

YOUTHPOLMAN

OFFICIAL

**YOUTH POLICY MANUAL
THIRD EDITION**

IG Murray
Rear Admiral
Acting Chief of Joint Capabilities

Department of Defence
CANBERRA ACT 2600

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THIRD EDITION

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TABLE OF CONTENTS

INTRODUCTION

Introduction to the Youth Policy Manual Part 3

PART 3

Section 1: Youth Protection Accountabilities

Chapter 1: Youth Protection and Safety Roles, Responsibilities and Accountabilities

Section 2: Youth Safe Culture

Chapter 1: Defence Work Experience Program Code of Conduct Policy
Chapter 2: Diversity and Inclusion in Defence Work Experience Program Policy
Chapter 3: Use of Social Media in the Defence Work Experience Program Policy

Section 3: Youth Protection Risk Management

Chapter 1: Defence Work Experience Program Risk Management Policy
Chapter 2: Health, Protection and Safety in the Defence Work Experience Program Policy

YOUTH POLICY MANUAL PART 3

DEFENCE WORK EXPERIENCE PROGRAM

INTRODUCTION

1. The Defence Work Experience Program (DWEPP) is a national youth program that provides young Australians who may be interested in a Defence career the opportunity to gain exposure to a range of job roles available within Defence and the Australian Public Service. DWEPP provides a unique opportunity to positively promote Defence and the Services as an employer of choice in a competitive recruitment environment and as an employer who promotes a collaborative, diverse and inclusive environment for all those involved in a DWEPP placement.
2. Defence work experience activities are designed to be hands on and interactive, so that young people can make informed career decisions. DWEPP also fosters a community and a student's family and contacts' awareness of the variety of potential opportunities in the Australian Defence Force and the Australian Public Service. DWEPP is a visible collaboration between the Groups and Services, demonstrated at the hosting unit level and the DWEPP program, at the direction of the program owner, Head Joint Support Services Division (HJSSD).
3. Through the DWEPP program, Defence, in collaboration with its partners in industry and academia, can provide youth participants with an insight into potential careers, trends and technologies available to them. By participating in DWEPP, a young person's awareness of opportunities available to them in a workforce 'eco-system'¹ will be of personal, career and ultimately enterprise benefit.
4. Part 3 is a suite of policies that operationalise Defence's Youth Safety Framework and Youth Protection Safety Management System, for the DWEPP context
5. Part 3 also reflects the requirements of the 2016 Defence White Paper for APS Groups and the Services to deliver diverse programs which appeal to students from a range of backgrounds including Indigenous, female, STEM and students from culturally and linguistically diverse environments.

PURPOSE

6. Part 3 provides policy direction to support the effective delivery of DWEPP.
7. Part 3 policies provide guidance and direction for the delivery of work experience placements that ensure the health, protection and safety of youth participants. It also seeks to enable a positive experience for youth and for all those who contribute to, or are involved in a DWEPP placement.

¹ 'Eco-system' in a Defence context refers to a holistic workforce which, together with the APS and ADF, includes industry and academia as an integrated enabler of Defence's strategic edge. It provides the skills, experience, insight and diverse thinking, critical to Defence's capability.

STRUCTURE

8. Part 3 comprises the following sections:
 - a. Introduction to the DWEP
 - b. Section 1: Defence Youth Protection Accountabilities. Expands on Part 1, Section 1, Chapter 1 to describe the responsibilities and accountabilities of key roles associated with delivering DWEP
 - c. Section 2: Defence Youth Safe Culture. This Section should be read in conjunction with Part 1, Section 2, Chapter 1, which describes a youth safe culture and gives commanders and managers the means to strive for a 'generative' youth safe culture in Defence. This Section includes the following chapters:
 - (1) Chapter 1: DWEP Codes of Conduct
 - (2) Chapter 2: Diversity and Inclusion in DWEP
 - (3) Chapter 3: Use of Social Media in DWEP. This Chapter includes a Guide to the safe use of mobile and electronic devices, providing case studies which illustrate situations that may arise in DWEP and suggest appropriate youth safe responses.
 - d. Section 3: Youth Protection Risk Management
 - (1) Chapter 1: Youth Protection Risk Management outlines how risk is managed in DWEP at program and placement levels. The policy is accompanied by a placement level risk assessment template.
 - (2) Chapter 2: Health, Protection and Safety in DWEP. This policy is accompanied by a suite of program-specific resources for personnel responsible for managing and delivering DWEP.

DEFINITIONS

9. The definitions used in Part 3 are listed in the Glossary, which is located in Part 1.

CHAPTER 1

YOUTH PROTECTION AND SAFETY ROLES, RESPONSIBILITIES AND ACCOUNTABILITIES IN DWEP

INTRODUCTION

1.1.1 The Defence Work Experience Program (DWEP) has a duty of care to ensure the health, protection and safety of participants during a work experience placement. DWEP is a collaborative program undertaken by the Groups and Services under the direction of Head, Joint Support Services Division (HJSSD). The intent of this policy is to reflect the concept and practice of shared responsibility both at the program level and in the delivery of a DWEP placement. The identification of the roles, responsibilities and accountabilities of all those involved in a DWEP placement are outlined below demonstrate this concept.

1.1.2 This policy complements [Part 1, Section 1 Chapter 1](#) and applies to:

- a. Defence personnel involved in developing and managing DWEP placements and supervising DWEP participants
- b. Defence personnel who, through their normal duties, may be in contact officially or unofficially with DWEP participants
- c. Educational Institutions entering into a Defence Work Experience Placement Agreement (see Section 3, Chapter 2, Annexes C-H)
- d. DWEP participants and their parent/s or guardian/s.

DEFINITIONS

1.1.3 **DWEP National Manager.** The DWEP National Manager is a Defence APS position responsible for the delivery of the DWEP program, providing strategic oversight of a national network of personnel who facilitate and administer Defence work experience opportunities at Defence establishments across the country.

1.1.4 **Regional Work Experience Manager (RWEM)** is a Defence APS position which is responsible for assisting in the planning, coordination and delivery of a DWEP placement and activity.

1.1.5 **Work Experience Coordinator (WEC)** is a Defence APS position which provides administrative support to the RWEM, for example, the advertising and coordination of DWEP placements.

1.1.6 **Officer Authorising Activity (OAA)** is the officer in command of a military unit or establishment, often known as the Commanding Officer.

1.1.7 **Host Unit Point of Contact (POC)** is the point of contact nominated by the OAA to engage with the RWEM in the planning and execution of the DWEP placement.

The POC and the Person Conducting the Activity (PCA) can be the same person.

1.1.8 **Person Conducting the Activity (PCA)** is the primary interface with the youth participants and provides supervision of participants on a DWEP placement.

1.1.9 **Authorised Personnel** are nominated ADF, including Reserve members, and/or APS personnel allocated to support the PCA by providing supervision and engaging with youth during a DWEP placement.

POLICY INTENT

1.1.10 DWEP is committed to taking all reasonably practicable steps to achieve Defence's vision for youth engagement as expressed in the [Introduction to the Youth Policy Manual](#). This includes a commitment to:

- a. meeting statutory obligations under the *Work Health and Safety Act 2011*
- b. complying with the Commonwealth Child Safe Framework (CCSF), National Principles for Child Safe Organisations (NPCSO) and applicable legislation.

1.1.11 The intent of this policy is to ensure that roles, responsibilities and accountabilities for youth protection and safety in DWEP are defined and understood by all personnel to whom this policy applies.

1.1.12 The intent of this policy is to reflect the concept and practice of shared responsibility both at the program level and in the delivery of a placement. As a result, the RWEM, PCO and/or the PCA are jointly responsible for the overall review, analysis and mitigation of all youth protection and youth safety factors, taking into consideration participants' age, maturity, fitness levels and risk tolerance.

POLICY

1.1.13 Enterprise level youth protection roles, responsibilities and accountabilities are defined in [Part 1, Section 1, Chapter 1](#). Those responsibilities and accountabilities extend across all Defence Youth Programs including DWEP and are non-delegable.

ROLE DESCRIPTION AND RESPONSIBILITIES

1.1.14 **DWEP National Manager.** The National Manager is responsible for:

- a. fostering a youth safe culture within the DWEP team and promoting that culture across hosting units/establishments, so that DWEP placements are conducted in youth safe environments
- b. managing and providing guidance and direction to RWEMs and WECs to ensure DWEP personnel are aware of and accept their responsibilities for the health, protection and safety of youth participating in a DWEP placement

- c. completing an annual Program level Risk Assessment (see Part 1, Section 3, Chapter 1 and Part 3, Section 3, Chapter 1)
- d. ensuring all DWEP team members in Youth-related Work Positions:
 - (1) obtain and maintain Working With Children Check(s) (WWCC) and/or Working with Vulnerable People (WWVP) clearance(s) for the States and/or Territories relevant to their youth-related work in accordance with each relevant jurisdiction's requirements
 - (2) are aware of their obligation to advise Director Youth of any event or issue that impacts or could impact their current WWCC/WWVP clearance(s)
 - (3) sign and adhere to the [Defence Youth Safe Code of Conduct \(Adult\)](#) and complete relevant youth protection training.
- e. ensuring outcomes of paragraph 1.1.14.d are recorded in PMKeyS and stored on the individual's personnel file in Objective.

1.1.15 **WEMs** are responsible for:

- a. ensuring all signatories to a Defence Work Experience Placement Agreement (the Agreement) have read, understood and adhere to the terms, conditions and obligations contained within the Agreement
- b. providing coordination, support and youth protection subject matter expertise to the OAA and other personnel during the planning and delivery of a work experience placement to ensure all activities are conducted in a youth safe manner, consistent with youth protection policies
- c. developing and coordinating DWEP placements in consultation with the OAA, the Host Unit POC and the PCA or Authorised Personnel, taking into account available resources, workloads and operational requirements
- d. liaising with the POC and/or the PCA and/or Authorised Personnel to complete and sign a DWEP Placement Risk Assessment (see Section 3, Chapter 1, Annex B). Once signed, the RWEM must ensure all Risk Assessments are stored in Objective prior to the commencement of each placement
- e. providing the OAA with the Unit Guide (rsee Annex A)
- f. accurately recording all relevant participant information on the Nominal Roll and providing a copy to the OAA in advance of a placement
- g. confirming the Mess manager receives notification of participants' food allergies and/or special dietary needs and that the POC and PCA are aware of participants' medical or health requirements in advance of the placement and that reasonable adjustments can be made. In some circumstances a

participant may be excluded from any or all of the placement if there is a likelihood that their medical condition would result in injury or illness. A risk based, case-by-case assessment will be undertaken

- h. completing a Post Activity Report in consultation with the POC and/or the PCA
- i. if requested, assisting the OAA, PCA and/or POC to manage a youth protection complaint or event/incident which occurs during a work experience placement
- j. providing advice and support to Authorised Personnel and any other unit/base personnel involved in a youth protection complaint or event/incident which occurs during a work experience placement.

1.1.16 **OAA.** The OAA has overarching responsibility for:

- a. the conduct of a work experience placement, which includes the protection and safety of youth during the placement
- b. extending the scope of their WHS roles, responsibilities and accountabilities to include youth protection
- c. approving work experience placements and associated activities to proceed
- d. nominating certain DWEP placement/activity roles and responsibilities (for example, POC/PCA), subject to the capacity and capability of the unit
- e. ensuring all Defence personnel engaging with DWEP participants are aware of their WHS/ youth protection responsibilities and comply with Defence youth policy
- f. ensuring Defence personnel who engage with youth during a DWEP placement have completed relevant youth protection training and (for overnight placements) have a current WWCC/ WWVP clearance
- g. reviewing and approving the DWEP Placement Risk Assessment, including associated activity-specific risk assessments
- h. managing any WHS or youth protection event/incident that occurs during a work experience placement in accordance with Part 1, Section 3, Chapter 3 (the RWEM, PCA and/or PCO may provide assistance with this process as required).

1.1.17 **POC.** The POC is responsible for the timely and efficient flow of information and completed documentation between the hosting unit and the RWEM.

1.1.18 **PCA.** The PCA is responsible for:

- a. obtaining the Nominal Roll from the RWEM, confirming that participants' medical conditions or dietary requirements have been communicated to relevant areas on the base/unit and confirming participant needs are, as far as is reasonably practicable, being met during the placement
- b. providing participants with a site-specific induction briefing at the commencement of the placement in accordance with the Induction Checklist in the Unit Guide and base instructions and processes
- c. completing Youth Protection Training Levels 1 (Awareness) and 2 (Supervisor) training, signing a Youth Safe Code of Conduct (Adult) and (for overnight placements) have current WWCC/ WWVP clearance
- d. ensuring that Authorised Personnel assisting with any DWEP activity act in a manner which reflect Defence values and community expectations when engaging with youth participants
- e. assisting any participant wishing to make a complaint or report a youth protection event or incident, including but not limited to inappropriate or unacceptable behaviour
- f. the initial reporting of a youth protection complaint or event/ incident to the unit chain of command in accordance with unit reporting processes and procedures ([Part 1, Section 3, Chapter 3](#)) and assisting the OAA to manage a youth protection event/incident.

1.1.19 **Authorised Personnel.** Authorised Personnel may be nominated by the OAA or the DWEP team to support the PCA to provide supervision and engage with youth during the placement. Authorised Personnel must have completed Level 1 Youth Protection Awareness training, signed a Youth Safe Code of Conduct (Adult) and, if supervising an overnight activity, have a current WWCC/ WWVP clearance.

1.1.20 DWEP, through HJSSD, takes its youth safety and youth protection responsibilities seriously. Responsibility for youth safety, which is undertaken in a WHS and youth protection context during a DWEP placement, is shared between the host unit/ base and DWEP. To maximise a safe placement environment, DWEP will provide support to a unit on its youth safety responsibilities in the planning and conduct of a placement/activity. The diagram in Annex A illustrates the hierarchy of roles and responsibilities for youth safety and youth protection in DWEP. It specifies the roles with shared responsibility and those which are specific to the OAA or PCA when a placement/activity is being conducted. This will encompass the dual requirements of youth safety (WHS) and youth protection.

1.1.21 In addition to the roles identified above, educational institutions, parents/ guardians and DWEP participants themselves have a responsibility to contribute to ensuring and maintaining the safety and protection of youth during a placement.

1.1.22 **Educational Institution (EI).** The EI is an entity which supports a DWEP placement. The EI is responsible for:

- a. completing a Defence Work Experience Placement Agreement which contains accurate participant information, including the participant's medical and behavioural information and parent/guardian contact information
- b. providing the RWEM with details of a nominated EI point of contact prior to the commencement of the placement
- c. submitting the EI's Insurance Certificate of Currency
- d. ensuring that an accurate, completed and signed Defence Work Experience Placement Agreement is returned to the WEM by the due date
- e. where appropriate, advising the RWEM that the EI's insurance will not cover participation in a work experience placement.

1.1.23 **Parents/Guardians.** Parents/guardians of participants under 18 years of age are responsible for:

- a. reading, completing and signing the Defence Work Experience Placement Agreement (Participant Under 18 Years)
- b. providing the EI with accurate and current participant information in the signed Defence Work Experience Placement Agreement, including contact information, participant's medical, dietary and behavioural information and participant's acknowledgement and agreement
- c. immediately informing the WEM (through the EI) of any changes to the information previously provided, preferably before the placement commences
- d. providing alternative food options (for participants with severe allergies and dietary requirements)
- e. advising the EI of any activity types in the placement that they do not wish their child to participate in or that the child is unable to participate in.

1.1.24 **DWEP participants.** DWEP participants are responsible for:

- a. reading, completing and signing the Defence Work Experience Placement Agreement and returning it to the RWEM by the due date
- b. reading, signing and complying with the DWEP Participant Code of Conduct throughout the work experience placement
- c. immediately informing the RWEM and the EI of any illness or absence affecting their participation during the DWEP placement.

Annex

A. Unit Guide – Conducting a Defence Work Experience Placement

Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Joint Support Services Division

Unit Guide – Conducting a Defence Work Experience Placement

UNIT

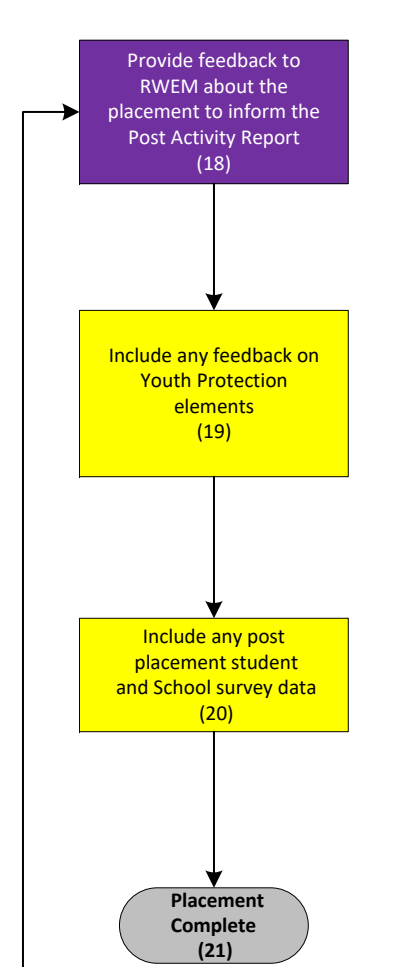
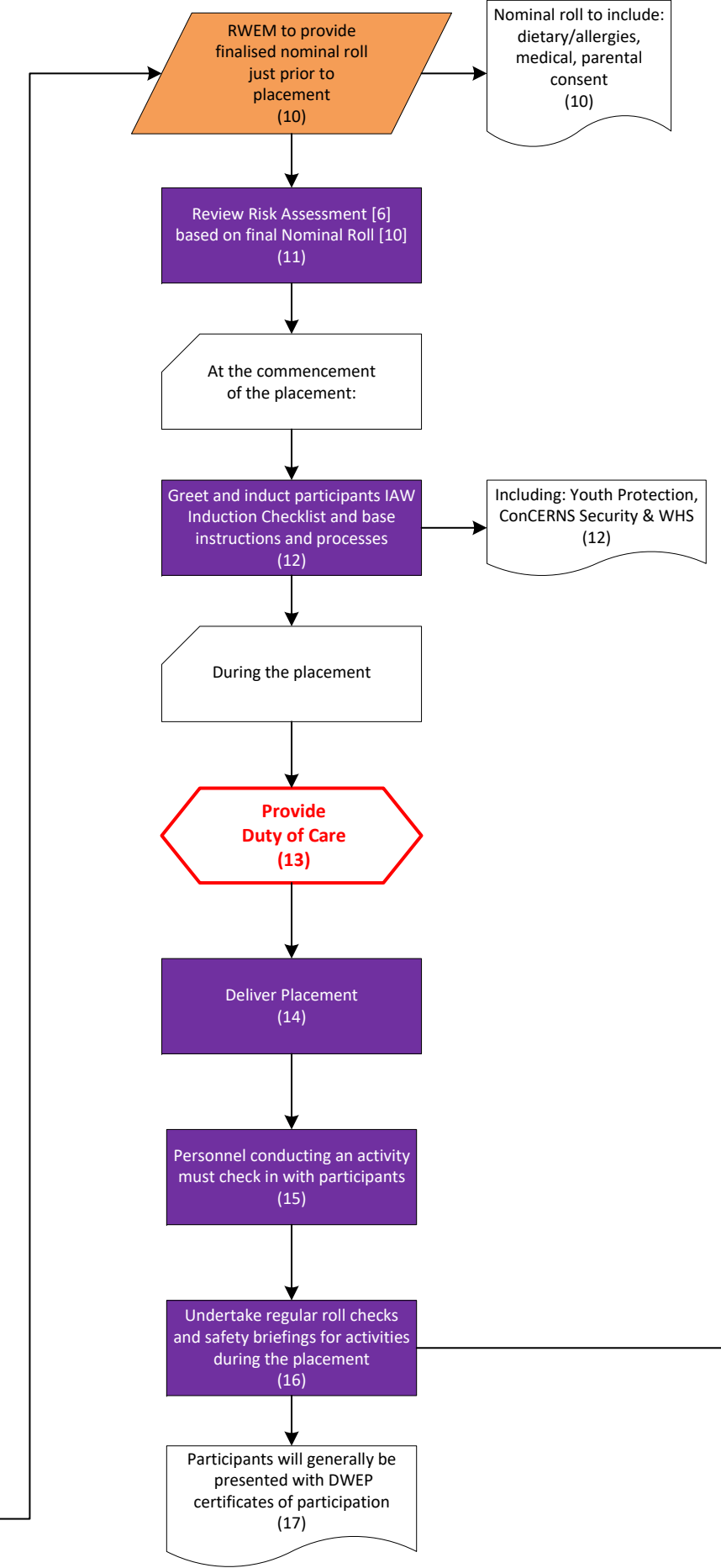
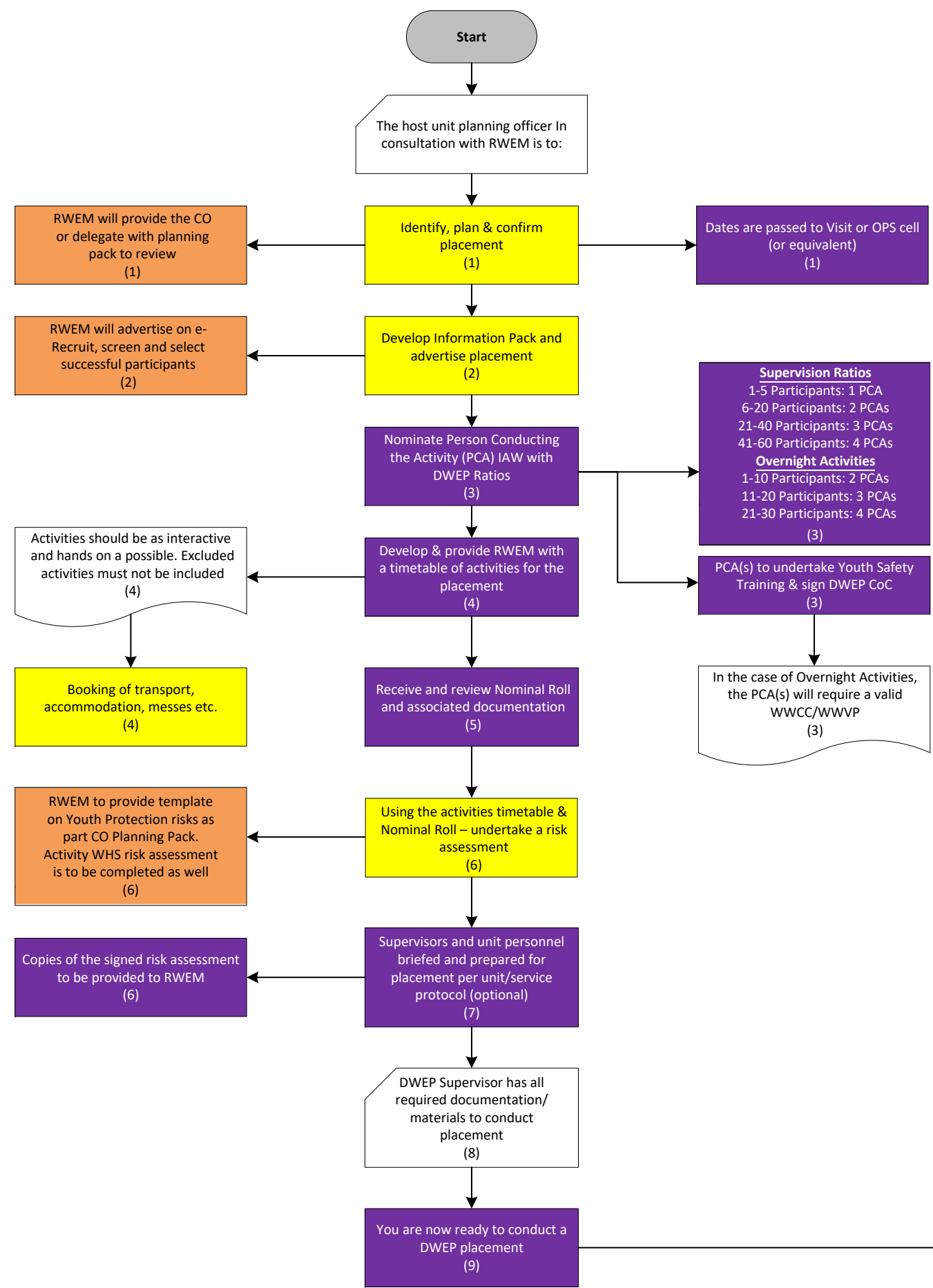
RWEM

