

Information and Application Pack



Work Experience

The City of Rockingham ("City") work experience program gives students the chance to gain invaluable on-the-job experience. Work experience opportunities are available only to individuals who are currently studying towards a qualification through education providers such as:

- Secondary schools
- Universities
- TAFEs
- Other Registered Training Organisations.

Work experience cannot be offered to individuals who are not currently engaged in a formal course of study or are seeking practical experience to support employment or career development opportunities.

The City of Rockingham is collecting your personal information to enable it to fulfil its statutory obligations under the *Work Health and Safety Act 2020* (WA) and to determine if the City can offer you a work experience placement.

It may also be used for secondary purposes which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, the City will decline your request for work experience.

To learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

Placement Conditions

All work experience placements are unpaid and students can only be placed when, or if, the opportunity in their area of study arises.

To apply for the work experience program you must read the following information, complete the application form contained in this pack, and provide all requested documents (these are stated in the Submission Guidelines which are also contained in this pack).

For your information we have provided a summary of the requirements for a work experience placement in administration (office-based), leisure facility and outside roles.

Administration/Office

Roles include Community Development, IT, Finance, Customer Service, Health and Building Services, Planning and Engineering

Location – Administration Centre, Civic Boulevard, Rockingham

Maximum duration of placement – five days or the number of hours required for the qualification

Hours – Monday to Friday, usually 8.30am to 4.30pm

Physical requirements of the roles – low impact

Dress code – business casual; jeans and 'branded' clothing are not acceptable

What to bring – enough food to sustain you throughout the day, water bottle

Leisure Facilities

Roles include swimming teachers, creche assistants, fitness instructors and lifeguards

Location – Aqua Jetty, Aquatic Centre, Mike Barnett Sports Complex and Baldivis Sports Complex

Maximum duration of placement – five days or the number of hours required for the qualification

Hours – Monday to Sunday, 7.30am to 4.30pm

Physical requirements of the roles - high impact

Dress code – dependent on the role – you may require bathers, rash vest, plain (unbranded) gym clothes, sneakers/sensible shoes

What to bring – hat, enough food to sustain you throughout the day, water bottle

Outside

Roles include reserve, turf and streetscape maintenance

Location – Depot, Crocker Street, Rockingham

Maximum duration of placement – five days or the number of hours required for the qualification

Hours – Monday to Friday 6.30am to 3.30pm in summer; 7am to 4pm in winter

Physical requirements of the roles – high impact

Dress code – hi-vis is ideal; long sleeves, long pants and sturdy boots (preferably steel capped). Plain (unbranded) sweatshirts or jackets are acceptable

What to bring – hat, enough food and water to sustain you through the day as you will be away from the Depot throughout the day. Sunscreen is provided in summer

Low impact means work experience will usually be in indoor areas with artificial lighting and minimal noise. While manual handling is required in most roles, low impact positions require regular movement (walking, standing or light lifting) but tend to be more 'desk-based' with little or no sustained physical exertion.

High impact means work experience may be indoors (usually the leisure facilities) or primarily outdoors, which requires intense, frequent or sustained physical exertion such as:

- climbing
- continuous walking, standing, kneeling or crouching
- frequent lifting, pushing, pulling, carrying, digging or operating plant and/or machinery (subject to being fully trained to do so)

Guidelines for Submitting Your Application

These guidelines have been developed to assist you in preparing your application for work experience with the City. There are two types of information required – mandatory (your application will not be considered without you providing this), and optional (you can choose to provide this information, or not).

MANDATORY Application Form	All sections of the Application Form must be completed. The form is contained in this pack
MANDATORY Insurance (Certificate of Currency)	All work experience placements must be supported by appropriate insurance cover, supplied by your education provider, for the duration of your placement. Please ensure a copy of your education provider's Certificate of Currency is included as part of your application.
MANDATORY Working With Children Check	If you are seeking a work experience placement in excess of five days as a Swimming Teacher, Creche Assistant or Community Development Officer, you may be required to provide a Working with Children Check (WWC) or evidence of having applied for one. You are responsible for the cost of the WWC; the City does not offer reimbursement. If you are under 18 years of age, you are not required to provide a WWC or to provide evidence of having applied for a WWC. If your placement is less than five days and you do not have a WWC, you will be required to complete a statutory declaration provided by the City prior to commencement of your placement.
OPTIONAL Resume or Curriculum Vitae	If you have a resume, please attach it to your application
OPTIONAL Covering Letter	You may wish to provide a brief covering letter, providing any other information you feel is relevant to support your application for work experience e.g. areas of interest, progress on your studies to date.
OPTIONAL Qualifications, Certificates, References, etc.	You may attach copies of relevant qualifications, certificates, references, etc. to your application if you wish to do so. Please do not send original documents.
LODGING YOUR APPLICATION	All applications or queries should be emailed to customer@rockingham.wa.gov.au. You can also contact the Human Resource Development Team on 9528 0333.

