience in a chosen field (e.g. IT, HR, Engineering, etc)	The volunteer should be referred to Council's Volunteer Coordinator (see process section below).	In these circumstances Council should engage the person via a recognised work experience program (see Work Experience section). Engaging an applicant and not making payment to them without a formal Work Experience program could result in a claim for wages after the period has been worked.
If the volunteer is seeking to assist Council and/or the Community	If the volunteer is seeking to gain work experience in a chosen field (e.g. IT, HR, Engineering, etc)				
The volunteer should be referred to Council's Volunteer Coordinator (see process section below).	In these circumstances Council should engage the person via a recognised work experience program (see Work Experience section). Engaging an applicant and not making payment to them without a formal Work Experience program could result in a claim for wages after the period has been worked.				
Payment	No financial payment is made to a volunteer.				
Insurance	If the person is engaged in accordance with Council's volunteer processes, then they will be covered by Council's Personal Accident & Sickness Cover. Council's insurance also covers the organisation from liability arising from the actions of volunteers.				
Process	▪ All hiring decisions regarding volunteers with the City of Greater Dandenong need to be confirmed by Council's Volunteers Coordinator in Community Services. ▪ Advertisements for volunteers can be posted on the City of Greater Dandenong website under the Students/Volunteers tab again in consultation with the Volunteers Coordinator. ▪ A Working with Children Check will be required from volunteers if the work to be undertaken involves regular, direct contact with a child where that is not directly supervised by another suitably qualified person(s). ▪ A clear Policy Check is also required.				

School Work Experience

School work experience is a program designed to provide students in Year 9 to 12 or students enrolled in a related Department of Education program, with exposure to the workforce and give the student an opportunity to experience a possible future occupation or career path.

Key points	- Participants are secondary school students generally undertaking Year 9 or Year 10. For many it will be their first experience at work. - The work experience arrangement is undertaken in accordance with the Department of Education and Early Childhood Development (DEECD) program. - The program is up to 10 days (no more than 15 days) and it typically for 5 days per week Monday to Friday. Other arrangements may be agreed subject to the approval by Council, the School and the Student. - A student engaged in a work experience program must be supervised at all times.
Payment	Students are entitled to a minimum payment of \$5 per day. This is a nominal amount and may assist with expenses such as a travel to and from work. Payment is made by the Greater Dandenong department by which the student is engaged using Petty Cash, generally at the end of the week.
Insurance	Provided a Department of Education and Early Childhood Development (DEECD) Work Experience form has been completed and signed, the student will be covered by the DEECD WorkCover insurance policies. However Public Liability insurance will depend on the school being attended by the student. If the school is a 'non government' school then the student may need to be covered by Council's public liability insurance. This will be indicated on the DEECD form.

Process

- Work experience students may approach a Council department directly or be referred via a request made directly to Organisational Development. Students are encouraged to apply using the online application process via Council's Jobs website.
- If the department accepts the Work Experience student, then a DEECD Work Experience form is provided by the student to Council. This form must be signed by Council, the Principal of the School and the parent or guardian (of any student under 18 years of age).
- Organisational Development maintain a central register of all Work Experience students therefore once the DEECD form is complete, a copy should be returned to Organisational Development who will ensure it is recorded in Objective.
- All work experience students must receive an induction which covers an understanding of OH&S, Equal Opportunity and Code of Conduct expectations.
- The department hosting the student will make arrangements via Petty Cash for payment at the end of the week in accordance with the DEECD agreement.

Industry Based Learning (IBL)

Students undertaking tertiary studies such as a degree qualification at a University may be required to undertake a period of Industry Based Learning (IBL) that is relevant to their studies. In some cases, the period of work is a requirement in order for them to graduate/complete the qualification.

Key points

- Industry based learning is a period of work experience undertaken by a student who is part way through a tertiary qualification. The work experience is designed to complement the study being undertaken.
- IBL is often undertaken during the third year of a four year qualification. Following the work experience, the student often returns for a final year of study or graduates.
- An IBL student will undertake meaningful work and be employed by Council for a temporary period of time on Council's payroll (unless a contractual document with appropriate Terms & Conditions is agreed to in consultation with Organisational Development).
- The period of engagement for an IBL student can vary substantially. It may be as short as 120 hours (approx 15 days at 8 hours per day) through to 3, 6 or 12 month placements.
- Council can engage an IBL student in a similar method to standard appointments which can include advertising for a vacancy at the University, short listing applications and then interviewing the potential candidates before making an appointment.
- Most Universities have an IBL Placement Manager that can assist Council in this process.