Combined

Planning

Delivery

Post Placement



UNIT GUIDE CHECKLIST

Planning	Delivery	Post Placement
<ul style="list-style-type: none"> <input type="checkbox"/> Engage with RWEM, lock in dates for placement(s). Dates are passed to Visit or OPS cell, or equivalent, placed on base/unit calendar. <input type="checkbox"/> Review documentation in the information package provided by RWEM. <input type="checkbox"/> Timetable of activities developed for the placement, and provided to RWEM. <input type="checkbox"/> Develop Information Pack and return to RWEM. <input type="checkbox"/> Nominate Person Conducting the Activity (PCA) and any other Authorised Personnel and provide contact information to RWEM. <input type="checkbox"/> PCA and Authorised Personnel training certification(s), signed Code of Conduct and WWCC/WWVP (where required) have been provided to RWEM. <input type="checkbox"/> Where DWEP is providing PCA/Authorised Personnel: RWEM has provided you with their training certification, signed Code of Conduct and WWCC/WWVP (where required). <input type="checkbox"/> All bookings made by RWEM, POC or PCA and personnel (i.e. Mess, Base Security) provided with relevant information. Person responsible can be discussed between RWEM and POC/PCA. <input type="checkbox"/> Undertake a Risk Assessment of activities to be conducted that covers both WHS and Youth Safety. <input type="checkbox"/> Nominal Roll and relevant participant documentation received and reviewed. Risk Assessment signed off and returned to RWEM. <input type="checkbox"/> Supervisors and unit personnel briefed and prepped for activity as appropriate i.e. through planning conference, war-gaming scenarios, etc. <input type="checkbox"/> Documentation and merchandise required for placement is ready. 	<ul style="list-style-type: none"> <input type="checkbox"/> Greet participants at arrival location. Duty of Care commences upon participant arrival at designated location. <input type="checkbox"/> Collect and review COVID Risk Factors Advice and Acknowledgment Forms. <ul style="list-style-type: none"> <input type="checkbox"/> Follow the instructions on COVID-19 Risk Factors Advice and Acknowledgment Form – Flowchart Instructions. <input type="checkbox"/> Mark Nominal Roll. <ul style="list-style-type: none"> <input type="checkbox"/> Check in with participants with medication requirements. If participant does not have medication with them, emergency contact to be called and requested to bring medication. <input type="checkbox"/> Contact RWEM to advise of absences/issues. <input type="checkbox"/> Provide induction in accordance with Induction Checklist, base instructions and processes. <input type="checkbox"/> Deliver program. <input type="checkbox"/> Farewell students at designated departure location and time, where Duty of Care concludes. If participant parent/guardian is not present on time for pick up, use Nominal Roll to contact them. Contact RWEM to advise. <input type="checkbox"/> Contact RWEM with any issues/information if required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Fill in participants school documentation where required. <input type="checkbox"/> Provide feedback to the RWEM about the placement to inform the Post Activity Report using PAR Feedback Form provided. <ul style="list-style-type: none"> <input type="checkbox"/> Return to RWEM. <input type="checkbox"/> If an incident occurred, conduct relevant investigations and follow reporting processes where required.

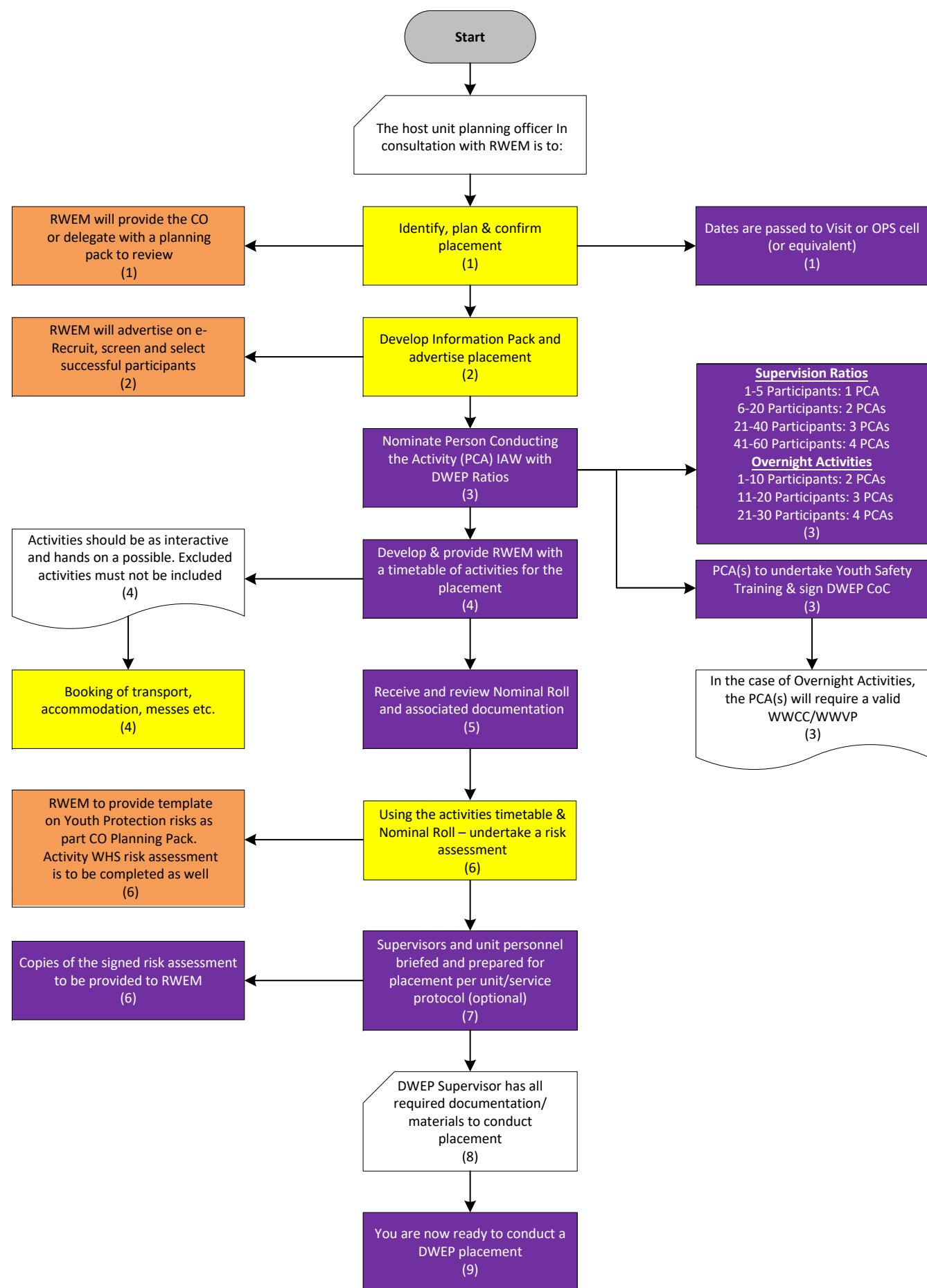
Unit Guide – Conducting a Defence Work Experience Placement

UNIT

RWEM

Combined

Planning



The Host Unit Officer Point of Contact (POC) in consultation with the RWEM is to:

- Identify, plan and confirm placement.** Unit passes dates to Visit or OPS cell (or equivalent) and places on base/unit calendar. RWEM will provide CO or delegate with planning pack. DWEP recommends forecasting proposed work experience dates that work for the unit/ base for an entire calendar year. RWEMs usually begin seeking planning conferences to set dates in the September-November period. More notice that can be given for a placement is recommended. This includes ad hoc placements.
- Develop Information Pack for the placement.** Information required includes date and location of the placement, the number of places available, information about the unit(s) hosting and careers within those units(s), activities/ experiences that may be conducted on placement, required levels of fitness/skill/ability for activities planned for example, ability to swim 50m in long pants and shoes for overwater obstacle course. The RWEM will advertise the placement, screen and select participants. The placement advertisement is scheduled to close at least 8 weeks prior to the placement commencing to allow time to complete all administrative processes.
- Nominate Person(s) Conducting the Activity(s) (PCA).** The Person Conducting the Activity (PCA) is the nominated supervisor and will provide ongoing supervision and accompany the participants for the duration of the activity.
 - PCA must be ADF or APS – not contractors. The POC can also be the PCA.
 - PCAs must be assigned in accordance with ratios per YOUTHPOLMAN Part 3, Section 3, Chapter 2.
 - DWEP recommends nominating members of all ages and levels of experience who are interested in working with youth, demonstrate appropriate communication skills for engaging with youth (for example, no inappropriate language or unnecessary acronyms/jargon), are enthusiastic, enjoy sharing their career knowledge and experiences with youth and are able to encourage participants to view Defence as an employer of choice .
 - DWEP may have a Reservist employed to act as PCA to support activities. Please discuss with your RWEM.
 - Unit supervisor/s and any other unit personnel selected to engage with youth must complete Youth Safety Training Level 1 and Level 2 and sign the DWEP Code of Conduct and provide copies of to RWEM.
 - POC/PCA will work with RWEM to complete a My Placement Form for participants, which contains key information for the placement.
- Develop and provide the RWEM with a timetable of interactive, hands-on activities for the placement**
 - This should be completed by the time the advertisement closes. RWEM to provide dates to POC.
 - Excluded activities, as identified in Annex H, Part 3, Section 3, Chapter 2, must not be included.
 - POC or PCA to advise personnel conducting an activity that a safety and security briefing and induction relevant to their area/activity must be provided to participants.
 - Information about participants’ levels of fitness and any declared injuries/ disabilities is provided by the RWEM on the Nominal Roll (5). DWEP recommends planning activities for the average civilian and adopting the ‘Challenge by Choice’ principles – encourage participants to engage with an activity and challenge themselves, that participants have the right to opt out of an activity, but must remain under the supervision of the PCA or Authorised Personnel.
 - Transport, accommodation and Mess bookings can be organised by the RWEM, PCA or POC, taking into consideration any restrictions identified on the Nominal Roll. Funding may be available for specific diversity placements for example, Indigenous, Female, CALD, STEM.
- Receive and review Nominal Roll and associated documentation**
 - RWEM will send a Nominal Roll to POC and PCA(s) in advance of the placement.
 - This document contains declared medical/behavioural/social issues, pre-existing injuries, levels of fitness and dietary requirements, along with emergency contact and school contact information, in addition to parental permissions and other essential information.
 - PCA to confirm dietary requirements/allergies with the Mess/catering and notify units to make reasonable adjustments to proposed activities in order to cater for a variety of fitness levels, existing health conditions and ability.
 - POC, PCA or RWEM to use information provided to arrange base access for participants.
- Using the activities timetable (4) & Nominal Roll (5) POC and/or PCA are to undertake a Risk Assessment.** A DWEP activity cannot take place without an appropriately completed and signed Risk Assessment where the overall risk rating is Low or Very Low. RWEMs can provide assistance, advice, answer questions and/or make recommendations in relation to youth protection/youth safety matters.
 - A Risk Assessment must be undertaken for each activity conducted.
 - Services are encouraged to use their own Service-specific Risk Assessments, however DWEP has a Risk Assessment Template that can be used.
 - Risk Assessments must include Youth Protection Risks (as per DWEP template) and activity WHS Risks for each activity to be conducted.
 - Participants with identified medical issues, medical plans, allergies must be covered explicitly in the Risk Assessment, with identified mitigations tailored to their circumstances according to their medical plan/advice from parents
 - Where a unit utilises their own Risk Assessment template, the DWEP Risk Assessment coversheet must still be completed and signed by all relevant parties.
 - Copies of the signed risk assessment to be provided to the RWEM at least two weeks in advance of placement. Risk Assessment must be reviewed, updated and re-signed where changes to the Nominal Roll are made. Unit POC/ placement supervisors will be provided with updated copies of the Nominal Roll as required.
- PCA, Authorised Personnel and unit personnel briefed and prepared for activity.** PCA, POC and RWEM to confirm timetable and activities a week prior to the placement being conducted.
- PCA has all required finalised documentation/ merchandise ready to take to the placement**
- You are now ready to conduct a DWEP placement.**

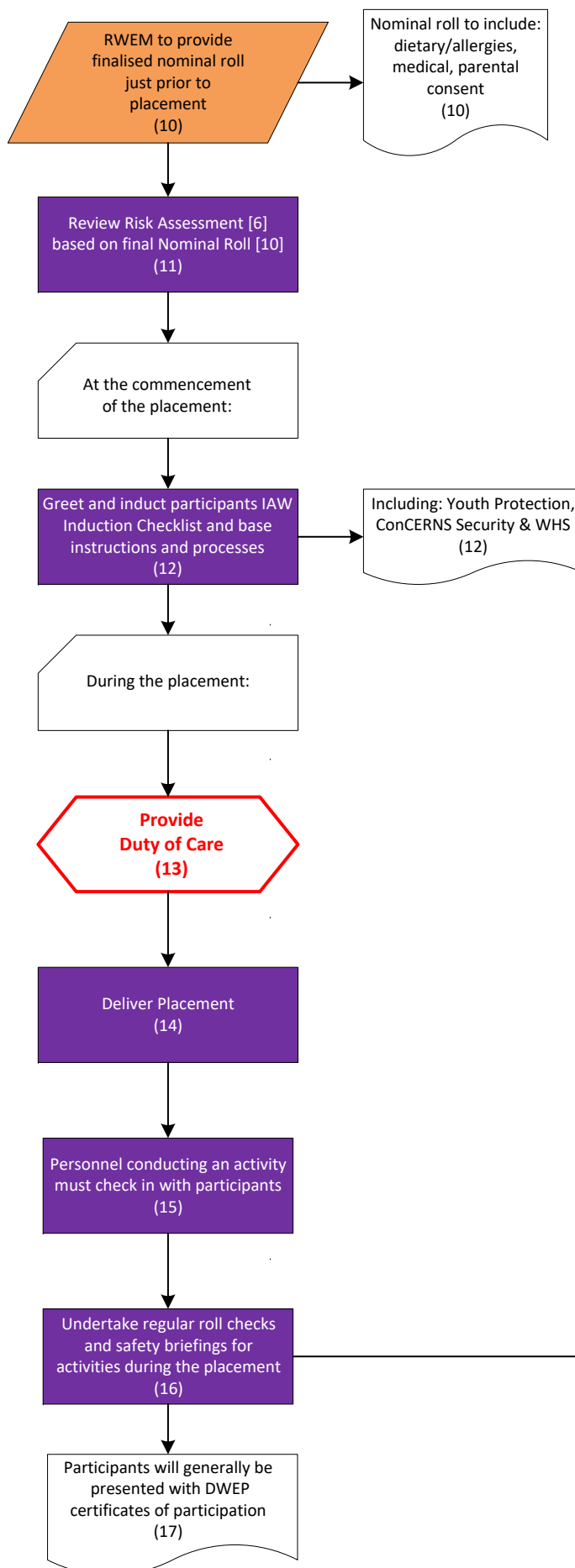
Unit Guide – Conducting a Defence Work Experience Placement

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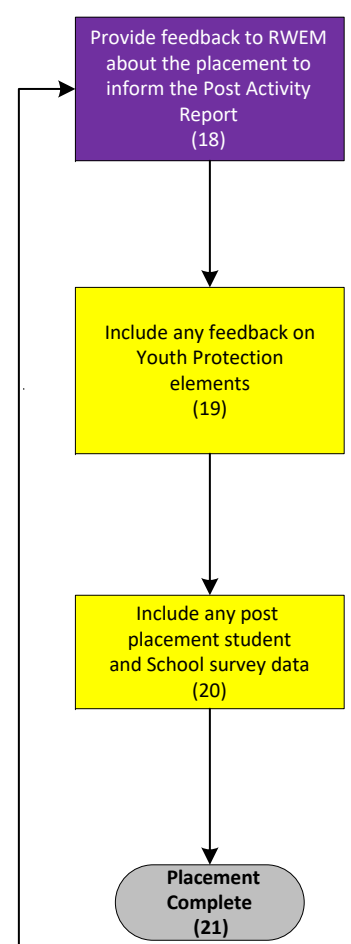
RWEM

Combined

Delivery



Post Placement



10. The RWEM must provide finalised Nominal Roll prior to placement
11. Review Risk Assessment based on final Nominal Roll
At the commencement of the placement:
12. Greet and induct participants in accordance with Induction Checklist, base instructions and processes.
 - Include: Youth Protection, ConCERN (as per Participant Handbook), Security & WHS.
 During the placement
13. Provide duty of care
 - Defence’s duty of care for each work experience participant commences when the participant arrives at the designated location and is met by the PCA or Authorised Personnel. That duty of care ceases when the participant departs the designated location at the conclusion of the placement.
 - For work experience placements where Defence personnel pick-up or drop-off participants from an airport/ bus/train station, Defence’s duty of care commences when the participant arrives at the designated transfer location until the participant departs the designated transfer location.
14. Deliver placement.
15. Personnel conducting an activity must check in with participants after the activity induction and prior to activity commencement for any injuries/illness/other conditions that may interfere with the safe conduct of the activity.
16. Undertake regular roll checks/head counts and safety briefings for activities during the placement.
17. Participants will generally be presented with DWEP certificates of participation at the conclusion of the placement.
18. Unit POC is to provide feedback to the RWEM for the Post Activity Report
19. Include any feedback on Youth Protection elements
20. Include any post placement student and school survey data
 - Participants may bring their own survey or evaluation forms with them, but they are not always required by educational institutions. Where a participant presents the PCA with any survey or evaluation, sign and fill in what is applicable to the placement.
21. Placement complete.