Work Experience Application



Personal Details			
Surname			
Given Names			
Preferred name			
Address			
Suburb:		Postcode	
Phone/Mobile			
Email Address			
Education Provider			
Are you currently studying at ☐ Secondary/High School ☐ TAFE ☐ University Please note: If you are not currently enrolled in a recognised course of study with a learning institution, the City will not be able to accept your work experience application			
Education provider's name			
Course title			
Year/Level			
Coordinator/Contact			
Contact's phone			
Contact's email			
Have you attached a copy of your education provider's Certificate of Currency for your placement? ☐ Yes ☐ No			
What area or role are you interested in?			
☐ Administration	☐ Building Services	☐ Communications/Media	
☐ Community Development	☐ Compliance	☐ Customer Service	
☐ Engineering	☐ Finance	☐ Governance	
☐ Health Services	☐ IT/Business Systems	☐ Leisure	
☐ Library Services	☐ Records Management	☐ Statutory Planning	
☐ Strategic Planning	☐ Waste Services	☐ Youth Work	
Other			
Availability			
Proposed start date			

Proposed end date			
What hours are you available each day of the placement? e.g. 9am to 4pm			
Total days/hours required for the placement			
Days for placement	☐ Monday ☐ Thursday	☐ Tuesday ☐ Friday	☐ Wednesday
Emergency Contact			
Name			
Relationship to you			
Contact phone/mobile			
Contact email			
Medical Health Requirements			
Do you now have, or have you had, a disability, illness or injury that might affect your performance at the City of Rockingham, or necessitate the City modifying the work environment? (e.g. ramp, etc.)			☐ Yes ☐ No
If you answered YES, please provide more details below			
Applicant's Declaration			
I certify that my answer to each of the above questions is true and the information is correct. I understand that any misrepresentation of facts in this application could be cause for instant termination of the work experience placement if my application is accepted by the City of Rockingham			
Signed		Date	
Parent/Guardian Consent (for applicants under 18 years of age)			
I consent to my child taking part in this work experience placement and I: • Agree that they will be subject to the direction and control of the City of Rockingham (the City) and nominated Supervisor(s); • Understand that all reasonable care for the health and safety of my child will be taken by the City and nominated Supervisor(s); • Expect my child to comply with all reasonable workplace rules and requirements governing safety and behaviour; • Understand that I am responsible for my child's transport to and from the workplace • Understand that there may be an occasion when my child, for the purpose and benefit of their work experience, may be required to travel to another City site, within reasonable travelling distance, which may require a car journey with an employee who has a valid driver's licence and is insured for business travel • Agree that the work experience placement is an unpaid position • Understand that I will be notified as soon as possible in the event of the illness of or accident to my child, but where it is impracticable to communicate with me I authorise the person in charge at the workplace of the City to contact the work experience coordinator from my child's education provider; and			

- Attach details of any and all known medical condition(s) which may affect my child, and any medication or treatment which may be relevant.

Full name

Confirm relationship to child

Contact phone/mobile
*(if different to that provided in the
Emergency Contact section)*

Signed

Date



Confidentiality Agreement

Work Experience Placement

The City of Rockingham (“City”) requires that all persons on work experience placement acknowledge and agree that any information obtained while hosted by the City is considered “Commercial in Confidence” and that strict confidentiality must be maintained.

As a work experience candidate you must not disclose any information obtained in the course of your placement to any third parties (including media) without prior written consent from the City. This includes but is not limited to information pertaining to financial status and operations, budget information, salary information and personal information relating to employees (past, current or potential), residents, ratepayers, contractors, subcontractors, volunteers or other work experience candidates.

Information cannot be removed or transmitted from City premises by any means, including electronic, without prior written consent from the City.

The requirement for confidentiality applies both during and after the work experience placement.

Print name	
Signed	
Date	