



- 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 and 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. RELATED LEGISLATION**

- Fair Work Act 2009 ("Fair Work Act")
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011

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## 6. RELATED POLICIES

- Health and Safety Policy
- Bullying and Harassment Policy
- Code of Conduct
- Volunteer Policy

## 7. RELATED DOCUMENTS

- Application Form – Unpaid Work Placement: Placement and Student Details

## 8. 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

## 9. DATE OF NEXT REVIEW

01/11/2018

## 10. CONTACT OFFICER

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**Executive Endorsement**



**Chief Executive Officer**