INDUCTION CHECKLIST

At the commencement of the placement, supervisors are required to provide an induction for participants. Use the checklist below to ensure the induction includes the following information:

- Collect and review COVID-19 Risk Factor Advice and Acknowledgment forms. Date of signature should be either the day before or the day of the placement.
- Confirm program and activities, including start and finish times, lunch arrangements and pick-up and drop-off times and required equipment/gear for each day (e.g. what days students may need to wear PT gear, bring swim wear etc). Participation in some activities must be approved by the educational institution and parent/guardian.
- Seek current information about dietary requirements and medical conditions/injuries from the whole group and if appropriate, privately with identified individuals, confirm medical conditions and appropriate medical treatment plans. Where medical treatment plans require medication, for example EpiPen or asthma ventilator, supervisors should check and ensure participants have these items with them. If the participant does not have required medication, contact their parent/guardian to obtain it and/or ensure the participant does not participate in activities that may cause them harm.
- Confirm emergency contact details for student in case of injury or illness
- Confirm that all participants have read, understood and signed the DWEP Code of Conduct (YOUTHPOLMAN Part 3, Section 2, Chapter 1, Annex B and C).
- Brief participants on WHS issues relating to the workplace, including evacuation procedures and assembly areas.
- Brief participants on security matters relating to the workplace, including mobile phone usage and photography on base, no-go areas or proposed SafeBase activities, wearing of security passes and confidentiality.
- Hand out the DWEP Participant Pocket Handbook and confirm that all participants have read and understood the contents. Provide a brief overview to ensure participants are familiar with the contents and have the opportunity to ask questions.
- Clarify expectations regarding standards of behaviour, including Defence's policy relating to bullying, harassment and discrimination, and unacceptable behaviour.
- Remind about appropriate dress code, as per Participant Handbook and placement requirements (if required).
- Provide information on how to raise a Youth Protection Complaint, as per Participant Handbook.
- Advise participants on who to contact if running late or sick, and confirm or provide POC details.
- Provide additional local briefings or guidance as per base instructions and processes.

UNIT GUIDE INTRODUCTION

Dear Commanding Officer

Thank you for agreeing to host a Defence Work Experience Program (DWEPP) placement. This Unit Guide aims to provide Commanders with key information required to facilitate your Unit's capability to conduct a placement in a youth safe manner. All personnel you select to support a DWEPP activity should familiarise themselves with this Guide, and with relevant policies in YOUTHPOLMAN Part 3.

BENEFITS OF THE DWEPP TO DEFENCE AND TO YOUR UNIT

Defence participates in a range of programs and activities where the primary focus is the achievement of broad social outcomes for the Australian community as opposed to any specific direct benefit to military capability. In many cases, the key benefit for Defence will be community engagement outcomes, including promoting greater trust and mutual understanding between Defence and the public. DWEPP will also provide an opportunity for you to showcase your Unit and how it may contribute to the personal development and potential career pathways of a participant.

The DWEPP is one of these community engagement activities. It is a national program that is primarily aimed at providing young Australians who may be interested in a Defence career the opportunity to gain exposure to a range of job roles available in the Australian Defence Force and the Australian Public Service.

DWEPP provides a unique opportunity to positively promote Defence and the Services as an employer of choice in a competitive recruitment environment and as an employer who promotes a collaborative, diverse and inclusive environment for all those involved in a DWEPP placement. Regardless of their eventual career choice, young Australians who have a positive experience with Defence through a DWEPP placement will carry that experience with them into their communities, advocating Defence as an employer of choice.

THE DWEPP PARTICIPANT PROFILE

Work experience opportunities are available for both secondary and tertiary students. Students participating in Defence work experience placements must be at least 15 years of age at the time of the placement.

Consistent with the 2016 Defence White Paper requirements, DWEPP places a particular focus on increasing placement opportunities for:

- Aboriginal and Torres Strait Islander students
- female students
- students studying Science, Technology, Engineering and Maths (STEM) related disciplines
- students from Culturally and Linguistically Diverse (CALD) backgrounds.

SPECIAL CONSIDERATIONS FOR DWEP PARTICIPANTS UNDER 18

The DWEP National Manager and the team of Regional Work Experience Managers (RWEMs) recognise that for many personnel on Defence units and bases, interacting with young people under the age of 18 is not 'core business'. DWEP personnel also appreciate that not all DWEP participants meet the 'typical' profile of an ADF recruit, in respect of levels of fitness, maturity and focus. The RWEMs will work with your nominated POCs to ensure that the proposed activities for each placement are appropriate to the unique profile of each cohort, including fitness levels, maturity and any special needs/considerations. As CO, you will be asked to approve a program of activities that has been designed collaboratively and assessed to mitigate, so far as reasonably practicable, risks to participants' health, safety and protection.

PLANNING ACTIVITIES THAT WILL ENGAGE YOUTH

Each State has different activities that are considered excluded activities, or activities that require special consideration from the school principal. Your WELO will be able to provide this information to you during the planning process. Where possible, activities should be as hands on and interactive as possible. A suggestion of activities that have been previously run across a variety of DWEP placements are listed below to assist with compiling a timetable of activities.

- Leadership and team building activities
- Practical problem solving activities
- Base, workshop, unit and facility tours
- Equipment demonstrations, for example, how to put on a bomb disposal suit, night vision equipment, parachute drying facilities
- Static displays of assets and equipment, for example, tour through planes, vehicles and weapons displays
- Military working dog demonstration and discussion
- Museum tours and discussions of history and traditions
- Drill and marching
- Pre-fitness assessment, sports activities, over water obstacle course, gym workouts
- Walkthrough of WTSS facilities and watching a WTSS shoot
- Field craft activities, for example, setting up a hoochie, applying camouflage paint, cooking ration packs, orienteering and navigation
- Simulation activities, for example, flight simulators, medical simulators.
- Learning new practical skills, such as first aid, CPR, applying plaster to a 'broken' limb, knot tying, packing pallets for air drops
- DFR presentation

CHAPTER 1

DEFENCE WORK EXPERIENCE PROGRAM CODE OF CONDUCT POLICY

INTRODUCTION

2.1.1 YOUTHPOLMAN Part 1 requires commanders and managers to promote and develop a 'generative youth safe culture', where youth safe behaviours and practices are understood, displayed and fully integrated by all personnel into every youth related program, activity and interaction ([Part 1, Section 2, Chapter 1](#)).

2.1.2 Maintaining a youth safe environment that fosters a positive experience requires clear definition, acceptance and compliance with the expected standard of conduct/ behaviour by adults and youth.

2.1.3 This Chapter provides for the Defence Youth Safe Code of Conduct - Adult (Annex A) and the Defence Work Experience Program (DWEPP) Code of Conduct, for participants under and over the age of 18 (Annexes B & C). By signing one of these Codes of Conduct, adults or participants confirm that they understand and agree to comply with the expected standards of behaviour during a Defence work experience placement.

POLICY

2.1.4 **Youth-related Work.** All personnel in youth-related work positions must read, understand and sign the Defence Youth Safe Code of Conduct (Adult) ([Part 1, Section 2, Chapter 2, Annex A](#)) before undertaking any Youth-related Work on behalf of DWEPP.

2.1.5 **Work experience participants.** All work experience participants must read, understand and sign the relevant Defence Youth Safe Code of Conduct (Annexes B & C) prior to participating in a work experience placement.

2.1.6 **Person Conducting the Activity (PCA) and Authorised Personnel.** The PCA and Authorised Personnel must read, understand and sign the Defence Youth Safe Code of Conduct (Adult) prior to supervising a work experience placement or activity.

2.1.7 **Code of Conduct Management.** Unacceptable behaviour is not tolerated in Defence. Unacceptable behaviour in the youth protection context is defined as behaviour that, having regard to all the circumstances, would be considered unlawful, offensive, belittling, abusive or threatening to youth and/or adverse to their morale, health, protection and safety or otherwise not in the interests of Defence. Unacceptable Behaviours are defined in Part 1, Section 2, Annex C.

2.1.8 Any breach of a Code of Conduct must be managed in accordance with [Part 1, Section 3, Chapter 3](#).

2.1.9 A signed copy of each Code of Conduct must be stored appropriately in Objective or other electronic storage facility.

Annexes

- A. Defence Work Experience Program Code of Conduct (Adult)
- B. Defence Work Experience Program Code of Conduct (participant over 18 years old)
- C. Defence Work Experience Program Code of Conduct (participant under 18 years old)

Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Joint Support Services Division

Unacceptable behaviour in the Defence Youth Protection context is behaviour that, having regard to all of the circumstances, would be considered: unlawful; offensive, belittling, abusive or threatening to youth and/or adverse to their morale, health, protection, safety and wellbeing; or otherwise not in the interests of Defence.

Unacceptable Behaviour	Definition
<p>Child Abuse (Criminal Offence)</p>	<p>Child Abuse, which relates to abuse of a person under the age of 18 years (youth), is intended to have its broadest meaning and includes Child Sexual Abuse or other Sexual Exploitation, including Grooming and Unacceptable Sexual Relationship; Physical Abuse; Emotional/Psychological Abuse; Neglect; and Exposure to Family/Domestic Violence.</p>
<p>Child Sexual Abuse (Criminal Offence)</p> <p>Child Sexual Abuse is inclusive of Sexual Assault and Non-Assaultive Sexual Offences, as defined by the Australian and New Zealand Society of Criminology (ANZSOC).</p>	<p>Child Sexual Abuse refers to the spectrum of coercive and harmful sexual acts perpetrated against children and young people (youth). Such acts include indecent assaults, penetrative assaults (oral, vaginal and anal), and the production or possession of Child Exploitation Material. Child Sexual Abuse also includes Grooming and Unacceptable Sexual Relationship.</p> <p>Sexual abuse may not always include physical sexual contact and can also include non-contact offences including:</p> <ul style="list-style-type: none"> • talking to a youth in a sexually explicit way and sexual advances • sending sexual explicit messages or emails to a youth • exposing a sexual body part to a youth • forcing a youth to watch a sexual act (including showing pornography to a youth) • having a youth pose or perform in a sexual manner (including youth Sexual Exploitation) • Stalking, voyeurism and peeping-tom <p>Child Sexual Abuse does not always involve force. In some circumstances a youth may be manipulated into believing that they have brought the abuse on themselves or that the abuse is an expression of love, through a process of grooming.</p>
<p>Sexual Exploitation (Criminal Offence)</p>	<p>Sexual Exploitation is the actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes including, but not limited to, profiting monetarily, socially or politically from sexual exploitation of another.</p>
<p>Child Exploitation Material (Criminal Offence)</p>	<p>Child Exploitation Material is anything that represents:</p> <ul style="list-style-type: none"> • the sexual parts of a child • a child engaged in an activity of a sexual nature • someone else engaged in an activity of a sexual nature in the presence of a child
<p>Grooming (Criminal Offence)</p>	<p>Grooming is when an adult:</p> <ul style="list-style-type: none"> • communicates (by words and/or conduct) with a youth with the intention of exploiting a youth vulnerabilities to facilitate a youth’s engagement in sexual conduct • communicates with a person who has responsibility for care, supervision or authority over a youth with the intention of grooming the youth in their care. Such persons can include parents, stepparents, legal guardians, carers, teachers, employers and sports coaches. <p>Grooming includes actions deliberately undertaken with the intention of befriending and establishing an emotional connection with a youth in order to lower their inhibitions and facilitate sexual conduct. Grooming may also be used to prevent or discourage youth from disclosing sexual misconduct/abuse, create disbelief to a disclosure, or discredit a youth who discloses sexual misconduct/abuse.</p> <p>Communication technologies such as online gaming, instant messaging, email, voice over internet protocol, social media and mobile phones can be used for some time to facilitate virtual contact before the offender arranges a physical meeting.</p> <p>Examples of grooming behaviours may include:</p> <ul style="list-style-type: none"> • giving gifts or special attention to a youth or their parent/carer, which can make a youth feel special or indebted to an adult • controlling a youth through threats, manipulation, force or use of authority, which can make a youth fearful to report unwanted behaviour • making close physical contact, such as inappropriate tickling and wrestling.

Unacceptable Behaviour	Definition
<p>Unacceptable Sexual Relationship (Criminal Offence)</p>	<p>Unacceptable Sexual Relationship is any sexual relationship between a youth, regardless of whether or not they are over the age of consent, and any adult who has responsibility for the care, supervision, safety and/or well-being of the youth including, commanders, managers, supervisors, instructors, health professionals, pastoral carers, counsellors and guardians of youth. Note that:</p> <ul style="list-style-type: none"> • a youth under the age of 16 cannot consent to any sexual activity • a youth over the age of 16 but under the age of 18 cannot consent to any sexual activity with any person who is in charge of their care, safety or wellbeing
<p>Physical Abuse (Criminal Offence)</p>	<p>Physical Abuse is any:</p> <ul style="list-style-type: none"> • infliction of physical violence on a youth by any person that causes significant injury/harm • physical injury/harm to a youth that results or could result from the failure of a parent, carer or guardian to adequately protect a youth by exposing them to extremely dangerous or life-threatening situations. <p>Physical Abuse includes beating, shaking, kicking, strangling, scalding, burning, poisoning, suffocating and assaulting with weapons.</p>
<p>Emotional/Psychological Abuse (Criminal Offence)</p>	<p>Emotional/Psychological Abuse is when a youth is repeatedly rejected, isolated or frightened by threats and includes hostility, derogatory name-calling and put-downs, and persistent coldness from a person, to the extent that the youth suffers, or is likely to suffer, emotional or psychological harm to their physical or developmental health.</p>
<p>Neglect (Severe - Criminal Offence)</p>	<p>Neglect is a failure to provide youth with an adequate standard of nutrition, medical care, clothing, shelter, hygiene or supervision. Neglect may place the youth’s immediate safety and development at serious risk, or may not immediately compromise the safety of the youth, but is likely to result in longer term cumulative harm.</p> <p>Neglect can be:</p> <ul style="list-style-type: none"> • Isolated, where the neglect is one-off, trivial in nature, temporary and/or accidental • Persistent, where the neglect is more than trivial in nature, continual and/or prolonged • Severe, where the neglect is recurring and/or enduring to the extent that the youth’s health, safety and/or development is, or is likely to be, significantly affected.
<p>Exposure to Family/Domestic Violence (Criminal Offence)</p>	<p>Family/Domestic Violence is abusive behaviour by a person towards a family member that may include:</p> <ul style="list-style-type: none"> • physical violence or threats of violence • verbal abuse, including verbal threats • emotional or psychological abuse • sexual abuse • financial abuse • social abuse • spiritual abuse <p>Family/Domestic Violence can be technologically facilitated</p> <p>Exposure to Family/Domestic Violence is when a youth is a witness to, or otherwise exposed to the effects of, Family/Domestic Violence.</p> <p>Family/Domestic Violence towards a youth and exposure to Family/Domestic Violence constitutes Child Abuse.</p>

Unacceptable Behaviour	Definition
Abuse of Power or Authority (Criminal Offence)	Abuse of Power or Authority is the inappropriate or unethical use of power or authority attributed to rank and/or position to harass, bully or discriminate a subordinate. Abuse of Power or Authority can constitute a criminal offence.
Sexual Harassment (Persistent – Civil Offence)	<p>Harassment is unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating.</p> <p>Sexual Harassment is unwanted or unwelcomed sexual behaviour, which does not constitute sexual abuse that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating.</p> <p>Sexual Harassment includes:</p> <ul style="list-style-type: none"> • leering/staring • insults of a sexual nature • sexually offensive comments, innuendo, jokes or gestures • sexual comments or questions about a person’s sexual appeal or activities. <p>Sexual Harassment can be Isolated (one-off) or Persistent in nature.</p>
Sex/Gender Discrimination (Civil Offence)	Sex/Gender Discrimination is when a person is treated less favourably than another person in the same or similar circumstances because of that person’s sex/gender, characteristics of that person’s sex/gender, or assumed characteristics of that person’s sex/gender.
Inappropriate Sexual Remark	An Inappropriate Sexual Remark is an isolated sexual remark that is minor in nature and/or not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, a one-off inappropriate sexual joke or comment that lacked judgement.
Physical Harassment (Persistent – Civil Offence)	<p>Physical Harassment is unwanted or unwelcome physical contact/behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating which may impact the physical health of the person.</p> <p>Physical Harassment includes slapping, pulling or hitting.</p> <p>Physical Harassment can be Isolated (one-off) or Persistent in nature, constituting physical Bullying.</p>
Bullying (Civil Offence)	Bullying is a persistent, unreasonable pattern of behaviour directed towards a person or group of persons, which may create a risk to health and safety, including a risk to the emotional, mental or physical health of the person(s). Bullying is classified as persistent Harassment and can be Physical or Emotional .
Inappropriate Non-sexual Physical Contact	Inappropriate Non-sexual Physical Contact is unintentional and/or isolated minor unwanted or unwelcome non-sexual physical contact that is not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, one-off contact that lacked judgement.
Emotional Harassment (Persistent – Civil Offence)	<p>Emotional Harassment is when a youth is subjected to unwanted or unwelcome behaviour that a reasonable person, having regard to all the circumstances, would consider offensive, insulting, humiliating or intimidating and includes: acts of teasing, meanness or spite; derogatory comments, jokes and gestures; mutual arguments and disagreements (where there is no power imbalance); and dis-liking someone or social rejection.</p> <p>Emotional Harassment can be Isolated (one-off) or Persistent in nature, constituting emotional Bullying or Cyberbullying</p>

Unacceptable Behaviour	Definition
Cyberbullying (Civil Offence)	<p>Cyberbullying is the use of information and communication technologies for deliberate hostile behaviour directed at a selected person with an intention to harm, belittle, harass, insult or molest, and can include:</p> <ul style="list-style-type: none"> • sending offensive, abusive or insulting texts or emails to the person • posting offensive, abusive or insulting messages about the person • assuming the identity of the person and representing them in a negative manner or manner that may • damaging their reputation and relationship with others.
Inappropriate Non-sexual Remark	<p>An Inappropriate Non-sexual Remark is an isolated remark that is minor in nature and/or not intended to be offensive, insult, humiliate or intimidate but is inappropriate in a youth environment. For example, a one-off inappropriate joke or comment that lacked judgement.</p>
Other Discrimination (Civil Offence)	<p>Other Discrimination, which excludes Sex/Gender Discrimination, is when a person or group of people are treated less favourably than others because of their:</p> <ul style="list-style-type: none"> • identity, race, culture or ethnic origin • religion • physical characteristics • marital, parenting or economic status • age • ability or disability. <p>Discrimination interferes with the legal right of all people to be treated fairly and have the same opportunities as everyone else.</p> <p>Discrimination may be Isolated (one-off) or Persistent in nature.</p>
Prohibited Substance Offence (Criminal Offence)	<p>A Prohibited Substance is a narcotic substance as defined in the <i>Customs Act 1901</i>, section 1, section 2, section 3 and section 5 on the Prohibited Substance List, The World Anti-Doping Code Prohibited List and Benzodiazepines including temazepam (normison), diazepam (valium), flunitrazepam (rohypnol) and oxepan (serapax) or any other substance determined to be a prohibited substance by the CDF.</p> <p>Prohibited Substance Offence is possessing, dealing or administering to others a prohibited substance, including instances of food or drink spiking, trafficking or selling any prohibited substance or knowingly associating with individuals who use or are otherwise involved with prohibited substances.</p>
Prohibited Substance Use (Criminal Offence)	<p>Prohibited Substance Use is when a person administers to himself or herself, or causes or permits to be administered, a prohibited substance.</p>
Alcohol Offence (Criminal Offence)	<p>An Alcohol Offence is the unlawful supply of alcohol to youth and/or consumption of alcohol by youth in a licenced premises or public location where the civil police have been involved or supply of alcohol to youth while in the care of Defence.</p>
Alcohol Indiscretion	<p>An Alcohol Indiscretion is where a youth has consumed alcohol but the civil police have not been involved, or an adult has consumed alcohol or is under the influence of alcohol during a Defence Youth Program activity.</p>

Unacceptable Behaviour	Definition
<p>Youth Protection Policy Breach</p>	<p>Youth Protection Policy Breach is the failure to implement or comply with youth protection policy, process, procedure or practice defined in Defence, Group/Service, Command and/or Unit orders, instructions, publications or manuals.</p> <p>A Policy Breach can be:</p> <p>Significant, where the breach relates to mandatory youth protection risk controls defined in the Defence Youth Protection Management System</p> <p>Major, where the breach relates to context specific youth protection risk controls</p> <p>Minor, where the breach relates to administration.</p>
<p>Youth-on-Youth Unacceptable Behaviour</p>	<p>Youth-on-Youth Unacceptable Behaviour is any complaint, allegation or incident of Unacceptable Behaviour of a youth towards another youth.</p>

Defence Work Experience Program Code of Conduct (Adult)

Defence is committed to keeping all youth safe by fostering youth safe behaviours and providing a youth safe environment. This Code of Conduct sets the minimum standards of behaviour expected of any person who works with youth on behalf of Defence. It provides a high-level statement of professional boundaries defined by legal, ethical, acceptable and unacceptable behaviours. This Code of Conduct applies to all adults engaging with youth in a DWEP activity organised on behalf of Defence, including the use of social media and digital technology.

