

---

<b>Title</b>	Unpaid Work Placement Policy	<b>Version</b>	4
<b>Policy No.</b>	P 2020/03	<b>Effective date</b>	24/04/2020

---

## 1. OVERVIEW

Unpaid work placement can take on different forms as defined by the Fair Work Act 2009. Forestry Corporation supports vocational placements and work experience opportunities that are voluntary and unpaid. Unpaid work offered by FCNSW is intended to give school, TAFE and university students the opportunity to develop a more informed opinion about possible career options.

Vocational placements and work experience opportunities allow students to:

- Ask questions about the work place;
- Observe a variety of work being done;
- Undertake supervised work appropriate to the student's skill level in a safe environment;
- Gain skills related to being at work;
- Experience being part of a workplace;
- Find out about employment and training opportunities.

## 2. BACKGROUND

This policy formalises Forestry Corporations' willingness to support students by allowing them the opportunity to participate in either vocational placements or work experience opportunities at NSW Forestry sites.

## 3. SCOPE

This policy applies to all unpaid work placement activities offered to students by Forestry Corporation, these activities must fall within the definition of 'vocational placements' or "work experience" in the Fair Work Act 2009 ("Fair Work Act").

The availability of placements will depend on staff and business unit commitments, the ability of staff to assist in meeting the desired outcomes and the number of requests.

The vocational placement or work experience student is to be supervised at all times by Forestry Corporation staff.

Un-sponsored requests are generally not pursued because of potential concern in relation to industrial, insurance and workers compensation issues.

## 4. POLICY

- Forestry Corporation will only facilitate placements of students where they comply with the requirements of the Fair Work Act.
- Forestry Corporation will not accept any liability in relation to the students. This risk must be managed by the students' educational institutions.
- The students' educational institution must provide Forestry Corporation for the duration of the placement, copies of the following policies of insurance:
  - Current Certificate for Third Party Property Insurance to the value of \$20,000,000
  - Current Certificate for Personal Liability Insurance Cover

- The students involved in vocational placements or work experience opportunities are unpaid and all associated costs, including insurance, are met by their educational institution.
- The rights of the student will be respected by providing safe and healthy workplace, free from harassment and discrimination. Inappropriate behaviour towards the student is not acceptable and will lead to disciplinary action being taken.
- Tasks and activities that have been planned for the student must align to the student's ability, skill set and confidence.
- Students must be directed and overseen at all times. Students must comply with the directions they receive.
- Students must comply with all applicable FCNSW policies and procedures including Work Health & Safety policies, Code of Conduct and all procedures that apply to staff.
- Students must wear PPE as required for the task being conducted.
- The supervisor will be responsible for the completion of all documentation associated with the placement log books.
- Forestry Corporation cannot guarantee placements. They will be made based on the availability and workloads of Forestry Corporation supervisors as well as the type of experience requested and the volume of requests.
- Forestry Corporation will only consider unpaid work placements that meet the requirements of one of the below types of unpaid work as described by the Fair Work Act;

#### **Vocational Placements:**

- The placement must be done as a requirement of an education or training course. The placement must be a required component of the course as a whole, or of an individual subject or module of the course.
- Before any student commences work experience documentation must be provided by the educational institution describing their arrangements for insurance indemnity coverage.
- The placement must be one that is approved by an educational institution for which the course is being offered.
- If the placement doesn't meet all of the above criteria, it won't be a vocational placement under the Fair Work Act.

#### **Work Experience:**

- The purpose of the placement must be for the benefit of the student not Forestry Corporation.
- An unpaid student must not be required to undertake work that FCNSW would normally pay someone to do. Business Units are responsible for ensuring that the students are the primary beneficiaries of placements, not the Corporation.
- Students should not be expected to complete unreasonably long unpaid placements.
- Generally, the longer the period of placement, the more likely the person is an employee and compensation is required.

## **5. ADMINISTRATION**

- The educational institution will be complete the required application form with the nominated student and provide all necessary insurance policies.
- Supervisor managing the work experience placement will consider tasks for the nominated student and gain business approval for the placement.
- All documentation will be emailed to Human Resources for final approval and processing.

## 6. RELATED LEGISLATION

Fair Work Act 2009 ("Fair Work Act")  
Anti-Discrimination Act 1977  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2017

## 7. RELATED POLICIES

Health and Safety Policy - P2017/04  
Bullying, Harassment and Discrimination Policy – P2018/03  
Code of Conduct – BP2020/01  
Volunteer Policy

## 8. RELATED DOCUMENTS

Application Form – Unpaid Work Experience: Placement and Student Details

## 9. REVISION HISTORY

Version	Policy Number	Date
1	P2010/03 -Work Experience Policy	23/03/2010
2	P2012/05- Work Experience Policy	12/04/2012
3	P2015/14 - Unpaid Work Placement Policy	25/11/2015
4	P2020/03 - Unpaid Work Placement Policy	24/04/2020

## 10. DATE OF NEXT REVIEW

24/04/2022

## 11. CONTACT OFFICER

Human Resources: [hr@fcnsw.com.au](mailto:hr@fcnsw.com.au) or (02) 9407 4225

**Executive Endorsement**



**Chief Executive Officer**