Payment	IBL students are paid for their work unless it can be established that it meets Fair Work Australia's requirements for the work to be unpaid (refer Fair Work Australia website - www.fairwork.gov.au/pay/unpaid-work/student-placements). Whether a payment is required is determined by the IBL program arrangements and/or by the nature of the role undertaken at Council. If a formal IBL Agreement is provided by the University then payment will be made in accordance with that documentation. If there is no IBL Agreement and the student is engaged as a temporary employee with Council then the wages may be paid in accordance with Council's Enterprise Bargaining Agreement (EBA). Payment is at the appropriate Band Level for the work being undertaken. To enable correct payment and clarity around the work to be undertaken, a Position Description is to be developed. Generic Position Description templates are available for use from Objective (Document ID A2726744 –Band 3 or Document A2726763 –Band 5, Engineering Student). These Position Descriptions are to be tailored to suit your individual circumstances.
Insurance	Insurance will depend on the employment arrangement for these students. If the University has a formal program then the paperwork/agreement should be checked to determine what insurances are provided. If Council is paying the student via Council's payroll then they will be covered by Council's WorkCover and Public Liability insurances as per employees.
Process	▪ Council may receive a request from a University to host a placement or will seek an IBL Student by approaching a University which offers courses in the field of work required by Council. A process similar to the standard recruitment process is undertaken to select the student. ▪ Alternatively the Student may approach Council directly upon which Council should still undertake the appropriate checks such as interviewing and reference checks. ▪ If the student provides an IBL Agreement, then this document should be read and signed accordingly. Organisational Development can assist in the review of these documents to ensure it meets Council's requirements. ▪ Council engages the student in a temporary full time or part time capacity for the duration of the IBL period. Council's standard employment paperwork is completed to enable Organisational Development to issue the appropriate letter of offer. ▪ All IBL students must receive an induction which covers an understanding of OH&S, Equal Opportunity and Code of Conduct expectations.

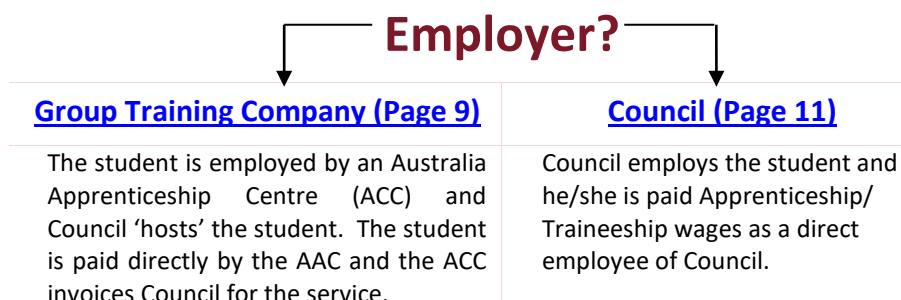
Apprenticeships/Traineeships/VCAL

An Apprentice or Trainee is a student who is studying whilst gaining experience on the job. They are completing a nationally recognised qualification via a tertiary institution such as a TAFE whilst working for Council.

Apprenticeships	Traineeships	School Based Trainees (VCAL)
...traditionally result in a person undertaking a trade (eg. plumber, gardener, builder, mechanic) and is generally completed over a 3 – 4 year period.	...are traditionally focussed on a vocation such as office administration, information technology or hospitality and many can be completed in 9 – 12 months.	...are students undertaking Year 11 or 12 and completing a Victorian Certificate of Applied Learning (VCAL). These are 'hands on' subjects that can be undertaken instead of Victoria Certificate of Education (VCE).

Key points

- An Apprentice/Trainee is undertaking a nationally recognised qualification via both classroom study and on the job experience.
- An Apprentice/Trainee can be employed directly on Council's payroll or Council can be a 'host' employer where by an Australian Apprenticeship Centre (AAC) is the employer (refer Employer below).
- Council will need to allow a period of time away from work each week during which the Apprentice/Trainee undertakes their classroom study. These periods can vary significantly depending on the qualification and should be checked out prior to engaging the student. For example:
 - An Apprentice may be required to attend trade school one day per week.
 - Trainees may require 3 hours per week to attend study.
 - VCAL students they may attend work two days per week, TAFE one day and secondary school two day.
- During the course of their employment the Apprentice/Trainee may be assessed and participate in regular on site visits by the Apprenticeship Centre and/or the tertiary institution.
- Government incentives are often available to encourage employers to put on Trainees or Apprentices, but these will only be received by Council where Greater Dandenong is the primary employer.



Apprenticeships/Traineeships/VCAL (cont.)