Acceptable Behaviours

I will:

- Treat everyone, especially youth, with respect regardless of their age, gender, ability, race, cultural background, religious beliefs or sexual identity.
 - Lesbian, gay, bisexual, transgender, queer, intersex and asexual youth
 - Youth with disability, vulnerability or diverse needs.
- Behave at all times in a manner that upholds Defence Values.
- Listen and empathetically respond to the views and concerns of youth, particularly if they communicate concern for their own or others' health, protection and safety.
- Role model youth safe behaviour and immediately challenge unacceptable behaviour with a view to stopping any form of unacceptable behaviour.
- Ensure that all interactions with youth in a DWEP context are for the sole purpose of undertaking authorised work experience activities and achieving appropriate outcomes.
- Promote the inclusion, participation and empowerment of all youth, in particular:
 - Culturally and linguistically diverse youth
 - Aboriginal and Torres Strait Islander youth
- Where practicable, only interact with youth in the presence of others.
- Take immediate action to ensure the health, protection and safety of a youth if I believe that youth has been or is at risk of being, harmed or abused.
- Report all incidents, allegations, suspicions and disclosures of unlawful or other unacceptable behaviour, as defined in Attachment A, to an appropriate commander, manager or RWEM as soon as practicable.
- Follow reasonable direction and comply with all Defence, Group/Service and subordinate level youth safe policies, procedures and practices.
- Advise my commander, manager or RWEM of any change in circumstances that impacts or could impact my suitability and clearance to work with youth.

Continued overleaf

Unacceptable Behaviours

I will not:

- Abuse my power/authority or engage in any unlawful or other unacceptable behaviour, as defined in Attachment A to this Code of Conduct, with or in relation to a youth or any other person, in either a physical or online environment.
- Allow others to behave in a manner that endangers the health, protection and safety of a youth or any other person.
- Ignore or dismiss any concern, allegation, suspicion, disclosure, event or incident of unacceptable behaviour that has affected, or has the potential to affect, the health, protection and safety of a youth or any other person. Contact or meet with youth or other persons involved in the work experience placement outside the placement, except where mentoring protocols are in place for example:
 - authorised, established or developing mentoring arrangements or
 - targeted recruitment programs or initiatives.

Special Care Provisions

I acknowledge that when undertaking an adult to youth role, I am prohibited from a sexual relationship with youth for whom I have responsibility, regardless of State or Territory age of consent laws.

Acknowledgement

- I have read this Code of Conduct and understand what constitutes ethical, acceptable and unacceptable behaviour.
- I will adhere to the Code of Conduct at all times.
- I understand Defence will take action if I breach this Code of Conduct, which may include:
 - advising police, child protection and other government authorities
 - pursuing criminal, disciplinary and/or administrative action as appropriate.

Adult

Witness

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Attachment:

A. Unacceptable Behaviours in a Youth Protection context

Defence Work Experience Program Code of Conduct (Participant 18 Years and Over)

Defence is committed to ensuring a respectful learning environment that is safe, positive and supportive for all Defence Work Experience Program (DWEPE) participants.

This Code of Conduct outlines the acceptable behaviour expected of all participants, and the unacceptable behaviour that is not permitted. This Code of Conduct applies to both the physical environment (for example, face-to-face interactions) and the online environment (for example, social media or email).

Acceptable Behaviours

I will:

- Treat everyone with respect and uphold my educational institution's values and Defence Values.
- Respect the rights and learning needs of other participants.
- Participate in activities to the best of my ability and take full advantage of the opportunities provided to me.
- Be punctual and attend the full placement, including all mandatory activities, where possible.
- Dress appropriately and with due regard for health, hygiene and safety.
- Respect the property of others, including Defence property, the property of Defence personnel and other participants, including youth.
- Follow reasonable and clear instructions and comply with all Defence health, safety and youth protection policies and procedures.

Continued overleaf

Unacceptable Behaviours

I will not:

- Participate in, or encourage behaviour that endangers the health, protection and safety of myself, Defence personnel or other participants including youth. This includes all forms of bullying, violence, discrimination and harassment.
- Ignore or not comply with instructions/directions from Defence personnel.
- Use electronic devices (for example, mobile phones) without permission during activities.
- Smoke, consume alcohol or illicit drugs at any time during the placement.
- Have an inappropriate emotional, personal or sexual relationship with another participant or any youth or other persons involved in my work experience placement (for example, Defence personnel). This includes touching, hugging and kissing and other physical or sexual contact.

Continued overleaf

Acceptable Behaviours (continued)

I will:

- Speak to a Defence adult or a trusted educational institution teacher if I believe this Code of Conduct has been breached or if I am concerned for my safety or the safety of others, including youth.

Unacceptable Behaviours (continued)

I will not:

- Contact or meet with youth or other persons involved in the work experience placement outside the placement, except where mentoring protocols are in place for example:
 - authorised, established or developing mentoring arrangements or
 - targeted recruitment programs or initiatives.
- Send or post inappropriate, offensive or explicit text messages, photos or videos.
- Take photos or other imagery while on the Defence base, unless approved by Defence personnel.

Participant Acknowledgement

- I have read the DWEP Participant Code of Conduct and understand which behaviours are acceptable and unacceptable.
- I will comply with the DWEP Participant Code of Conduct at all times.
- I understand that Defence will take action if I breach the DWEP Participant Code of Conduct and I may be excluded from certain activities or asked to leave the placement. I may also be excluded from future participation in a work experience placement. Defence will notify my Educational Institution and if necessary, the relevant authorities (for example, Police, child protection and other government authorities) of my behaviour.

Participant

Witness

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Defence Work Experience Program Code of Conduct (Participant under 18 Years)

Defence is committed to ensuring a respectful learning environment that is safe, positive and supportive for all Defence Work Experience Program (DWEPP) participants.

This Code of Conduct outlines the acceptable behaviour expected of all participants and the unacceptable behaviour that is not permitted. This Code of Conduct applies to both the physical environment (for example, face-to-face interactions) and the online environment (for example, on social media or email).

Acceptable Behaviours

I will:

- Treat everyone with respect and uphold my school's values and Defence values.
- Respect the rights and learning needs of other participants.
- Participate in activities to the best of my ability and take full advantage of the opportunities provided to me.
- Be punctual and attend the full placement, including all mandatory activities, where possible.
- Dress appropriately and with due regard for health, hygiene and safety.
- Respect the property of others including Defence property, the property of Defence personnel and other participants.
- Follow reasonable and clear instructions and comply with all Defence health, safety and youth protection policies, rules and procedures.

Continued overleaf

Unacceptable Behaviours

I will not:

- Participate in, or encourage behaviour that endangers the health, protection and safety of myself, Defence personnel or other participants. This includes all forms of bullying, violence, discrimination and harassment.
- Ignore, or not comply with instructions/directions from Authorised Personnel.
- Use electronic devices (for example, mobile phones) without permission during activities.
- Smoke, consume alcohol or illicit drugs at any time during the placement.
- Hold an inappropriate emotional, personal or sexual relationship with another participant, or an adult involved in my work experience placement (for example, Defence personnel). This includes touching, hugging and kissing, and other physical or sexual contact.

Continued overleaf

Acceptable Behaviours (continued)**I will:**

- Speak to a trusted adult, such as my parent, Defence personnel or school teacher if I believe this Code of Conduct has been breached or if I am concerned for my safety or the safety of others.

Unacceptable Behaviours (continued)**I will not:**

- Contact or meet with adults or other persons involved in the work experience placement outside the placement, except where mentoring protocols are in place for example:
 - authorised, established or developing mentoring arrangements or
 - targeted recruitment programs or initiatives.
- Send or post inappropriate, offensive or explicit text messages, photos or videos.
- Take photos or other imagery while on the Defence base unless approved by Defence personnel.

Participant Acknowledgement

Parent/Guardian Acknowledgement

- I have read the DWEP Participant Code of Conduct and understand which behaviours are acceptable and unacceptable.
- I will comply with the DWEP Participant Code of Conduct at all times.
- I understand that Defence will take action if I breach the DWEP Participant Code of Conduct and I may be excluded from certain activities or asked to leave the placement. I may also be excluded from future participation in a work experience placement. Defence will notify my parent or guardian, Educational Institution or the relevant authorities, if necessary, (for example, police, child protection and other government authorities) of my behaviour.

- I have read the DWEP Participant Code of Conduct and understand what constitutes acceptable and unacceptable behaviours. I will support and encourage my child to adhere to the DWEP Participant Code of Conduct and am aware that they could be asked to leave the placement if they do not comply.

Participant

Parent/Guardian

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

CHAPTER 2

DIVERSITY AND INCLUSION IN DEFENCE WORK EXPERIENCE PROGRAM POLICY

INTRODUCTION

2.2.1 Defence's engagement with youth, through programs such as the Defence Work Experience Program (DWEPP), assists in reinforcing and maintaining Defence's reputation across diverse communities.

2.2.2 DWEPP aims to complement existing Defence diversity and inclusion initiatives and policies across the enterprise by providing tailored, diversity-focused work experience placements designed in collaboration with the Australian Defence Force (ADF) and the Australian Public Service (APS).

POLICY INTENT

2.2.3 The intent of this policy is to ensure:

- a. DWEPP complies with the 2016 Defence White Paper requirement to increase work experience opportunities for students from a range of diverse backgrounds to gain exposure to a variety of ADF and APS careers
- b. DWEPP stakeholders are aware of and understand the importance Defence places on promoting a diverse and inclusive environment
- c. RWEMs, PCAs and Authorised Personnel consider the needs of participants from diverse backgrounds, in addition to students living with a disability, when planning, promoting and delivering work experience placements
- d. Participants understand their right to be supported and respected by Defence personnel and peers, regardless of diversity differences, when considering and/or participating in a work experience placement.

2.2.4 This policy should be read in conjunction with:

- a. Diversity and Inclusion Common Policy, ([Part 1, Section 6, Chapter 4](#))
- b. [Pathway to Change: Evolving Defence Culture 2017-2022](#)
- c. [2019-2022 Defence Reconciliation Action Plan](#) and the Joint Capabilities Group (JCG) Defence Reconciliation Plan (DRAP) Implementation Plan
- d. [Defence Industry Skilling and STEM Strategy](#)
- e. [Defence Transformation Strategy](#).

POLICY

2.2.5 DWEP recognises and supports Defence's diversity and inclusion priorities for attracting a contemporary Defence workforce.

2.2.6 Consistent with the 2016 Defence White Paper requirements, DWEP will place a particular focus on increasing placement opportunities for:

- a. Aboriginal and Torres Strait Islander students
- b. female students
- c. students studying Science, Technology, Engineering and Maths (STEM)¹ related disciplines
- d. students from Culturally and Linguistically Diverse (CALD) backgrounds

2.2.7 In the case of a student living with a disability, all reasonably practicable effort will be made to accommodate their particular circumstances. The placement of a student with a disability will be considered on a risk based, case by case basis, mindful of the capacity and capability of a unit, including staff-to-participant supervision ratios, the nature of the planned activities and the safety of the student, other participants and Defence personnel.

2.2.8 DWEP will seek to promote work experience opportunities to people from diverse backgrounds by:

- a. partnering with Services and Groups to develop inclusive placements
- b. expanding relationships with Educational Institutions and other external organisations
- c. promoting cultural awareness and competence among DWEP stakeholders
- d. increasing opportunities for regional and remote participation
- e. promoting the attraction of DWEP placements to participants from diverse backgrounds and those with a disability
- f. promoting the positive experiences of previous DWEP participants encouraging respect for individual differences and promoting the benefits to Defence of enhancing capability through inclusion.

Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Joint Support Services Division

¹ STEM refers to the broad, inter-related skill disciplines that are particularly relevant to developing and supporting the complex systems operated by Defence.

CHAPTER 3

USE OF SOCIAL MEDIA IN THE DEFENCE WORK EXPERIENCE PROGRAM POLICY

INTRODUCTION

2.3.1 Despite its benefits, social media can be used as a vehicle for child exploitation. Inappropriate use of social media poses a particular risk to youth safety as well as reputational risk for Defence and DWEP. All Defence personnel engaging with youth on a work experience placement have a duty to be aware and vigilant and to take appropriate action, including reporting concerns if it is suspected that a participant is at risk of harm from inappropriate use of social media.

2.3.2 DWEP has a responsibility to protect all DWEP participants from bullying, abuse and sexual exploitation by promoting the safe use of social media during a Defence work experience placement.

POLICY INTENT

2.3.3 The intent of this policy is to ensure DWEP personnel and participants are equipped with the knowledge and skills to use social media appropriately and in a youth safe manner during a work experience placement.

2.3.4 This policy should be read in conjunction with:

- a. [Part 1, Section 6, Chapter 3](#)
- b. [Part 1, Section 1, Chapter 2](#)

POLICY

2.3.5 Taking, requesting, sharing or posting sexualised photographs or other imagery of oneself or other people under the age of consent is a crime under Commonwealth, State and Territory child pornography laws, regardless of whether it is conducted in a physical or online environment.

2.3.6 Defence personnel are subject to a high level of public scrutiny, which is heightened when they engage with youth on behalf of Defence. Relationships between DWEP participants and adults in Defence, including through social media, must remain professional at all times. Defence personnel should not establish any form of private communication, including online communication, with work experience participants during or following a DWEP activity. In the case of authorised, established or developing mentoring arrangements, or targeted recruitment programs or initiatives, appropriate placement contact may occur with mentoring protocols to be complied with.

2.3.7 DWEP participants are not permitted to post photos or details of any work

experience placement on social media, unless permission has been given by the OAA, the PCA or Authorised Personnel.

2.3.8 Defence's expectations of participants' use of electronic communications, including social media, during a work experience placement is outlined in the DWEP Participant Handbook and reiterated during the PCA's induction at the commencement of the placement. The [Guide to Appropriate Use of Mobile Electronic Devices and Social Media in DWEP](#) (Annex A) provides information on managing participants' use of social media, together with expectations regarding the use of photography/video while on a Defence base.

2.3.9 Inappropriate use of social media is considered unacceptable behaviour and constitutes a breach of the DWEP Code of Conduct and potentially Commonwealth, State and Territory legislation.

2.3.10 Any instance of misconduct or misuse of social media must be reported immediately and appropriate action taken. Any participant who has reasonable grounds to believe there has been, or may have been, an incident of grooming, child pornography, child abuse or exploitation involving a DWEP participant must report the matter to the PCA or Authorised Personnel in addition to the State or Territory police and the relevant child protection authorities in accordance with [Part 1, Section 3, Chapter 3](#). The DWEP National Manager must also be informed.

Annex

- A. Guide to Appropriate Use of Mobile Electronic Devices and Social Media In DWEP

Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Joint Support Services Division

GUIDE TO APPROPRIATE USE OF MOBILE ELECTRONIC DEVICES AND SOCIAL MEDIA IN DWEP

1. This Guide provides information for the PCA and Authorised Personnel on the appropriate use of social media in the DWEP context. It should be read in conjunction with Section 2, Chapter 3.
2. As part of the induction for a DWEP placement, participants must be made aware of the expectations on the use of their electronic devices and social media. Participants should be reminded of their undertakings in the Code of Conduct, along with the rules regarding photography/video on base.
3. **Appropriate Use Of Social Media.** There may be times during a DWEP activity where the use of mobile electronic devices to access social media is appropriate and/or enhances the experience and knowledge of participants. These include, but are not limited to, occasions where participants:
 - a. are receiving a presentation by Defence Force Recruiting (DFR) and are encouraged to visit DFR social media pages
 - b. express an interest in being able to look up the unit/brigade on social media and there is an official, public page available
 - c. are permitted free time (usually on an overnight placement) and have sought permission to use a personal electronic device, which may include accessing social media
 - d. are given permission to take a photo and post that photo on social media as part of the work experience placement (see Section 2, Chapter 3, paragraph 2.3.7).
4. The following scenarios illustrate typical situations which may arise in DWEP and provide appropriate youth safe responses.

Case Study 1: Group Photography

A group of participants is attending a DWEP placement at a RAAF Base. They wish to take a photograph of their group with Defence personnel outside the base, in front of a C-130E Hercules tail. They would like to post the photograph on their social media pages. This is considered **acceptable** use of social media, as the C-130E Hercules is a frequently photographed location, accessible to the public. Therefore, DWEP participants are able to take a photograph and post it to their social media page.

How should you manage this situation and provide guidance on appropriate use of social media?

- Ensure all participants are happy for individuals to post the photograph on their personal social media pages. Remind participants that 'tagging' each other on social media must only be done with permission.
- Request participants remove name tags, for privacy.
- If the Defence personnel are ADF members, identification must be removed

Case Study 1: Group Photography

prior to the photograph being taken.

- Take the opportunity to remind students about appropriate use of social media when posting their experiences on the placement.

Case Study 2: Photographs on Base

SPECIAL NOTE: Rules about photo-taking vary between bases, so this case study may not apply to all bases. Be sure to check and apply the regulations/base instructions that apply to your base.

A group of participants is attending a DWEP placement at an Army Barracks. They have been given an appropriate induction, including being made aware of expectations for the use of personal devices and social media, the Code of Conduct and rules regarding media on base. During a static vehicle display, participants are invited to sit in the vehicles, but are reminded to not take photos.

As you are beginning to gather the group to leave, you notice a participant has their phone out and appears to be posting a selfie of themselves inside one of the vehicles on their social media.

This is considered **inappropriate** use of social media, as participants had been advised as part of their induction they were not permitted to take photos.

How should you manage this situation and provide guidance on appropriate use of social media?

- Intervene and ask the participant to delete the post and the photograph from their device
- Remind the participant of the Code of Conduct and the rules regarding photography/ video on base
- Inform the PCA immediately. The RWEM, the participant's Educational Institution and/or parents may also need to be contacted
- If required, follow internal reporting procedures, including informing the OAA.

Case Study 3: Overnight Placements

A group of participants is attending an overnight placement at a Defence Establishment and the students have an hour of free time after dinner before their scheduled evening activity.

The students ask permission to spend their free time on their phones, checking their various social media accounts.

This is considered **acceptable** use of social media, as students have free time and have sought permission.

How should you manage this situation and provide guidance on appropriate use of social media?

- Refer to the placement induction and remind students of the Code of Conduct and rules regarding social media and photography/video on base

Case Study 3: Overnight Placements

- Remind students of what is appropriate to post on social media about their experiences whilst on the placement
- Reinforce the time of the scheduled evening activity and the expectation of their attendance.

Case Study 4: Social Media Relationships

During a placement, a participant requests to add different members of the group to their private social media page to keep in touch, as they have expressed interest in applying to the ADF at the same time.

The participant asks you for your contact details and a link to your private social media account so that they can keep in touch and seek assistance with their application to the ADF.

This is considered an **inappropriate** use of social media, as interactions with youth are for the sole purpose of conducting authorised DWEP activities and achieving approved training outcomes.

How should you manage this situation and provide guidance on appropriate use of social media?

- Advise the participant of the appropriate avenues for seeking help with their ADF application, such as DFR, through their RWEM or by emailing defence.workexperienceprogram@defence.gov.au.
- Advise RWEM of the incident.
- Follow any internal reporting/notification procedures, including notifying the OAA.

CHAPTER 1

DEFENCE WORK EXPERIENCE PROGRAM RISK MANAGEMENT POLICY

INTRODUCTION

3.1.1 The Defence Work Experience Program (DWEPP) has a duty of care to ensure the health, protection and safety of participants undertaking a work experience placement. An important element of that duty of care is the recognition and implementation of work, health and safety (WHS) responsibilities and their relationship to a youth safe and protection culture.

3.1.2 As a result, all personnel with WHS and youth protection responsibilities and accountabilities in DWEPP must take all reasonably practicable steps to comply with these obligations. Risk assessments must therefore encapsulate both WHS and youth protection risks. DWEPP risk assessments must also reflect that in a DWEPP placement context, a host unit is a work place with a youth safe focus. Therefore, in addition to the regular WHS factors considered in risk assessments, DWEPP participants' age, maturity, (including physical, emotional, and behavioural status) must also be considered.

3.1.3 The roles, responsibilities and accountabilities in DWEPP are outlined in Section 1, Chapter 1.

3.1.4 This policy aligns with Defence's Youth Protection Management System (DYPMS), a system designed to meet the requirements of the Commonwealth Child Safety Framework (CCSF) and National Principles for Child Safe Organisations (NPCSO). (see: [Youth Policy Manual Introduction](#)).

POLICY INTENT

3.1.5 The intent of this policy is to ensure that all WHS and youth protection hazards and risks in DWEPP are identified and effectively managed.

3.1.6 This policy should be read in conjunction with the [Defence Safety Risk Management Policy](#).

3.1.7 DWEPP's youth protection risk management policy is consistent with:

- a. Requirement 1.0 of the [CCSF: Undertake risk assessments annually in relation to activities of each entity, to: identify the level of responsibility for and contact with children and young people, evaluate the risk of harm or abuse, and put in place appropriate strategies to manage identified risks](#)

- b. Principle 1 of the [NPCSO: Child safety and wellbeing is embedded in organisational leadership, governance and culture](#)
- (1) Key Action Area 1.5: *Risk management strategies focus on preventing, identifying and mitigating risks to children and young people*
- c. Principle 8 of the NPCSO: [Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed](#)
- (1) Key Action Area 8.1: *Staff and volunteers identify and mitigate risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities*
- (2) Key Action Area 8.3: *Risk management plans consider risks posed by organisational settings, activities and the physical environment.*

POLICY

3.1.8 This policy operationalises Defence's policy on youth protection risk management (Part 1, Section 3, Chapter 1).

3.1.9 Responsibility for managing youth safety WHS and youth protection risks during a DWEP placement is shared between the host unit/ base and Joint Support Services Division (JSSD), as Program owner (See Introduction, paragraph 3 and Section 1, Chapter 1, paragraph 1.1.17).

