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# Work Experience and Student Volunteering



Port Stephens Council provides students within the community to engage in work experience or student volunteering within Council.

This guide is provided to enhance the understanding of Council's Work Experience and Student Volunteering process.

**For more information please contact:**

HUMAN RESOURCES

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## Work Experience

Port Stephens Council provides a wide variety of services to the community which means that jobs throughout Council are diverse, varied and flexible.

These roles can be anywhere from a child care worker, engineer, road safety officer, electrician, plant/truck driver, planner, community development, public relations officer, trades person, environmental officer, librarian, administration, records manager, ranger and the list goes on.

Port Stephens Council is often contacted by various education institutions or directly by students themselves interested in completing a placement of work experience within a certain section/operation of Council or to complete student volunteering.

It is Council's policy that if a meaningful placement can be provided to a student that we accommodate their request, wherever possible. This of course depends on the timing of the placement, the workload of the section and whether or not there are enough employees available in the section to help mentor the student and provide a meaningful placement.

### What process should I follow when requesting Work Experience?

All students applying for a placement with Port Stephens Council should provide the following documentation:

- Submission in writing which outlines the student's specific area of interest to gain experience or volunteer in i.e. a section and/or operation.
- The letter should include the length of the placement and dates if applicable.
- A copy of the institution's insurance details to i.e. a certificate of currency for insurance covering the student for personal accident and injury whilst undertaking work experience or student volunteering period.

### Where should I send my request?

All requests should be submitted in writing, with all relevant documentation attached, and emailed to [recruitment@portstephens.nsw.gov.au](mailto:recruitment@portstephens.nsw.gov.au)

### When will a decision be made of my request?

All requests will be actioned immediately, however the request may take up to 1 week to finalise. You will receive an email confirmation of the outcome as soon as practicable.

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### **Do I have to complete any paperwork?**

Some institutions require the student and Council to complete a section of the student's application for work experience form which may include:

- Days and Hours of work
- Duties to be carried out
- WHS requirements e.g. Clothing etc.

Council will ensure this is completed in a timely manner prior to the commencement of the work experience placement.

### **Will I get feedback on my performance?**

Some institutions require Council to complete a report of the student's performance whilst working at Council. This report will be completed by the supervisor and will be provided back to the student.

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