Group Training Arrangements (Australian Apprenticeship Centre is the employer)

Key Points

- Group training is where the Apprentice / Trainee is employed directly by an Australian Apprenticeship Centre (ACC). For example, MEGT, VECCI, Skilled are examples of an ACC. In this case Council elects to be a 'host employer' for the student.
- Under this arrangement Council is invoiced via Accounts Payable for the Apprentice or Trainee's wages. Payment is made upon receipt of a Tax invoice. As such the Apprentice or Trainee submits their timesheet directly to the ACC.
- Different Apprenticeship Centres have different arrangements for how they 'charge out' an Apprentice or Trainee so it is extremely important that this is reviewed prior to committing to an arrangement. For example, some ACC's may charge the employer only for the hours that the Apprentice or Trainee is at work. Therefore if the Apprentice or Trainee is sick, takes annual leave or is at school then the ACC does not invoice Council. However this means that the ACC is likely to charge a slightly higher rate per hour to cover the periods when the Apprentice or Trainee is attending other activities. Alternatively an ACC may charge Council a regular amount regardless of whether the Apprentice or Trainee is at work, studying or on leave. This rate is often slightly lower.
 - Note – ACC's may charge different rates for a Apprentice or Trainee who is entitled to an RDO as opposed to those who don't access an RDO. Managers should always ensure the ACC knows if the Apprentice or Trainee will be taking RDO's to ensure the correct 'charge out' rate is applied and adjustments don't need to be made at a later date.
- If the arrangement with an Apprentice or Trainee is no longer viable for Council, then Council can notify the ACC that they are no longer able to host the Apprentice or Trainee and the ACC will then be responsible for finding another placement for the Apprentice or Trainee.
- All government funding and registration paperwork associated with the Apprenticeship or Traineeship is completed by the ACC which significantly reduces the administration burden on Council however all government funding associated with engaging an Apprentice or Trainee is absorbed by the ACC and no direct incentives are received by Council.
- Council must notify the ACC if they intend to employ the Apprentice or Trainee directly at any time during or after the conclusion of the Apprenticeship or Traineeship, although unlike Agency placements, there is generally no financial cost incurred.

Apprenticeships/Traineeships/VCAL (cont.)

Payment	Payment for wages is invoiced to Council by the Australian Apprenticeship Centre. Council makes payment via Council's Finance processes. There is no engagement or interaction with Council's Payroll department. The charge out rate is inclusive of all on costs including superannuation. In some cases it will also include payments for Personal Protective Equipment (PPE). The charge out rate will often be based on a calculation by the ACC having regard to Council's EBA and the appropriate Banding rate. Therefore it is important that the ACC is notified of EBA increases during the term of the engagement to ensure the Apprentice or Trainee is accurately paid.
Insurance	As the Australian Apprenticeship Centre is the primary employer of the Apprentice or Trainee, they are also responsible for the associated insurances such as WorkCover insurance.
Process	▪ Budget approval is required. ▪ To engage an Apprentice or Trainee via Group Training, Council should first make contact with the Australian Apprenticeship Centre who will explain the engagement process. This will include advertising the role, short listing, interviewing by Council and the pre-employment processes required by the ACC. ▪ Prior to commencing with Council, a Group Training Apprentice / Trainee will undertake induction training with their employer (the Australian Apprenticeship Centre). Following this the Apprentice / Trainee must also participate in a Greater Dandenong induction which covers an understanding of OH&S, Equal Opportunity and Code of Conduct expectations. ▪ Organisational Development should be notified when engaging an Apprentice or Trainee to enable the central register to be updated and the appropriate support to be provided during the engagement process. ▪ At the conclusion of the qualification, Council may elect to offer the Apprentice or Trainee ongoing employment (subject to Council's normal recruitment processes) but this is not a requirement.

Apprenticeships / Traineeships / VCAL

(cont.)

Greater Dandenong Employees (Council is the employer)

Key Points	▪ Council has the option to engage an Apprentice or Trainee directly on Council's payroll as per the standard employment practices. ▪ This enables Council to be the direct employer and may have benefits such as an increased loyalty of an Apprentice or Trainee to remain with Council at the conclusion of the qualification. ▪ Council receives the government incentives directly for engaging the Trainee or Apprentice; however Council must complete the associated paperwork in an accurate and timely manner. ▪ Due to the complexities of the paperwork associated with engaging a Trainee / Apprentice directly, departments are requested to contact Organisational Development prior to engaging an Apprentice or Trainee directly.
Payment	Payment of wages is made by Council's payroll in the same way as any other employee (i.e. in accordance with Council's EBA and the clauses which relates to Apprentices or Trainees and the role being undertaken).
Insurance	An Apprentice or Trainee engaged as an employee of Council is covered by Council's WorkCover and other insurance policies.
Process	▪ Please contact Organisational Development for more information on how to engage a Trainee or Apprentice directly on Council's payroll. ▪ All Apprentices and Trainees must receive an induction which covers an understanding of OH&S, Equal Opportunity and Code of Conduct expectations.

Further Information

Please contact the Organisational Development team on 8571 5372.