3.1.10 **Annual Risk Assessment.** An Enterprise level risk assessment must be undertaken annually. In accordance with Part 1, Section 3, Chapter 1, Program level youth protection risks must also be assessed and reviewed annually. The annual DWEP Risk Assessment requires the DWEP National Manager and Director Youth to undertake an assessment of discrete groups of risks and hazards and to address the corresponding list of elimination, preventative and mitigation recovery controls.

3.1.11 **DWEP Placement Risk Assessment.** In consultation with the Regional Work Experience Manager (RWEM), the Host Unit Point of Contact (POC) and/or Person Conducting Activity (PCA) is responsible for conducting a DWEP Risk Assessment prior to every placement. Using the placement activity timetable and the Nominal Roll as key inputs, the Placement Risk Assessment must encompass WHS and youth protection risks at both the placement and individual activity levels. The DWEP Youth Protection Risk Management Supplement (Annex A) must also be completed. *A DWEP placement or activity cannot take place unless the overall risk rating is Low or Very Low.*

3.1.12 The RWEM must provide guidance to the POC and PCA and prior to finalising the Placement Risk Assessment documents, all parties must ensure that where necessary, reasonable adjustments have been made to specific activities to accommodate youth protection and safety needs.

3.1.13 Once completed, the Officer Authorising the Activity (OAA) must review and approve the any Service specific risk assessment documents and Annex A - DWEP Youth Protection Risk Management Supplement. The RWEM is responsible for ensuring all signed Placement Risk Assessment documents are stored appropriately in Objective.

3.1.14 **Risk Control Awareness.** All DWEP and host unit/base personnel participating in a DWEP placement, including youth, must be aware of WHS and youth protection risk controls. Mechanisms for ensuring awareness include, but are not limited to, the participants' induction briefing and unit/ base placement pre-delivery briefing.

3.1.15 **Risk Register.** All youth protection and youth safety hazards, risks and issues must be included in a DWEP risk register. This is administered by the DWEP National Office.

3.1.16 **Risk Management Support.** For support relating to Defence youth protection risk management policy, commanders and managers should contact the Defence Youth Protection Contact Officer email address: youth.protection@defence.gov.au

3.1.17 **Privacy.** All information collected or used in relation to youth protection risk management must be managed in accordance with the privacy requirements outlined in [Part 1, Section 1, Chapter 2](#).

Annex

A. DWEP Youth Protection Risk Management Supplement

Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Joint Support Services Division

DEFENCE WORK EXPERIENCE PROGRAM YOUTH PROTECTION RISK MANAGEMENT SUPPLEMENT

A Risk Assessment must be completed for every work experience placement prior to commencement. Services are encouraged to utilise existing Risk Assessment templates and forms in accordance with their respective Service WHSMS. This document is designed as a Youth Protection supplement to the Unit's Standing Risk Assessment which should be used to identify and assess the hazards and risks associated with this specific placement. In the absence of a Standing Risk Assessment, Part A – Supplementary Risk Management Document, can be utilised. This document must be reviewed and signed by an Authorising Officer.

Placement Scope			
Placement Name:			
Placement Dates:	From	To	Location:
Placement Appointments:	Officer Planning Activity (OPA): ¹		
	Regional Work Experience Manager (RWEM): ²		
	Person Conducting the Activity (PCA): ³		
	Officer Authorising Activity (OAA): ⁴		
Placement Description:			
Standard Placement Considerations			
Cancellations, Postponements and Program Changes:	This program may change, be postponed or be cancelled at short notice due to operational requirements, Covid-19 related restrictions and/or outbreaks, or unacceptable behaviour.		
Nominal Roll:	A Nominal Roll and Nominal Roll Cover sheet will be developed by the RWEM that includes reference to Participants disclosed conditions (including cognitive, social, physical, medical and/or dietary). This will be provided to and must be signed off by the PCA.		
Medical Plan:	A medical plan must be developed and submitted with this application. The OPA must indicate closest medical facilities and routes, the medical evacuation plan as applicable to civilians for that base, base emergency evacuation point location, first aid equipment/first aid officer and Defence emergency contact numbers. The RWEM must provide individual health plans for participants, where required, as part of the medical plan.		
Environmental:	Weather conditions are to be assessed on a day to day basis. However, an extreme weather management plan to be developed where appropriate. Any identified flora and fauna hazards relevant to the Defence Establishment is to be included in the placement safety brief where appropriate.		
Attendance:	All participants attending the placement are to submit a Defence Work Experience Agreement Form prior to the commencement of the placement, which is to inform the Nominal Roll and Risk Assessment.		

¹ Officer Planning Activity (OPA) is the nominated point of contact that will engage with the RWEM in the planning and execution of the DWEP activity. The OPA and the Person Conducting the Activity (PCA) can be the same person.

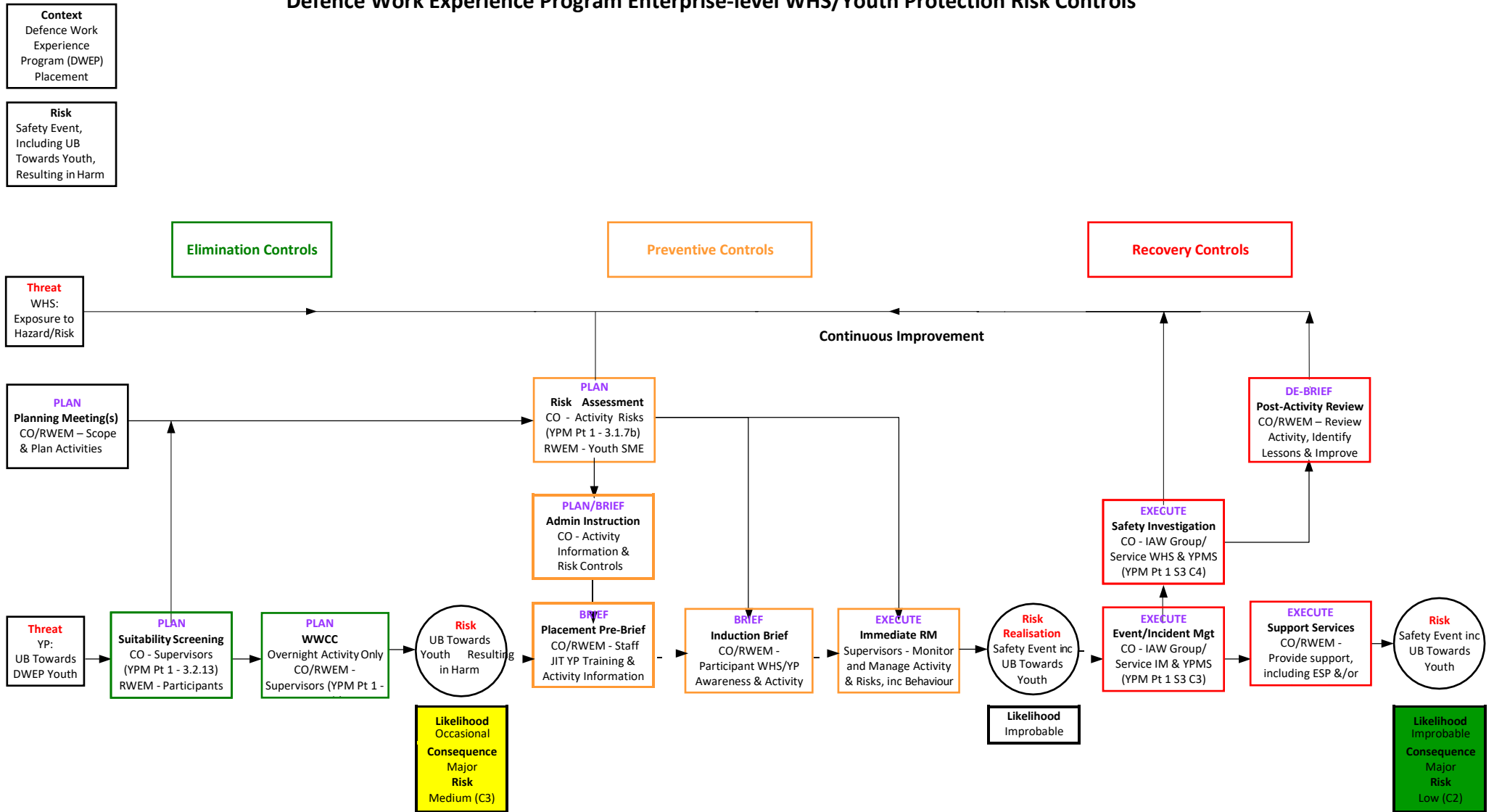
² Regional Work Experience Manager (RWEM) is an APS Defence member who is responsible for coordinating and delivering the placement, offering the placement to participants, and ensuring the placement complies with youth protection policy.

³ Person Conducting the Activity (PCA) is the person tasked with providing supervision to the participants for the duration of the activity.

⁴ Officer Authorising Activity (OAA) is the officer in command of a military unit or establishment, often known as the Commanding Officer. They have ultimate operational authority over the unit or establishment, and are the approving authority for a Work Experience activity to take place.

The OPA, PCA and OAA must be a Defence member – we cannot delegate responsibility to contractors.

Defence Work Experience Program Enterprise-level WHS/Youth Protection Risk Controls



Officer Planning Activity (OPA) Declaration		YES	NO
CO/RWEM Planning Meetings – Determine scope and plan activities		<input type="radio"/>	<input type="radio"/>
I have read and understand unacceptable behaviour towards Defence Work Experience Program Youth. YOUTHPOLMAN Part 1, Section 1, Chapter 1 , YOUTHPOLMAN Part 1, Section 2, Chapter 2 , YOUTHPOLMAN Part 1, Section 2, Chapter 2, Annex C		<input type="radio"/>	<input type="radio"/>
WWCC has been conducted for overnight activity supervisors and a copy of confirmation has been provided to the RWEM. <ul style="list-style-type: none"> YOUTHPOLMAN Part 1, Section 3, Chapter 2 - 3.2.8b: a WWCC is NOT required to support a Defence Youth Program activity, unless they are required to provide care and supervision of youth participating in an overnight activity. 		<input type="radio"/>	<input type="radio"/>
Risk Assessment has been conducted and a copy has been provided to the RWEM. <ul style="list-style-type: none"> YOUTHPOLMAN Part 1, Section 3, Chapter 1 – 3.1.7b: Task/Activity Risk Assessment: WHS and youth protection risks must be considered and effectively managed as part of any deliberate and/or immediate risk assessment for a task/activity. In addition to WHS, youth safety factors must be considered with respect to DWEP participants' age, maturity (including physical, emotional and behavioural status) and risk appetite 		<input type="radio"/>	<input type="radio"/>
I acknowledge my obligations under the Work Health and Safety Act 2011 (Cth) for the health and safety duties I and the Department of Defence owe to the participants during the Work Experience Placement.		<input type="radio"/>	<input type="radio"/>
Are the participants being transported throughout this placement? <ul style="list-style-type: none"> When transporting a single under 18 participant in any vehicle, two adults should be present whenever possible. 		<input type="radio"/>	<input type="radio"/>
I acknowledge that all activities are to have appropriate risk assessments in place specific to the activity and where it will be based. <ul style="list-style-type: none"> Appropriate PPE and dress code is to be worn and additional controls are to be implemented to account for age/skills/experience of participants. Activities are also only to be conducted by qualified personnel in accordance with SI/OIPs. State and Territory Education Departments may have restrictions with regards to some activities. Please clarify these excluded activities with your RWEM. 		<input type="radio"/>	<input type="radio"/>
Are weapons being viewed, used or handled in this placement? <ul style="list-style-type: none"> Weapons displays are delivered IAW DSM – Part 62:66 Annex E Security Requirements for Display and Demonstrate of Weapons. DWEP participants cannot undertake any activities in the WTTS at this time. <u>They are able to enter WTTS and observe a demonstration.</u> State and Territory Education Departments may have restrictions with regards to weapons being viewed, used or handled. Please clarify these excluded activities with your RWEM. 		<input type="radio"/>	<input type="radio"/>
OPA Name:		Signature:	
Unit:		Date: <i>(if completed as hard copy)</i>	
Rank:		Email:	
OPA Comments			

Regional Work Experience Manager (RWEM) Review and Acknowledgement	Yes	No	N/A
I have reviewed and assessed that all context-specific youth protection risk mitigation strategies are being adhered to, including: <ul style="list-style-type: none"> • Unacceptable behaviour – Youth on Youth: Control measures can include, code of conduct, induction covering unacceptable behaviour and how to report it, appropriate supervision • Unacceptable behaviour – Adult on Youth: Control measures can include, Youth Safety Training Level 1 and Level 2, RWEM and/or DWEP Reservist present, Adult Code of Conduct signed by PCA, Just In Time Training, WWCC for Overnight Placements, suitability screening 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have consulted with the OPA and PCA to ensure youth safety has been considered as part of the Unit WHS risk assessment, including factors such DWEP participants’ age, maturity (including physical, emotional and behavioural status) and risk appetite.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have provided Just In Time Training (either via sending appropriate training package or presenting package directly) to staff involved in the placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I acknowledge that the Nominal Roll has been referenced, particularly in relation to the Participants disclosed cognitive, social, physical, medical and/or dietary information (if any) as part of this approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covid-19 <ul style="list-style-type: none"> • I have advised Participants of Covid-19 protocols • Provided them with the Covid-19 Risk Factors Advice and Acknowledgement Form and have advised they must present this upon arrival to their placement. • Activities are planned on the basis that activities will not include elements of physical contact with another person • My Placement Form includes advice to the participants to download relevant State and Territory app for COVID QR Check-ins on bases. • Where it is not possible for patrons to have access to a smart phone, messes within the Defence Estate must achieve the State/Territory government requirements through the recording of the data gathered from the use of DCAC in the first instance. • For training establishments where the volume of patrons transiting through the messes precludes the use of a DCAC, the record can be in the form of a spreadsheet or any other form of digital entry that can track customer check-ins and protects the privacy of your client. • Placement is to have a COVID-19 checklist and is planned to ensure compliance with Defence ‘preparing for a COVID Safe workplace and COVID-19 Restrictions Matrix. 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food is being provided and the Mess has been advised of participants’ dietary requirements and/or allergies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I acknowledge my obligations under the Work Health and Safety Act 2011 for the health and safety duties I and the Department of Defence owe to the participants during the Work Experience Placement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
For overnight placements, I have sighted all supervising staff’s WWCC/WWVP checks and lodged in the DWEP Staff Compliance Spreadsheet.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Name:		Email:	
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Signature:	
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Comments

Person Conducting Activity (PCA) Declaration		Yes	No
I have read and understand unacceptable behaviour towards Defence Work Experience Program Youth. YOUTHPOLMAN Part 1, Section 1, Chapter 1 , YOUTHPOLMAN Part 1, Section 2, Chapter 2 , YOUTHPOLMAN Part 1, Section 2, Chapter 2, Annex C		<input type="radio"/>	<input type="radio"/>
I have read, understand and signed the Defence Youth Safe Code of Conduct (Adult) prior to supervising a work experience placement or activity and have provided a copy of this to the RWEM. YOUTHPOLMAN Part 3, Section 2, Chapter 2, Annex A: Defence Youth Safe Code of Conduct (Adult)		<input type="radio"/>	<input type="radio"/>
In addition to the WHS risks identified for this placement, youth safety factors with respect to DWEP participants' age, maturity (including physical, emotional and behavioural status) and risk appetite have been identified and discussed with the RWEM.		<input type="radio"/>	<input type="radio"/>
Will you be conducting water activities on this placement? <ul style="list-style-type: none"> • Prior to any water/water craft based activity, the supervisor of the activity must verbally confirm all participants can swim. • All water based activities are to be undertaken IWA Standard Risk Assessments in place specific to the pool/facility where the activity occurs. • Note: State/Territory Education Departments may have restrictions on water-based activities; seek guidance from RWEM 		<input type="radio"/>	<input type="radio"/>
Will you be conducting any specialised workplace/workshop activities on this placement? <ul style="list-style-type: none"> • PPE is required to undertake activity safely • All activities are conducted under appropriately qualified and skilled operators • Where specific dress code is required this is clearly communicated with RWEM for inclusion on My Placement Form • In addition to overall site/activity inductions, participants are given safety inductions for all equipment, tools, machinery and instruments. 		<input type="radio"/>	<input type="radio"/>
Are the participants being transported throughout this placement? <ul style="list-style-type: none"> • When transporting a single under 18 participant in any vehicle, two adults should be present whenever possible. 		<input type="radio"/>	<input type="radio"/>
Will you be conducting any physical training activities on this placement? <ul style="list-style-type: none"> • All land based PT/AT is conducted IAW respective Service policy advice • Nominal Roll includes participant's pre-existing injuries, medical condition/s and self-rating of participants' level of fitness and any activity exclusions based on educational institutions insurance policy. • Land based PT activities to be conducted only by qualified PTI's, CFL's or MFL's • For the conduct of the Pre-enlistment Fitness Assessment (PFA), personnel authorised to conduct physical activities includes any member of the ADF of the rank of CPL(E) or above, posted to Defence Force Recruiting (DFR), who has been trained and deemed competent by an ADF PTI and successfully completed the DFR PFA Supervising Officer course. • Adventurous Training is to be conducted only by qualified UATI, UATL or A/UATL as appropriate based on specific adventurous activity being undertaken PTI or member conducting activity to adjust the intensity to reflect participant/s skill/fitness level. • Challenge by Choice Principles to be adopted. • PTIs to check to confirm fitness levels and any injuries/potential issues prior to activity • Participants who are not able to participate who are identified on the Nominal Roll to sit out 		<input type="radio"/>	<input type="radio"/>
Name:			
Email:			
Signature:			
Comments			

Placement Medical Plan (PCA/POC to complete sections unless otherwise indicated)			
Placement Name:			
Placement Dates:	From	To	Location:
Medical Facilities			
Closest Medical Facility:	<i>Route to facility:</i>		
Opening Hours:			
Contact Number:			
Alternate 24hr medical facility (If closest is not 24 hour):	<i>Route to facility:</i>		
Opening Hours:			
Contact Number:			
Medical Evacuation Plan			
Emergency Evacuation Point Location			
First Aid Equipment / First Aid Officer			
Communications: Detail the Defence emergency contact numbers for the placement			
Participant Declared Medical/Dietary/Allergy Information (RWEM to complete)			
Have any participants declared medical conditions, dietary requirements or allergies on their agreements?			
<input type="radio"/> NO	<input type="radio"/> YES	<i>If YES - Please see Nominal Roll for specifics. Any medical/treatment plans will be attached to Nominal Roll by RWEM.</i>	

Officer Authorising Activity (OAA) Review and Approval			
I acknowledge my obligations under the Work Health and Safety Act 2011 the health and safety duties I and the Department of Defence owe to the participant during the Work Experience Placement.			<input type="checkbox"/>
I acknowledge my obligations under YOUTHPOLMAN Part 1, Section 3, Chapter 1 – Defence Youth Protection Risk Management (refer to 3.1.7) and YOUTHPOLMAN Part 1, Section 3, Chapter 3 – Youth Protection Complaint and Event/Incident Management .			<input type="checkbox"/>
I will ensure appropriate supervision of the Participants during the Work Experience Placement. I acknowledge my obligation to advise all ADF personnel involved in this work experience activity who will engage with young people, to complete Defence Youth Safety Training Level 1 - Awareness and Defence Youth Safety Training Level 2 - Practitioner as required (available on Campus).			<input type="checkbox"/>
I acknowledge that a Risk Assessment has been created with reference to the DWEP Nominal Roll, particularly in relation to the Participant's disclosed cognitive, social, physical, medical and/or dietary information (if any).			<input type="checkbox"/>
For overnight placements only: I acknowledge that supervisors on overnight placements have undergone relevant suitability screening and hold valid WWCC/WWVP as applicable to their state.			<input type="checkbox"/>
OAA Name:		Signature:	
Unit:		Date: <i>(if completed as hard copy)</i>	
Rank:		Email:	
Comments			

Part A – Supplementary Risk Management Document

Supplementary Risk Management						
<p><i>A supplementary risk assessment is to be completed for all planned activities that have not already been identified and addressed above. When identifying risks and hazards associated with an activity, consider the 'Likelihood' of occurring and the 'Consequence'. Use the rating system below to get the outcome. Note: Residual Risk Scores must be 'LOW' or 'VERY LOW' for work experience placements. This section does not need to be completed if a separate unit risk assessment is undertaken and obtains a score of 'Low' or 'Very Low'. A copy is to be provided to the Regional Work Experience Manager and attached as a reference to this assessment.</i></p>						
Likelihood		Consequence				
		Minor (A)	Moderate (B)	Major (C)	Critical (D)	Catastrophic (E)
(5)	Almost Certain	(A5) LOW	(B5) MEDIUM	(C5) HIGH	(D5) VERY HIGH	(E5) VERY HIGH
(4)	Probable	(A4) LOW	(B4) MEDIUM	(C4) HIGH	(D4) HIGH	(E4) VERY HIGH
(3)	Occasional	(A3) VERY LOW	(B3) LOW	(C3) MEDIUM	(D3) HIGH	(E3) HIGH
(2)	Improbable	(A2) VERY LOW	(B2) VERY LOW	(C2) LOW	(D2) MEDIUM	(E2) MEDIUM
(1)	Rare	(A1) VERY LOW	(B1) VERY LOW	(C1) VERY LOW	(D1) LOW	(E1) LOW
Rating		Likelihood Description				
(5)	Almost Certain	Expected to occur during the planned activity. Is known to occur frequently in similar activities.				
(4)	Probable	Expected to occur in most circumstances, but is not certain. Is known to have occurred previously in similar activities.				
(3)	Occasional	Not expected to occur during planned activity. Sporadic but not uncommon.				
(2)	Improbable	Not expected to occur during the planned activity. Occurrence conceivable but considered uncommon.				
(1)	Rare	Not expected to occur during the planned activity. Occurrence conceivable but not expected to occur.				
Rating		Consequence Description				
(E)	Catastrophic	Multiple fatalities OR 10 or more injuries / illnesses categorised as 'critical'.				
(D)	Critical	Single fatality and/or permanent total disability OR 10 or more injuries or illnesses categorised as 'major'.				
(C)	Major	Serious injury or illness requiring immediate admission to hospital as an inpatient and/or permanent partial disability OR 10 or more injuries/illnesses categorised as 'moderate'.				
(B)	Moderate	Injury or illness causing no permanent disability, which requires non- emergency medical attention by a registered health practitioner OR 10 or more injuries or illnesses categorised as 'minor'.				
(A)	Minor	Minor injury or illness that is treatable in the workplace (first aid) or by a registered health practitioner, with no follow up treatment required.				

<p align="center">Supplementary Risk Management (only use this if your unit does not have their own Risk Management forms)</p>							
<p align="center"><i>This is the individual activity based risks and hazards informed by the placement program. An example has been provided.</i></p> <p align="center"><i>C = Consequence / L = Likelihood</i></p>							
Other Identified Hazards/Risks	Initial Risk Score			Additional control measures to be implemented <i>These controls will relate to the specific activity, location and conditions.</i>	Residual Risk Score		
	C	L	Score		C	L	Score
<p>Example <i>Risk of pain, discomfort and/or injuries to hands, arms, spine from overuse of or improper use of workstations during research and administrative tasks.</i></p>	A	1	Very Low	<p>Example</p> <ul style="list-style-type: none"> • <i>Workspace and equipment set up to with consideration to ergonomic suitability i.e. designed to ensure good posture, minimise screen glare, minimise risk of RSI etc.</i> • <i>Participants receive induction on commencement, covering WHS, including WHS Induction Ergonomic Assessment form (proforma attached)</i> • <i>Work planned to include regular breaks or change of activity.</i> 	A	1	Very Low

CHAPTER 2

HEALTH, PROTECTION AND SAFETY IN THE DEFENCE WORK EXPERIENCE PROGRAM POLICY

INTRODUCTION

3.2.1 Ensuring the health, protection and safety of participants in the Defence Work Experience Program (DWEPP) is at the core of achieving the program's goals and delivering a positive experience for youth.

3.2.2 Defence recognises its legal duty of care to participants undertaking work experience placements. To fulfil this legal obligation, all personnel engaging with youth participants must be aware of and consider the specific needs of youth when planning and delivering a work experience placement.

DEFINITIONS

3.2.3 **Youth protection** encompasses matters relating to protecting all youth from child abuse, managing the risk of child abuse, providing support to youth at risk of child abuse and responding to incidents or allegations of child abuse.

3.2.4 **Youth Safety** means the application of the Defence Safety Framework to youth.

3.2.5 **Duty of care** is a legal duty to take reasonable care to prevent harm to another person that could be reasonably foreseen.

POLICY INTENT

3.2.6 The intent of this policy is to ensure Defence personnel engaging with youth during a DWEPP placement:

- a. understand the rationale and strategies employed to manage youth protection during a work experience placement
- b. effectively administer the youth protection risk controls detailed below to keep youth safe from harm throughout a DWEPP placement

3.2.7 This policy should be read in conjunction with the DWEPP Roles, Responsibilities and Accountabilities policy (Section 1, Chapter 1) and the DWEPP Risk Management policy (Section 3, Chapter 1).

POLICY

3.2.8 All Defence and non-Defence personnel engaging with youth during a work experience placement must take reasonable steps to minimise the risk of harm to all

DWEP participants by:

- a. complying with all Defence WHS and youth protection policies to foster a youth safe environment
- b. implementing strategies to prevent unacceptable behaviour, misconduct and abuse of youth
- c. ensuring youth safety and protection hazards and risks are identified and effectively managed
- d. ensuring youth safety and protection events/incidents, including complaints, are reported and managed in accordance with WHS policies (see Part 1, Section 3, Chapters 3 and 4 and this Part).

DUTY OF CARE

3.2.9 Defence's duty of care for each work experience participant commences when the participant arrives at the designated location and is met by the Person Conducting the Activity (PCA) or Authorised Personnel. That duty of care ceases when the participant departs the designated location at the conclusion of the placement.

3.2.10 For work experience placements where Defence personnel pick-up or drop-off participants from an airport/bus/train station, Defence's duty of care commences when the participant arrives at the designated transfer location until the participant departs the designated transfer location.

3.2.11 Prior to allowing participants onto a Defence base, the PCA must collect and review all documentation required of the participant to allow entry onto the Defence unit/base. This includes, but may not be limited to the [Covid-19 Risk Factors Advice and Acknowledgement Form](#) (Annex A).

INDUCTION

3.2.12 The PCA must conduct a work experience placement induction and safety briefing using the Induction Checklist in the Unit Guide (Section 1, Chapter 1 Annex A). The induction must confirm, at a minimum, that participants have understood and signed the Code of Conduct and have read the DWEP Participant Handbook (Annex B).

3.2.13 A Defence site-specific induction and safety briefing must also be delivered at the commencement of the placement and on other occasions as required during the placement.

3.2.14 PCAs and/or Authorised Personnel must regularly note a participant's attendance. At a minimum, this must occur at the commencement and conclusion of the placement and at the commencement and conclusion of any subsequent day/s.

**MANAGING ALLERGIES, DIETARY REQUIREMENTS, MEDICAL CONDITIONS
AND PRE-EXISTING INJURIES**

3.2.15 Each participant's parent/s or guardian/s is responsible for providing the Educational Institution (EI) with accurate and current participant information in the relevant Defence Work Experience Placement Agreement (Section 3, Chapter 2, Annexes C-F).

3.2.16 If allergies, dietary requirements, medical conditions or pre-existing injuries are disclosed in the Defence Work Experience Placement Agreement, the RWEM must advise the PCA prior to the commencement of the placement, using the Nominal Roll.

3.2.17 The Nominal Roll must include the following information for each participant:

- a. emergency contact information
- b. emergency contact information for the participant's EI
- c. information relating to allergies, dietary requirements, medical conditions, behavioural issues or pre-existing illnesses or injuries and each participant's treatment plan.

3.2.18 The PCA must review and sign the Nominal Roll coversheet (Annex G) and return to the RWEM prior to the commencement of the placement. The PCA must retain relevant information for each participant during a placement to be readily accessed as required.

3.2.19 If a participant's medical treatment plan specifies medication is required, PCAs must ensure the participant carries this medication at all times.

3.2.20 If a participant does not bring the required medication to the placement, the PCA should immediately notify the RWEM who will contact the EI to discuss the appropriate course of action. A participant may not be permitted to participate in a placement activity if there is a likelihood of the participant being injured or ill without their medication.

3.2.21 If a participant advises a previously undisclosed allergy, dietary requirement, medical condition or pre-existing injury or illness during a placement, the PCA must notify the RWEM. The RWEM must contact the participant's EI and parent/s or guardian/s to confirm the participant's needs and discuss whether those needs can be accommodated, as far as reasonably practicable, for the remainder of the placement. A participant may not be permitted to participate in any or all of the placement activities if there is a likelihood of illness or an injury occurring if any of the participant's needs cannot be accommodated.

3.2.22 The POC or PCA must notify the Mess manager of participants' special dietary needs in advance of the placement. The POC or PCA must confirm suitable meals are provided for each participant with special dietary needs.

CONSENT TO UNDERTAKE ACTIVITIES

3.2.23 The Defence Work Experience Placement Agreement seeks specific parental consent for participants under 18 years for the following activities:

- a. Defence physical training activities
- b. travelling in Defence vehicles (including cars, trucks, aircraft and/or ships)
- c. supervised use of computer-based Defence weapons simulator systems
- d. handling unloaded firearms under supervision
- e. being photographed and videoed.

3.2.24 If consent is not granted for any of the activities in paragraph 3.2.23, participation must not occur and alternate arrangements must be made.

3.2.25 Additional or alternative activities (for example, an activity not included in the original activity schedule) should not include any activity for which parent/guardian approval would normally have been required.

PLANNING ACTIVITIES

3.2.26 DWEP workplace learning activities are classified as follows:

- a. **Approved activity:** activities that are relevant to the intended career(s) being considered by a participant and do not fall into the category of DWEP Excluded Activities (Annex H) or activities requiring additional consideration or approval
- b. **Adventure activity:** a physical activity such as abseiling, orienteering and water activities
- c. **Special consideration activity:** a placement activity that requires additional consultation between the EI and Defence
- d. **Excluded activity:** an activity from which one or more participants are excluded due to conditions or rulings determined by an EI, the EI's insurance provider, Defence and/or DWEP (Annex H).

3.2.27 Prior to planning a DWEP activity, the PCA must consult with the relevant RWEM to confirm the activity's classification and determine appropriate planning action. When planning a DWEP activity, the RWEM and PCA must take into consideration that DWEP participants are not militarily trained and activities must be appropriately tailored. Program and placement risk assessments are undertaken in accordance with Section 3, Chapter 1.

3.2.28 Activities conducted on DWEP placements must be planned in accordance with Defence policy and comply with relevant State/Territory Department of Education guidelines. Some EIs may identify additional activities that are not covered by their

Certificate of Currency. Special consideration and Excluded Activities for each State and Territory are provided in Annex H.

3.2.29 Participants must be supervised during adventure activities. Where appropriate, additional supervision requirements must be included in the activity specific risk assessment.

3.2.30 Regional DWEP personnel must confirm the currency of Excluded Activities with the relevant Department of Education statutory schedule of Excluded Activities, on at least an annual basis.

3.2.31 Students travelling interstate for placements remain subject to any special consideration or Excluded Activity specified by their home State or Territory, the EI and/or the EI's insurer.

3.2.32 When there are placements involving participants from more than one jurisdiction, PCAs and Authorised Personnel must ensure participants do not undertake any activity which is excluded within their home State or Territory. Excluded participants must be supervised while the rest of the group completes the activity.

USE OF MOBILE PHONES AND SOCIAL MEDIA

3.2.33 PCAs must carry a mobile phone at all times unless not practicable or prohibited (for example, in a secure area).

3.2.34 As part of the DWEP Induction, PCAs must remind students to adhere to the DWEP Social Media policy (Section 2, Chapter 3) and their undertakings under the Code of Conduct.

3.2.35 During free time, participants may be permitted to use a personal mobile device (subject to the caveats in Annex A, Section 2, Chapter 3). Use of mobile phones and other electronic devices during a placement will be addressed in the Induction.

SUPERVISION

3.2.36 Whenever any adult engages with youth during a DWEP placement, as far as is reasonably practicable, another participant or adult should be present. If one-on-one interaction is unavoidable, it must take place in a well-lit area, visible to other adults.

3.2.37 When transporting only one under 18 participant in any vehicle, two adults should be present whenever possible.

3.2.38 Authorised Personnel must be present at all times during a work experience placement. A minimum of two Authorised Personnel must accompany participants at all times, except for activities involving five or less participants. For example:

- a. If a day activity includes 16 participants, there must be a minimum of two Authorised Personnel accompanying the group
- b. If a day activity includes 21 to 40 participants, there must be a minimum of three Authorised Personnel accompanying the group. This meets both the 1:20

staff to participant ratio and the requirement that a minimum of two staff accompany participants on all activities.

3.2.39 The Table below outlines minimum supervision ratios by activity type¹.

Type of Activity	Minimum Staff ²	Authorised Personnel to Participant Ratio
Day activities – occur between 6.00am and 5.00pm	2	1:20 (additional Authorised Personnel required every 1-20 participants above cap)
Overnight activities occur between 5.00pm and 6.00am the following day	2	1:10
Activities involving five or less participants	1	

3.2.40 For mixed gender groups undertaking overnight placements, there must be at least one Authorised Personnel of each gender in attendance in accordance with the prescribed ratio.

3.2.41 Guest speakers should not be included in minimum staff/participant ratios.

BATHROOM, TOILET AND SHOWER FACILITIES

3.2.42 Bathroom, shower and toilet facility use must be separated by gender (for example, female participants only share facilities with other female participants and male participants only share facilities with other male participants). If a participant identifies as gender X, the participant's preferences should be considered in advance of the work experience placement to confirm whether the participant's needs can be accommodated while taking into consideration the needs of all other participants.

3.2.43 Wherever possible, PCAs and Authorised Personnel should use different facilities to participants or wait until the participants have vacated the facility.

SPECIAL CONSIDERATIONS FOR OVERNIGHT ACTIVITIES

3.2.44 Participants' sleeping arrangements must be separated by gender (for example, female participants must only share a room with another female participant/s and male participants must only share a room with an/other male participant/s). RWEMs and PCAs must be sensitive to the needs of participants identifying as gender X when planning sleeping arrangements, including appropriate supervisory ratios.

¹ Based on good practice, supervision ratios specified by [Australian Curriculum, Assessment and Reporting Authority Student-Teacher Ratio](#); [Victorian Department of Education and Training Staffing and Supervision Guidelines](#); and [NSW Department of Education Teacher Staffing Entitlements](#)

² Must include at least one Authorised Personnel.

3.2.45 The PCA and/or Authorised Personnel's overnight accommodation must be in a separate room from the participants, but located in the same building to enable effective supervision.

3.2.46 Participants may have up to two hours of free time after dinner, before lights out. If organising leisure activities, such as a movie screening or board games, the PCA and/or Authorised Personnel should consider the participant cohort to make age and culturally appropriate choices.

3.2.47 PCAs should set standard lights out and wake up times for the placement which are age-appropriate and considerate of the activity schedule. As a general rule, 6.00am is an appropriate wake up time and no later than 10.00pm for lights out.

Annexes:

- A. [Covid-19 Risk Factors Advice and Acknowledgement Form](#)
- B. DWEP Participant Handbook
- C. ADF Work Experience Placement Agreement Under 18 years
- D. ADF Work Experience Placement Agreement Over 18 years
- E. APS Work Experience Placement Agreement Under 18 years
- F. APS Work Experience Placement Agreement Over 18 years
- G. Nominal Roll Coversheet
- H. DWEP Excluded Activities Guide

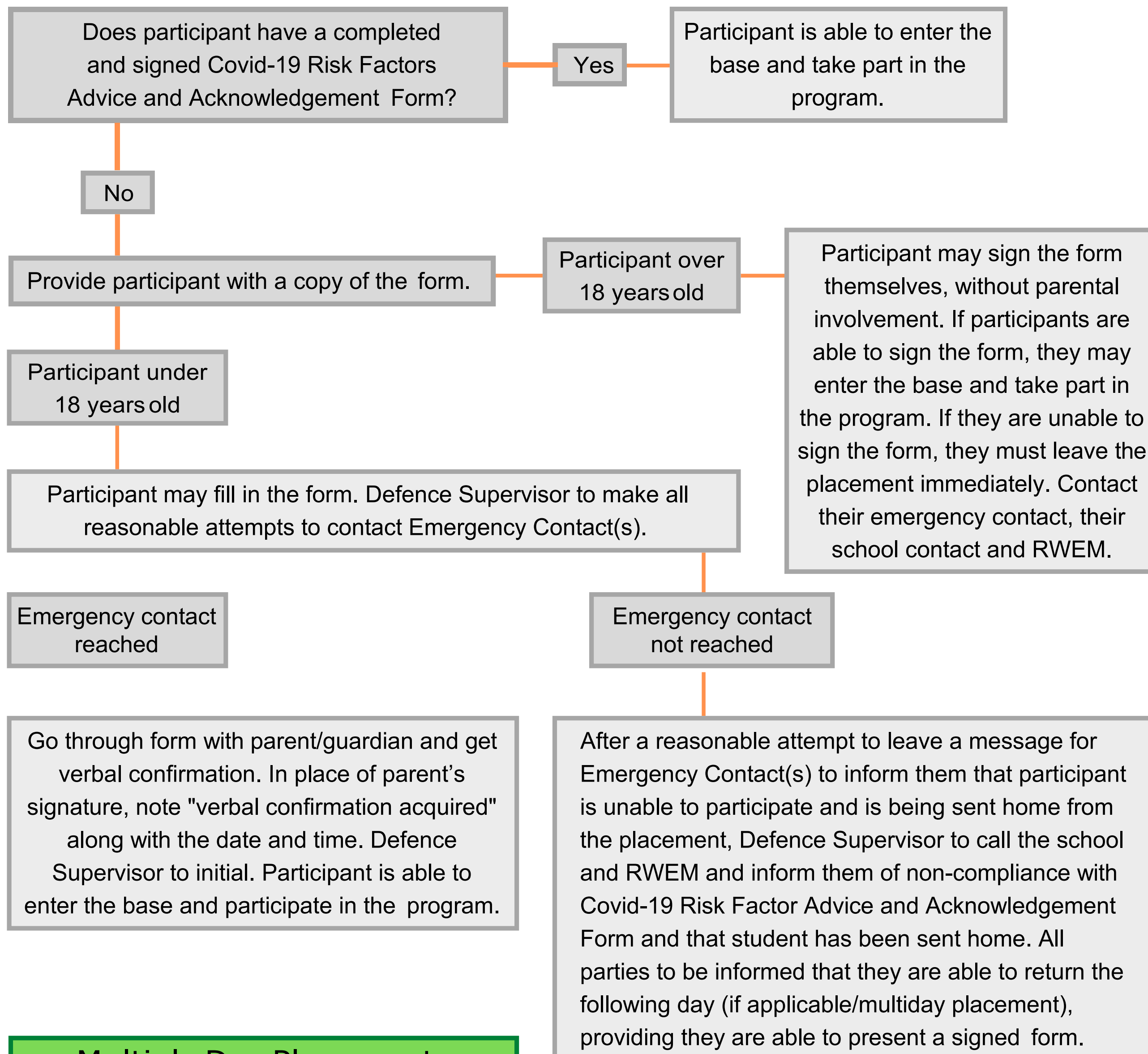
Accountable Officer: Chief of Joint Capabilities

Policy Owner: Head Joint Support Services Division

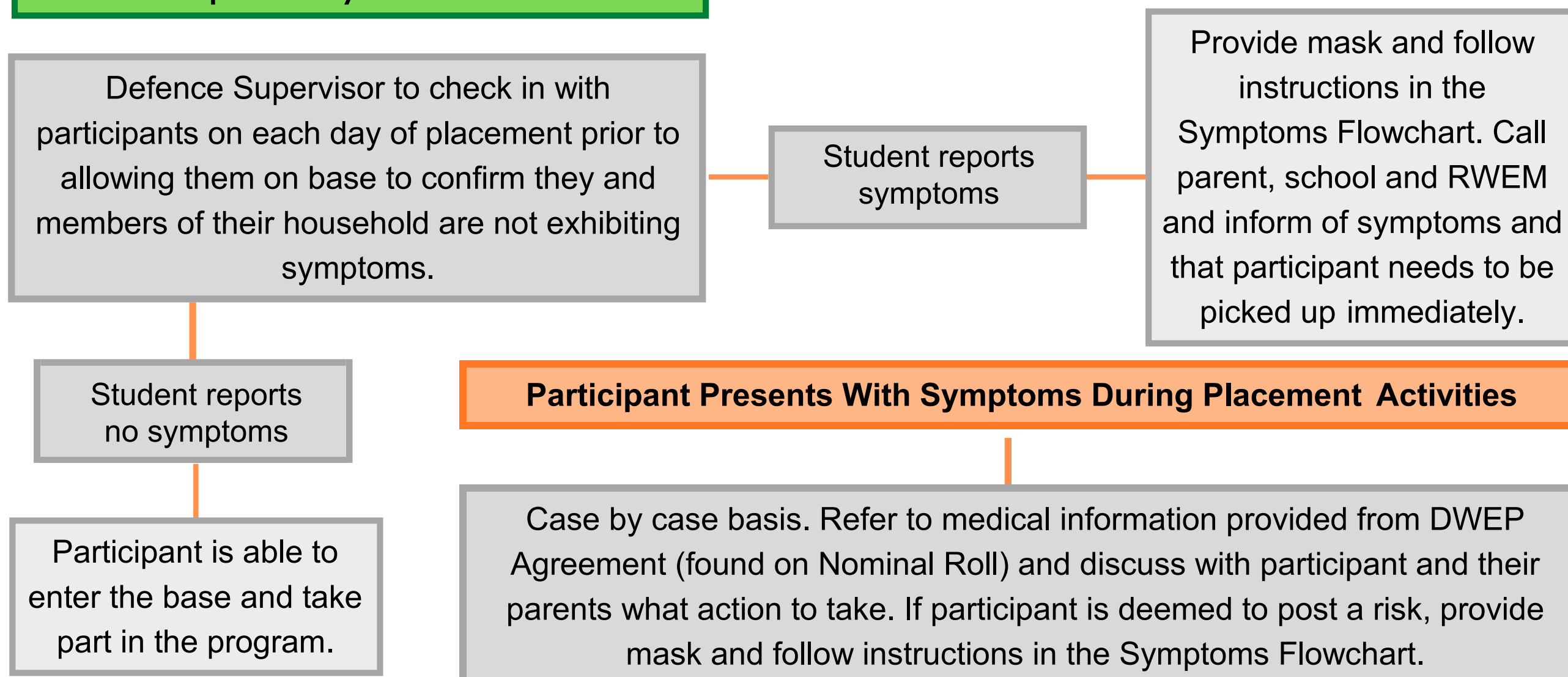
Covid-19 Risk Factors Advice and Acknowledgement

The following flow chart provides guidance to the Defence Supervisor in the collection and use of the Covid-19 Risk Factors Advice and Acknowledgement Form. This form **MUST** be collected and assessed **BEFORE** students are permitted entry to the base. This form has been sent to participants along with other DWEPP paperwork. Defence Supervisor will need hard copies of this document in the event a participant requires one.

Day One



Multiple Day Placements



Participant displays COVID-19 Symptoms

Isolate

- Manager undertakes immediate isolation of the person from others.
- Notification in accordance with [JD 09/2020 – COVID-19 Personnel Reporting Requirements](#) and [Checklist Where Personnel Test Positive for COVID-19](#).

Advise

- Inform unit CO, Base SADFO and Base Services.

Transport

- Ensure the person has transport to their home or to a medical facility
- Under no circumstances should an employee transport the potentially infected person
- Parents/Guardians must immediately be able to return to the placement to pick up a participant who displays symptoms.

Review

- Review risk management controls relating to COVID-19 and update as required.
- Include continuous improvement actions on register

DWEP COVID-19 Acknowledgement Form

It is a condition of attending this Defence Work Experience Placement that all participants read this advice and sign the COVID-19 Risk Factors Advice Acknowledgement Form. **Note – this form is to be signed no earlier than 3 days prior to the placement commencement date.**

COVID-19 Risk Factors Advice

In order to protect work experience participants and Defence personnel from the risk of exposure to COVID-19, Defence has put in place a number of measures to meet the government's COVID-safe principles.

In addition to measures such as adapting the program to ensure physical distancing, provision of information and supply of hand sanitiser, face masks and cleaning products, Defence has introduced some health related pre-conditions for participation in work experience placements.

It is a condition of attending this placement that you confirm the following points are applicable to you:

- You have not spent four hours or more with a person who has been diagnosed with a confirmed case of COVID-19 in a household or household-like setting in the last 7 days.
- If you have returned from overseas in the last 7 days you have met all required COVID-19 compliance in accordance with State/Territory and Commonwealth guidelines.
- If you have travelled from interstate in the last 7 days you have met all required COVID-19 compliance in accordance with State/Territory and Commonwealth guidelines.
- You have not been directed to self-isolate or quarantine following advice from a national/State-based COVID-19 hotline or a registered medical/nursing practitioner.
- You are not experiencing ANY of the following symptoms – fever, cough, shortness of breath or difficulty breathing, sore ears or throat, runny nose, fatigue, chills or sweats, loss of sense of smell or taste.

If any of these factors have occurred, you will not be able to participate in the placement for your safety and the safety of others involved in the program. Please note that if you withdraw from the placement due to current risk factors, this will not exclude you from future placements.

If you present at the placement exhibiting any of the symptoms identified above, you will not be able to enter the base or participate in the placement. This is also applicable if you begin to develop symptoms during the placement. Your emergency contact will be contacted and asked to take you home.

If you have any questions about this *DWEP COVID-19 Acknowledgement Form* or *COVID19 Risk Factors Advice*, please contact the Regional Work Experience Manager. For further information on the COVID-19 Health Directives for your State and the National Plan of action from the Department of Health, please refer to the below links:

- Local State and Territory Health Departments
<https://www.health.gov.au/about-us/contact-us/local-state-and-territory-health-departments>
- COVID-19 Test & Isolate National Protocols | Australian Government Department of Health
<https://www.health.gov.au/resources/publications/covid-19-test-isolate-national-protocols>



DWEP COVID-19 Acknowledgement Form

Surname:	First Name:
Placement Name:	Placement Date(s) and Location:

By signing this form, I acknowledge the following (tick boxes):

- That I have not met any of the risk factors listed on the *COVID-19 Risk Factors Advice* above.
- If any of the risk factors are met, I cannot participate in the current placement, and must immediately advise the Work Experience Manager/Supervisor.
- If, after providing this acknowledgement form, I meet a condition listed on the *COVID-19 Risk Factors Advice*, I will contact the Work Experience Manager/Supervisor.
- If I present at the placement exhibiting any of the symptoms identified on the *COVID-19 Risk Factors Advice* on Page 1, I will not be able to enter the base or participate in the placement. My emergency contact will be contacted and I will be removed from the placement. I understand that this also applies if I develop any of these symptoms during the placement.
- If during the placement, or the 7 days after completing the placement, I or members of my household test positive to COVID-19, or I become aware that any of the information I provided initially was incorrect, I will contact the Work Experience Manager/Supervisor immediately.

Participant signature:

Date:

Parent/guardian signature

Date:

(required for participants under 18 years of age)





Australian Government
Department of Defence

Defence Work Experience Program (DWEP)

Participant Handbook



Defending Australia and its National Interests
www.defence.gov.au



Introduction

Congratulations! Welcome to the Defence Work Experience Program (DWEP). Your DWEP placement should provide you with a good understanding of the Defence lifestyle and day-to-day activities of Defence members. These activities are interesting, informative and a lot of fun!

Remember, Defence supervisors are there to help and guide you and answer any questions.

Youth Safety Statement of Commitment

Defence believes all children and young people have the right to be happy, healthy and safe. All DWEP participants have the right to learn and work in an environment in which they feel safe. No one should behave in a way that makes you feel unsafe or afraid.

DEFENCE Values



Service

The selflessness of character to place the security and interests of our nation and its people ahead of my own



Respect

The humanity of character to value others and treat them with dignity



Courage

The strength of character to say and do the right thing, always, especially in the face of adversity.



Integrity

The consistency of character to align my thoughts, words and actions to do what is right



Excellence

The willingness of character to strive each day to be the best I can be, both professionally and personally

Expected Behaviour of Participants

The DWEP Participant Code of Conduct sets the acceptable standards of behaviour expected of participants. Please remember:

- Treat everyone with respect and behave at all times in a manner that upholds your school's values and the Defence values.
- Conduct yourself in a safe and responsible manner.
- Actively participate in the program to the best of your ability and be willing to learn.
- Allow others to learn and participate without interference.
- Dress appropriately.
- Co-operate and follow your Defence supervisor's instructions.
- Say 'no' to, any form of bullying and harassment, and report it if you see it, or suspect it.
- Do not use inappropriate language or gestures.
- Speak to a trusted adult if you are concerned for your safety or the safety of others.

Participants may be asked to sit out of activities or, if appropriate, leave the placement if they are displaying unacceptable behaviour.



Smoking

Participants are not permitted to smoke during work experience placements.

Alcohol

Alcohol must not be purchased, consumed or carried by any student whilst undertaking a Work Experience Placement, even if you are over 18.

Dress Code

Participants must dress appropriately and with regard for health, hygiene and safety. You should wear practical and comfortable clothing and footwear. Please do not wear your best clothing as you may get dirty in some activities.



Appropriate:

- Jeans, trousers, pants, and knee-length shorts.
- T-shirts, long sleeve tops, polo shirts, casual business shirts.
- Closed toe shoes such as sneakers or boots.
- Hair that falls below the shoulder must be tied back in a braid, pony tail or bun.
- Visible piercings should be removed or covered. One pair of earrings (sleepers or small studs) is acceptable.
- Nails should be short and tidy.



Inappropriate:

- Ripped jeans or trousers, short shorts, skirts above knee-length.
- Midriff tops, tank tops or singlets.
- Clothing with offensive or excessive slogans, graphics or branding.
- Open-toe shoes, thongs and UGG boots.

Your Defence supervisor may advise you of other dress code requirements appropriate to your placement e.g. business skirts are suitable in an office setting.

Participants will be provided with a DWEP pack which may contain a DWEP branded t-shirt and polo shirt, hat, sunscreen and water bottle. Some placements will require participants to wear safety footwear. These are to be provided by the participant.

If you are not wearing appropriate clothing or footwear Defence supervisors may ask you to either sit out of activities, or change into appropriate clothing.

Absences

Participants should be punctual and attend all mandatory activities. However, if you are unable to attend on one of the days of the placement (e.g. due to an illness) or you are running late on the day, **you must advise your supervisor or Regional Work Experience Manager (RWEM) as soon as possible.** If you are under 18 years of age, your parent/guardian must advise the supervisor or RWEM of your whereabouts as soon as possible. Participant absences will be reported by Defence to the school.

Mobile Phones

Participants may bring their mobile phones during the placement but they should be kept in your bag and used only at times permitted by the supervisor.

Due to security requirements, photography (including using phones) on Defence establishments is not permitted without appropriate authorisation.

Physical Training (PT)

Participants may be involved in a variety of PT throughout the program. For PT you will be expected to wear active wear that you can comfortably move around in. **All sport shorts must be knee-length.** There are showers available for use prior to changing into your daily work clothes. Please bring a towel, thongs for showering and toiletries with you every day that you have PT or as advised by your Defence supervisor.

Work Health and Safety (WHS)

Defence offers work experience placements in a variety of work environments. Defence places high importance on safety and identifying work hazards.

Participants will receive a WHS briefing on the first day of the placement and specific safety information will be given before undertaking each activity.

Medical and Medication

Participants must declare medical conditions and any prescribed medication they are taking followed by a treatment plan from a medical practitioner. You must advise your supervisor or Regional Work Experience Manager (RWEM) upon arrival. Participants may also need to bring regular medications not requiring a prescription, such as paracetamol or antihistamines, which should also be advised to staff when you arrive.

Food and Refreshments

Lunch may be provided. Your My Placement Form will confirm this arrangement. Participants must advise of any allergies or specific dietary requirements. Morning Tea may be provided and you will be informed by your RWEM prior to placement.

QR Code Check In

Participants are required to Check-In before entering the Mess on base. Ensure you download the QR Code COVID-19 Check-In app onto your smart phone before arriving. A paper sign-in will be available for participants who do not have smart phones or have issues accessing the app.

Base Access

Participants are required to bring a hard copy of current Photo Identification to gain access to the base. Participants wishing to park on base will need to advise your RWEM prior to placement.

Accommodation

Participants travelling to attend a placement will need to secure their own accommodation prior attendance. Accommodation will be provided by the Hosting Unit to participants who are attending an overnight placement. This is specified in the Information Pack attached to the job, and also on the My Placement Form.

Expected Behaviour of Defence Adults

Whilst participating in the work experience program you can expect Defence adults around you to:

Treat everyone with respect and courtesy.

Provide safe, inclusive and engaging activities.

Ensure you are not alone or one-on-one with an adult.

Speak up if they believe you have been harmed or are at risk of being harmed.

Emergencies, Incidents and Concerns



HOW TO REPORT AN EMERGENCY

Alert adults around you of the emergency. **Call 000 immediately** to report any incident threatening life or property.



WHAT SHOULD YOU DO IF YOU ARE INVOLVED IN OR WITNESS AN INCIDENT?

1. Speak to your supervisor. Explain to them what has happened or is about to happen. They will record the incident and explain the steps they will take.
2. Depending on the severity of the incident, **you and your parents/guardians will receive a response within 24 to 72 hours** regarding further action that will be taken.

An **incident** is an action or event that causes you or someone else harm.



WHAT IF IT INVOLVES A SUPERVISOR?

If you have a concern about a supervisor, and you do not want to raise it directly with them, speak to another trusted adult. On the next page you are provided with some options to speak to someone independent.

Emergencies, Incidents and Concerns



HOW TO RAISE A CONCERN

If you are concerned about the care or treatment of yourself or others during the placement, you should raise a concern.

A concern can be about a person (including other participants and adults) or the activities you participate in.

You should raise a concern if:

- You are unhappy about the way you, or someone else, have been treated.
- You consider someone made a mistake and won't fix it.
- You feel unsafe and others won't listen or help.
- You had a disagreement with someone that is causing you stress.

Remember:

- Speak up
- Help your friends
- Tell an adult



If you would like to raise a concern, follow the steps below:

1. If you feel comfortable, speak to your supervisor. They will work with you to fix the issue.
2. If you are still unhappy with the result or you do not feel comfortable raising the issue with your supervisor, you can contact your Regional Work Experience Manager (RWEM). They will record your concern and explain the steps they will take.
3. If you do not feel comfortable talking to your RWEM, you can submit a ConCERN (Confidential Complaint and Event Report/Notification) form.

To submit a ConCERN form, visit:

<https://www.defenceyouth.gov.au/media/1633/dy-youth-concern-form.pdf>

Remember you can always talk to a trusted adult at home or at school.

Important Contact Numbers

Participants should make sure the supervisor or WELO are aware of any complaints or events.

Defence Youth Protection

Email Address:

youth.protection@defence.gov.au

Sexual Misconduct Prevention and Response Office (SeMPRO) Hotline

For Sexual Misconduct

1800 736 776

Defence Family Hotline

For Family and Domestic Violence

1800 624 608

Youth HQ

[YouthHQ-Contact Us \(defenceyouth.gov.au\)](https://www.defenceyouth.gov.au)

Youth HQ Complaints

<https://www.defenceyouth.gov.au/media/1633/dy-youth-concern-form.pdf>

Employee Assistance Program (EAP)

Hotline

For Counselling Services

1300 687 327

Kids Helpline

For Counselling Services

1800 55 1800

Police, Ambulance and Fire Brigade

For Emergencies Threatening Life or Property

000



Official: Sensitive//Personal privacy (after first entry)

Department of Defence

Work Experience Placement Agreement - (ADF)

Participant Under 18 Years

[NAME OF PLACEMENT AND WEP NUMBER]

[DATES]

The Department of Defence is pleased to offer you a Work Experience Placement.

This agreement is designed to facilitate your Defence Work Experience Placement.

Information about the types of activities you may participate in is available in the 'My Placement' form and provides specific details of the placement and any items that you need to bring with you.

The purpose of this Work Experience Placement Agreement is to request extra information from you and your Educational Representative to enable Defence to provide you with a safe and fulfilling work placement experience. The Agreement also sets out extra details regarding the Work Experience Placement and the conditions for participation.

Privacy notice

Defence collects your personal information for the purpose of administering, evaluating and reporting on Defence Youth Programs. The personal information you provide is subject to the Privacy Act 1988 and is handled in accordance with the Australian Privacy Principles and the Defence Privacy Policy.

The Defence Privacy Policy explains how Defence (including the Australian Defence Force Cadets) collects, stores, uses and discloses personal information, and is available at www.defence.gov.au/ComplaintResolution/privacy.asp. This policy is supplemented by privacy provisions contained in the Youth Policy Manual available at www.defenceyouth.gov.au.

The information you provide to Defence and any other information Defence collects about you may be used and/or disclosed by Defence to parents, responsible third parties or any law enforcement body, child protection agency or any other organisation where considered necessary to safeguard young people.

The personal information collected in the Defence Work Experience Program administration forms is being collected for the purpose of coordinating and managing the Participant's Work Experience Placement, to undertake statistical analysis in order to report on and improve the program, and to help Defence meet its duty of care for the safety and wellbeing of all participants.

If individuals have concerns about how Defence handles the personal information it holds about them, or they would like to access or request a change be made to that information, they can contact the Defence Privacy Officer via defence.privacy@defence.gov.au

Item 1: Participant Details

Participant Full Name	
Educational Institution	
Date of Birth	Grade/Year/Level
Gender Male Female Gender X/Non-Binary	
Australian Citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you identify as an Australian Aboriginal or Torres Strait Islander Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to disclose <input type="checkbox"/>	

Are you from a non-English speaking background? Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to disclose <input type="checkbox"/>								
Residential Address <i>(include street number, unit, building, etc.)</i>								
Town/City/Suburb, State, Postcode						Mobile		
Email						Alternate number		
T-Shirt Size (T-shirts may be supplied)	XS <input type="checkbox"/>	S <input type="checkbox"/>	M <input type="checkbox"/>	L <input type="checkbox"/>	XL <input type="checkbox"/>	XXL <input type="checkbox"/>		
Pant Size (Waist in cm) (Pants may be supplied)	75 <input type="checkbox"/>	80 <input type="checkbox"/>	85 <input type="checkbox"/>	90 <input type="checkbox"/>	95 <input type="checkbox"/>	100 <input type="checkbox"/>	105 <input type="checkbox"/>	110 <input type="checkbox"/>

Item 2: Physical Activity Profile

(Complete the following table indicating the physical activities you carry out in a regular week)
This information is being collected so activities can be adapted to suit your fitness level.

Activity Type	
Vigorous activities. For example, basketball, soccer, netball, rugby, rugby league, lap swimming, or running	Yes <input type="checkbox"/> No <input type="checkbox"/>
Moderate-intensity activities For example, bike riding, scootering or skateboarding	Yes <input type="checkbox"/> No <input type="checkbox"/>
Light activities For example, leisurely walking, playing handball or walking your dog	Yes <input type="checkbox"/> No <input type="checkbox"/>

Item 3: Primary Emergency Contact

(As Participant is under 18 years the person below should be recorded as the Parent/Guardian)

Name	
Relationship to Participant	
Mobile	Alternate number
Email	

Item 4: Alternate Emergency Contact

Name	
Relationship to Participant	
Mobile	Alternate number

Item 5: Medical Information

The information you are requested to give will be used to record medical, accident and other details. The contents and use of this information meet the requirements of the *Privacy Act 1988* and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on this form is accurate and current, you are requested to advise Defence immediately of any changes that should be reflected and arrange to update the form.

Does the Participant have any conditions (including cognitive, social, physical, sensory and/or medical) that may impact on their work experience placement?

Yes No N/A

If yes, please list these conditions below. Please also attach health plans where relevant.

List any medication Participant is regularly taking that may affect their participant on placement.

Item 6: Dietary Information

Does the Participant have specific dietary restrictions/preferences? *(for example, but not limited to: Gluten free, Vegetarian, Vegan, Halal)*

Yes No

If yes, please provide dietary details

Does the Participant have specific food allergies? *(for example, but not limited to: egg, cow's milk, peanut, tree nuts, sesame, soy, fish, shellfish and wheat)*

Yes No

If yes, please provide details and a copy of the Participants Allergen Action Plan. *(If applicable)*

Defence Work Experience Program Participant Code of Conduct

Defence is committed to ensuring a respectful learning environment that is safe, positive and supportive for all Defence Work Experience Program (DWEPP) participants.

This Code of Conduct explains the acceptable behaviour expected of all participants and the unacceptable behaviour that is not permitted. This Code of Conduct applies to both the physical environment (for example, face-to-face interactions) and the online environment (for example, social media or email).

Acceptable Behaviours

I will:

- Treat everyone with respect and uphold my school's values and Defence's values.
- Respect the rights and learning needs of other participants
- Participate in activities to the best of my ability and take full advantage of the opportunities provided to me
- Be punctual and attend the full placement, including all mandatory activities, where possible.
- Dress appropriately and with due regard for health, hygiene and safety
- Respect the property of others, including Defence property, the property of my supervisors and other participants
- Follow reasonable and clear instructions and abide by all health and safety policies, rules and procedures
- Speak to a trusted adult, such as my parent, Defence supervisor or school teacher, if I believe this Code of Conduct has been breached, or if I am concerned for my safety or the safety of others.

Unacceptable Behaviours

I will not:

- Participate in, or encourage behaviour that endangers the health, safety and wellbeing of myself or other participants. This includes all forms of bullying, violence, discrimination and harassment
- Ignore or not comply with instructions/directions from the Defence supervisor and other Defence personnel
- Use electronic devices (for example, mobile phones) without permission during activities
- Smoke, consume alcohol or illicit drugs at any time during my placement
- Hold an emotional, personal or sexual relationship with another participant, or an adult involved in my work experience placement (for example, Defence personnel or supervisor). This includes touching, hugging and kissing or sexual contact
- Contact or meet with adults who are involved in my work experience placement (for example, Defence personnel or supervisor) outside of the workplace
- Take, send, post or request inappropriate, offensive or explicit text messages
- Take photos while on the Defence base/establishment unless approved by a Defence Work Experience Program supervisor

Participant Acknowledgement

- I have read the DWEPP Participant Code of Conduct and understand which behaviours are acceptable and unacceptable
- I will follow the DWEPP Participant Code of Conduct at all times
- I understand that Defence will take action if I breach the DWEPP Participant Code of Conduct and I may be excluded from certain activities or asked to leave the placement. Defence will also notify my parent or guardian, my school and/or the relevant authorities (for example, Police, if necessary) of my behaviour.

Participant Name:

Participant Signature:

Date:

Parent/Guardian Acknowledgement

I have read the DWEPP Participant Code of Conduct and understand what constitutes acceptable and unacceptable behaviours. I will support and encourage my child to adhere to the DWEPP Participant Code of Conduct and am aware that they could be asked to leave the placement if they do not comply.

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

1. Participant and Parent/Guardian Agreement**For Participants under 18 years**

Agreement must be completed by the Parent/Guardian and signed by both the Participant and Parent/Guardian.

By signing this Form, I (the Participant) agree to and acknowledge the following: (please ensure each box is ticked)

- The Work Experience Placement described in the 'My Placement' form is subject to the conditions set out in this Form.
- There may be instances when Defence is not able to go ahead with the Work Experience Placement or certain activities that were planned during the Placement. Defence may change, re-schedule or cancel this Work Experience Placement or planned activities at short notice for any reason and will not be responsible for any losses suffered as a result.
- I will follow all reasonable instructions and requirements governing security, safety and behaviour that are given by Defence staff members during my Work Experience Placement. If I fail to do so, my Work Experience Placement might be cancelled or I might not be able to participate in certain activities during the Placement.
- I have provided all of my information about medical conditions; medication and dietary requirements that is relevant to my participation in the Work Experience Placement.
- In the event that I am injured or fall ill while participating in the Work Experience Placement, Defence may administer necessary first aid. In the event of a serious injury or illness, I may be transported to the nearest civilian medical/hospital facility. I am responsible for the payment of any costs associated with the treatment provided.
- I will not take any items (including documents) from Defence sites without the written consent of my Defence Supervisor.
- I have read, understood and agree to the obligations and conditions outlined in this Form and all information provided is true and accurate to the best of my knowledge.
- I have read and understood the contents of the Participant Handbook.

By signing this Form, I (the Parent/Guardian) consent to*:

The Participant participating in Defence physical training activities, subject to any limitations and restrictions I have advised on this Form.

Yes No N/A

The Participant travelling in Defence vehicles, which may include cars, trucks, aircraft and/or ships.

Yes No N/A

The Participant participating in activities involving supervised use of computer-based Defence weapons simulator systems.

Yes No N/A

The Participant handling unloaded firearms under supervision.

Yes No N/A

The Participant being photographed and videoed for Defence official and promotional purposes including official Defence social media pages and being identified in the captions and other explanations provided with those images and recordings.

Yes No

* If you tick 'no' to any of the above, the Defence Work Experience Program Supervisor will discuss that particular activity with the participant and adjust their placement experience as required.

In signing this Form, we (the Participant and Parent/Guardian) understand that: (please ensure each box is ticked)

- Any breach of the Code or other misbehaviour will be addressed by the immediate supervising staff and will be reported to the lead supervising staff.
- My parent/guardian and my Educational Institution may be notified of any incident or supervisor concerns, especially if my personal safety and wellbeing is at risk. Misbehaviour may result in my removal from current Defence youth activity and possible exclusion from future Defence youth activities.

Participant's Printed Name	
Participant's Signature	Date

Must be completed and signed by the Parent/Guardian - Participant is under 18	
Participant's Parent/Guardian Printed Name	
Participant's Parent/Guardian Signature	Date

2. Educational Institution Agreement

By signing this Form, I agree to and acknowledge the following, on behalf of the Educational Institution: (please ensure each box is ticked)

- Information that the educational institution is aware of any condition (including cognitive, social, physical, sensory and/or medical) that may impair a Participant's capacity to safely engage in this placement has been listed above or notified to Defence. If medical support or adjustments are to be provided this has been shared with Defence.
- There may be instances when Defence is not able to proceed with the Work Experience Placement or certain activities that were planned during the Placement. Defence may change, re-schedule or cancel this Work Experience Placement or planned activities at short notice for any reason and will not be responsible for any losses suffered as a result.
- All liabilities and expenses incurred by the Educational Institution in facilitating the Participant's Work Experience Placement are the liabilities and expenses of the Educational Institution.
- The Educational Institution has, and will maintain, adequate public liability insurance which covers liability (including to the Department of Defence) in respect of loss of, damage to, or loss of use of, any real or personal property; and the personal injury of, disease or illness to, or death of, any person arising from or in any way connected with the Participant's Work Experience Placement.
- I have read, understood and agree to the obligations and conditions outlined in this Form and all information provided is true and accurate to the best of my knowledge.

Please list any additional requirements for this participant that Defence should be aware of in offering a place to this participant:	
Name	
Educational Institution	
Phone	Mobile
Email	
Educational Representative Signature	Date

3. Regional Work Experience Manager (RWEM) Agreement

By signing this Form, I agree to and acknowledge the following, on behalf of Defence: (please ensure each box is ticked)

- I have read and understood the information provided in this form, particularly in relation to the Participant's disclosed fitness, medical and dietary information (if any) and have made appropriate adjustments as required.
- I confirm that a Risk Assessment will be completed for this work placement.
- I will forward the nominal roll (which includes the information contained in this Agreement) to the host supervisor as applicable.

RWEM Name	
RWEM Signature	Date

Defence Work Experience Program Participant Agreement Checklist

Placement Title:

Placement Location:

Placement Dates:

Before you or your Careers Advisor upload the Work Experience Agreement, ensure you check the following:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have completed my agreement electronically or have completed manually and will scan and submit |
| <input type="checkbox"/> | I will return my agreement as one consolidated document and not as separate files or images |
| <input type="checkbox"/> | I have read the Privacy notice |
| <input type="checkbox"/> | I have completed item 1 – Participant Details |
| <input type="checkbox"/> | I have completed item 2 - Physical Activity Profile |
| <input type="checkbox"/> | I have completed item 3 - Primary Emergency Contact |
| <input type="checkbox"/> | I have completed item 4 - Alternate Emergency Contact |
| <input type="checkbox"/> | I have completed item 5 - Medical Information and listed all Medical information and have attached Treatment plan (if applicable) |
| <input type="checkbox"/> | I have completed item 6 - Dietary Information and listed all Dietary information |
| <input type="checkbox"/> | I have all signatures on the Defence Work Experience Program Participant Code of Conduct page 4 (typed signatures will not be accepted) |
| <input type="checkbox"/> | I have all signatures completed in the Participant and Parent/Guardian Agreement page 6 (typed signatures will not be accepted) |
| <input type="checkbox"/> | My Careers Advisor has completed and signed the Educational Institution Agreement (typed signatures will not be accepted) |
| <input type="checkbox"/> | I have pre-filled my Educational Institution's Student Placement Record (or similar) with relevant personal details, information on the placement and provided a copy for the Defence Supervisor |
| <input type="checkbox"/> | I am aware that I am required to complete the COVID-19 Risk Factors and Acknowledgement Form on the morning of my placement (Day 1) and I will bring this form with me for collection by my DWEP supervisor. |

Please Note: Ensure each box is ticked. You will receive notification if your Work Experience Agreement is incomplete with instructions of a specified return date and return email address. Failure to return your Agreement by the due date will result in your placement being offered to a waitlisted student.

If you have difficulty in completing and/or submitting your agreement, please contact your Regional Work Experience Manager.

Official: Sensitive//Personal privacy (after first entry)

Department of Defence

Work Experience Placement Agreement - (ADF)

Participant 18 Years And Over

[NAME OF PLACEMENT AND WEP NUMBER]

[DATES]

The Department of Defence is pleased to offer you a Work Experience Placement.

This agreement is designed to facilitate your Defence Work Experience Placement.

Information about the types of activities you may participate in is available in the 'My Placement' form and provides specific details of the placement and any items that you need to bring with you.

The purpose of this Work Experience Placement Agreement is to request extra information from you and your Educational Representative to enable Defence to provide a safe and fulfilling work placement experience. The Agreement also sets out extra details regarding the Work Experience Placement and the conditions for participation.

Privacy notice

Defence collects your personal information for the purpose of administering, evaluating and reporting on Defence Youth Programs. The personal information you provide is subject to the Privacy Act 1988 and is handled in accordance with the Australian Privacy Principles and the Defence Privacy Policy.

The Defence Privacy Policy explains how Defence (including the Australian Defence Force Cadets) collects, stores, uses and discloses personal information, and is available at www.defence.gov.au/ComplaintResolution/privacy.asp This policy is supplemented by privacy provisions contained in the Youth Policy Manual available at www.defenceyouth.gov.au .

The information you provide to Defence and any other information Defence collects about you may be used and/or disclosed by Defence to parents, responsible third parties or any law enforcement body, child protection agency or any other organisation where considered necessary to safeguard young people.

The personal information collected in the Defence Work Experience Program administration forms is being collected for the purpose of coordinating and managing the Participant's Work Experience Placement, to undertake statistical analysis in order to report on and improve the program, and to help Defence meet its duty of care for the safety and wellbeing of all participants.

If individuals have concerns about how Defence handles the personal information it holds about them, or they would like to access or request a change be made to that information, they can contact the Defence Privacy Officer via defence.privacy@defence.gov.au

Item 1: Participant Details

Participant Full Name	
Educational Institution	
Date of Birth	Grade/Year/Level
Gender Male Female Gender X/Non-Binary	
Australian Citizen Yes <input type="checkbox"/> No <input type="checkbox"/>	Permanent Resident Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you identify as an Australian Aboriginal or Torres Strait Islander		Yes <input type="checkbox"/>		No <input type="checkbox"/>		Choose not to disclose <input type="checkbox"/>		
Are you from a non-English speaking background?		Yes <input type="checkbox"/>		No <input type="checkbox"/>		Choose not to disclose <input type="checkbox"/>		
Residential Address <i>(include street number, unit, building, etc.)</i>								
Town/City/Suburb, State, Postcode				Mobile				
Email				Alternate number				
T-Shirt Size (T-shirts may be supplied)	XS <input type="checkbox"/>	S <input type="checkbox"/>	M <input type="checkbox"/>	L <input type="checkbox"/>	XL <input type="checkbox"/>	XXL <input type="checkbox"/>		
Pant Size (Waist in cm) (Pants may be supplied)	75 <input type="checkbox"/>	80 <input type="checkbox"/>	85 <input type="checkbox"/>	90 <input type="checkbox"/>	95 <input type="checkbox"/>	100 <input type="checkbox"/>	105 <input type="checkbox"/>	110 <input type="checkbox"/>

Item 2: Physical Activity Profile

(Complete the following table indicating the physical activities you carry out in a regular week)

This information is being collected so activities can be adapted to suit your fitness level.

Activity Type		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vigorous activities. For example, basketball, soccer, netball, swimming, running, regular gym sessions.		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Moderate-intensity activities For example, bike riding, scootering or skateboarding		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Light activities For example, leisurely walking, playing handball or walking your dog		Yes <input type="checkbox"/>	No <input type="checkbox"/>

Item 3: Primary Emergency Contact

Name	
Relationship to Participant	
Mobile	Alternate number
Email	

Item 4: Alternate Emergency Contact

Name	
Relationship to Participant	
Mobile	Alternate number

Item 5: Medical Information

The information you are requested to give will be used to record medical, accident and other details. The contents and use of this information meet the requirements of the *Privacy Act 1988* and will be treated as confidential. This information will be made available to government or private medical or paramedical staff and other relevant officers in the event of an accident or emergency.

You have the right to keep certain medical information private, provided that the omitted information will not affect the provision of appropriate medical care. You are also entitled to check the record processed from the information you have provided, and to correct any inaccuracies.

To ensure that the information on this form is accurate and current, you are requested to advise Defence immediately of any changes that should be reflected and arrange to update the form.

Do you have any conditions (including cognitive, social, physical, sensory and/or medical) that may impact on your work experience placement?

Yes No N/A

If yes, please list these conditions below. Please also attach health plans where relevant.

List any medication you are regularly taking that may affect your participant on placement.

Item 6: Dietary Information

Do you have specific dietary restrictions/preferences? (for example, but not limited to: Gluten free, Vegetarian, Vegan, Halal)

Yes No

If yes, please provide dietary details

Do you have specific food allergies? (for example, but not limited to: egg, cow's milk, peanut, tree nuts, sesame, soy, fish, shellfish and wheat)

Yes No

If yes, please provide details and a copy of the Participants Allergen Action Plan. (If applicable)

Defence Work Experience Program Participant Code of Conduct

Defence is committed to ensuring a respectful learning environment that is safe, positive and supportive for all Defence Work Experience Program (DWEPP) participants.

This Code of Conduct explains the acceptable behaviour expected of all participants, and the unacceptable behaviour that is not permitted. This Code of Conduct applies to both the physical environment (for example, face-to-face interactions) and the online environment (for example, social media or email).

Acceptable Behaviours

I will:

- Treat everyone with respect and uphold my educational institution's values and Defence's values
- Respect the rights and learning needs of other participants
- Participate in activities to the best of my ability and take full advantage of the opportunities provided to me
- Be punctual and attend the full placement, including all mandatory activities, where possible
- Dress appropriately and with due regard for health, hygiene and safety
- Respect the property of others, including Defence property, the property of my supervisors and other participants
- Follow reasonable and clear instructions and abide by all health and safety policies, rules and procedures
- Speak to a trusted adult, such as my Defence supervisor or teacher, if I believe this Code of Conduct has been breached, or if I am concerned for my safety or the safety of others.

Unacceptable Behaviours

I will not:

- Participate in, or encourage behaviour that endangers the health, safety and wellbeing of myself or other participants. This includes all forms of bullying, violence, discrimination and harassment
- Ignore or not comply with instructions/directions from the Defence supervisor and other Defence personnel
- Use electronic devices (for example, mobile phones) without permission during activities
- Smoke, consume alcohol or illicit drugs at any time during my placement
- Hold an emotional, personal or sexual relationship with another participant, involved in my work experience placement (for example, Defence personnel or supervisor). This includes touching, hugging and kissing or sexual contact
- Contact or meet with youth and other persons who are involved in my work experience placement (for example Defence personnel or supervisor) outside of the workplace
- Take, send, post or request inappropriate, offensive or explicit text messages
- Take photos while on the Defence base unless approved by a Defence Work Experience Program supervisor.

Participant Acknowledgement

- I have read the DWEPP Participant Code of Conduct and understand which behaviours are acceptable and unacceptable.
- I will follow the DWEPP Participant Code of Conduct at all times.
- I understand that Defence will take action if I breach the DWEPP Participant Code of Conduct and I may be excluded from certain activities or asked to leave the placement. Defence will also notify my educational institution and/or the relevant authorities (for example, Police, if necessary) of my behaviour.

Participant Name:

Participant Signature:

Date:

Witness Acknowledgement

Witness Name:

Witness Signature:

Date:

1. Participant Agreement

By signing this Form, I agree to and acknowledge the following: (please ensure each box is ticked)

- The Work Experience Placement described in the 'My Placement' form is subject to the conditions set out in this Form.
- There may be instances when Defence is not able to go ahead with the Work Experience Placement or certain activities that were planned during the Placement. Defence may change, re-schedule or cancel this Work Experience Placement or planned activities at short notice for any reason and will not be responsible for any losses suffered as a result.
- The work undertaken by me as part of the Work Experience Placement is unpaid.
- I will follow all reasonable instructions and requirements governing security, safety and behaviour that are given by Defence staff members during my Work Experience Placement. If I fail to do so, my Work Experience Placement might be cancelled or I might not be able to participate in certain activities during the Placement.
- I have provided all of my information about medical conditions; medication and dietary requirements that is relevant to my participation in the Work Experience Placement.
- In the event that I am injured or fall ill while participating in the Work Experience Placement, Defence may administer necessary first aid. In the event of a serious injury or illness, I may be transported to the nearest civilian medical/hospital facility. I am responsible for the payment of any costs associated with the treatment provided.
- I will not take any items (including documents) from Defence sites without the written consent of my Defence Supervisor.
- Any intellectual property that I create during my Work Experience Placement will be owned by the Commonwealth, through the Department of Defence, on its creation. I will not use or reproduce that intellectual property outside the Work Experience Placement without the written consent of my Defence Supervisor.
- I have read, understood and agree to the obligations and conditions outlined in this Form and all information provided is true and accurate to the best of my knowledge.
- I have read and understood the contents of the Participant Handbook.

By signing this Form, I consent to*:

Participating in Defence physical training activities, subject to any limitations and restrictions I have advised on this Form.

Yes No N/A

Travelling in Defence vehicles, which may include cars, trucks, aircraft and/or ships.

Yes No N/A

Participating in activities involving supervised use of computer-based Defence weapons simulator systems.

Yes No N/A

Handling unloaded firearms under supervision.

Yes No N/A

Being photographed and videoed for Defence official and promotional purposes including official Defence social media pages and being identified in the captions and other explanations provided with those images and recordings.

Yes No

* If you tick 'no' to any of the above, the Defence Work Experience Program Supervisor will discuss that particular activity with the participant and adjust their placement experience as required

In signing this Form, I understand that: (please ensure each box is ticked)

- Any breach of the Code or other misbehaviour will be addressed by the immediate supervising staff and will be reported to the lead supervising staff.
- My Educational Institution may be notified of any incident or supervisor concerns, especially if my personal safety and wellbeing is at risk. Misbehaviour may result in my removal from current Defence youth activity and possible exclusion from future Defence youth activities.

Participant's Printed Name	
Participant's Signature	Date

2. Educational Institution Agreement

By signing this Form, I agree to and acknowledge the following, on behalf of the Educational Institution: (please ensure each box is ticked)

- Information that the educational institution is aware of any condition (including cognitive, social, physical, sensory and/or medical) that may impair a Participant's capacity to safely engage in this placement has been listed above or notified to Defence. If medical support or adjustments are to be provided this has been shared with Defence.
- There may be instances when Defence is not able to proceed with the Work Experience Placement or certain activities that were planned during the Placement. Defence may change, re-schedule or cancel this Work Experience Placement or planned activities at short notice for any reason and will not be responsible for any losses suffered as a result.
- All liabilities and expenses incurred by the Educational Institution in facilitating the Participant's Work Experience Placement are the liabilities and expenses of the Educational Institution.
- The Educational Institution has, and will maintain, adequate public liability insurance which covers liability (including to the Department of Defence) in respect of loss of, damage to, or loss of use of, any real or personal property; and the personal injury of, disease or illness to, or death of, any person arising from or in any way connected with the Participant's Work Experience Placement.
- I have read, understood and agree to the obligations and conditions outlined in this Form and all information provided is true and accurate to the best of my knowledge.

Please list any additional requirements for this participant that Defence should be aware of in offering a place to this participant:	
Name	
Educational Institution	
Work Phone	Mobile
Email	
Educational Representative Signature	Date

3. Regional Work Experience Manager (RWEM) Agreement

By signing this Form, I agree to and acknowledge the following, on behalf of Defence: (please ensure each box is ticked)

- I have read and understood the information provided in this form, particularly in relation to the Participant's disclosed fitness, medical and dietary information (if any) and have made appropriate adjustments as required.
- I confirm that a Risk Assessment will be completed for this work placement.
- I will forward the nominal roll (which includes the information contained in this Agreement) to the host supervisor as applicable.

RWEM Name	
RWEM Signature	Date

Defence Work Experience Program Participant Agreement Checklist

Placement Title:

Placement Location:

Placement Dates:

Before you or your Careers Advisor upload the Work Experience Agreement, ensure you check the following:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have completed my agreement electronically or have completed manually and will scan and submit |
| <input type="checkbox"/> | I will return my agreement as one consolidated document and not as separate files or images |
| <input type="checkbox"/> | I have read the Privacy notice |
| <input type="checkbox"/> | I have completed item 1 – Participant Details |
| <input type="checkbox"/> | I have completed item 2 - Physical Activity Profile |
| <input type="checkbox"/> | I have completed item 3 - Primary Emergency Contact |
| <input type="checkbox"/> | I have completed item 4 - Alternate Emergency Contact |
| <input type="checkbox"/> | I have completed item 5 - Medical Information and listed all Medical information and have attached Treatment plan (if applicable) |
| <input type="checkbox"/> | I have completed item 6 - Dietary Information and listed all Dietary information |
| <input type="checkbox"/> | I have all signatures on the Defence Work Experience Program Participant Code of Conduct page 4 (typed signatures will not be accepted) |
| <input type="checkbox"/> | I have all signatures completed in the Participant and Parent/Guardian Agreement page 6 (typed signatures will not be accepted) |
| <input type="checkbox"/> | My Careers Advisor has completed and signed the Educational Institution Agreement (typed signatures will not be accepted) |
| <input type="checkbox"/> | I have pre-filled my Educational Institution's Student Placement Record (or similar) with relevant personal details, information on the placement and provided a copy for the Defence Supervisor |
| <input type="checkbox"/> | I am aware that I am required to complete the COVID-19 Risk Factors and Acknowledgement Form on the morning of my placement (Day 1) and I will bring this form with me for collection by my DWEP supervisor. |

Please Note: Ensure each box is ticked. You will receive notification if your Work Experience Agreement is incomplete with instructions of a specified return date and return email address. Failure to return your Agreement by the due date will result in your placement being offered to a waitlisted student.

If you have difficulty in completing and/or submitting your agreement, please contact your Regional Work Experience Manager.