

# Unit Guide – Conducting a Defence Work Experience Placement

**UNIT**

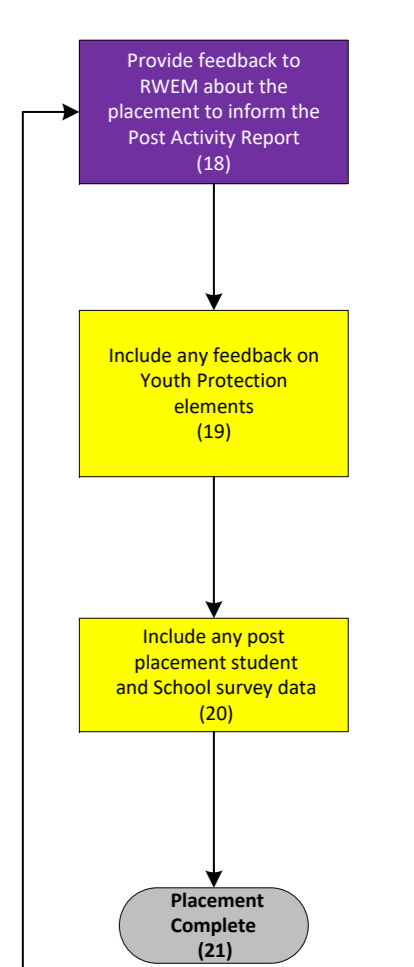
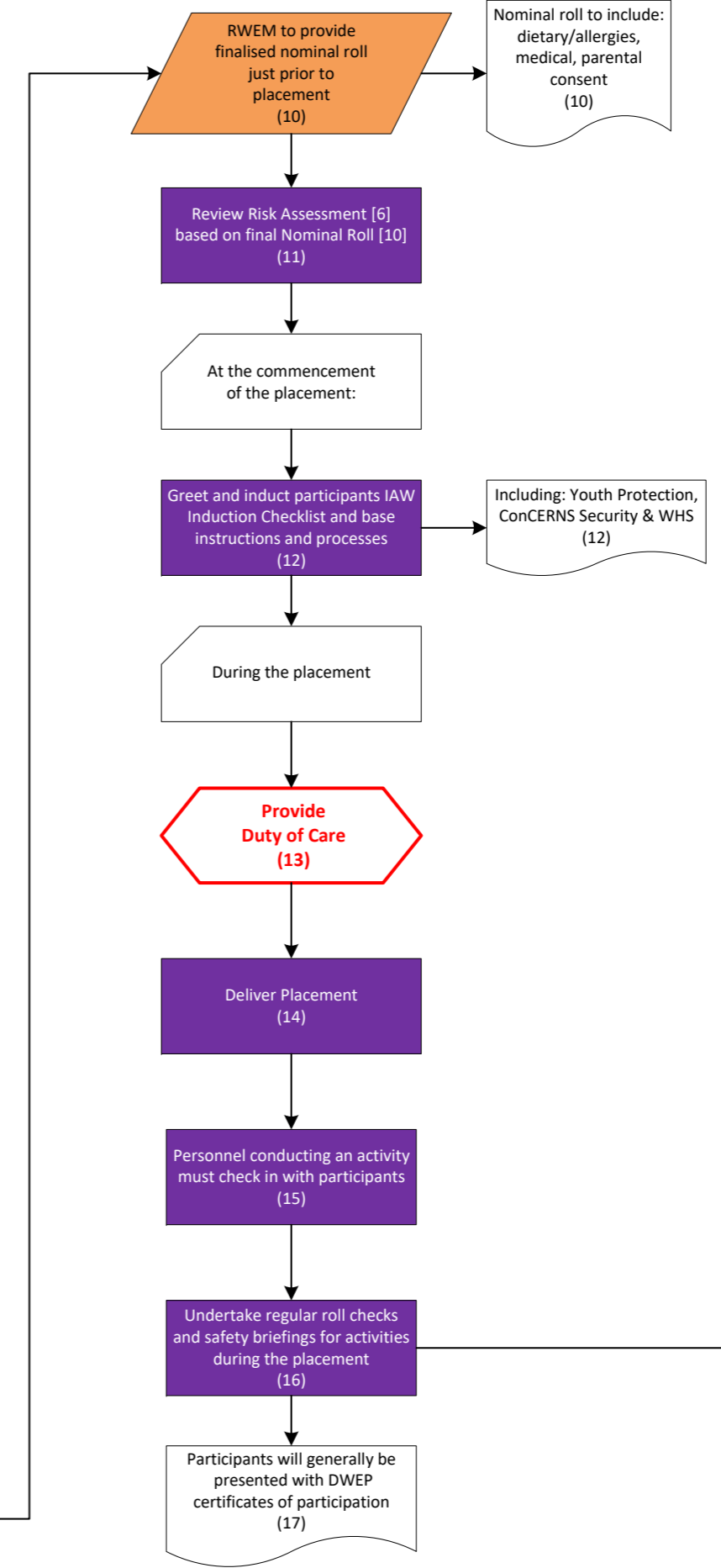
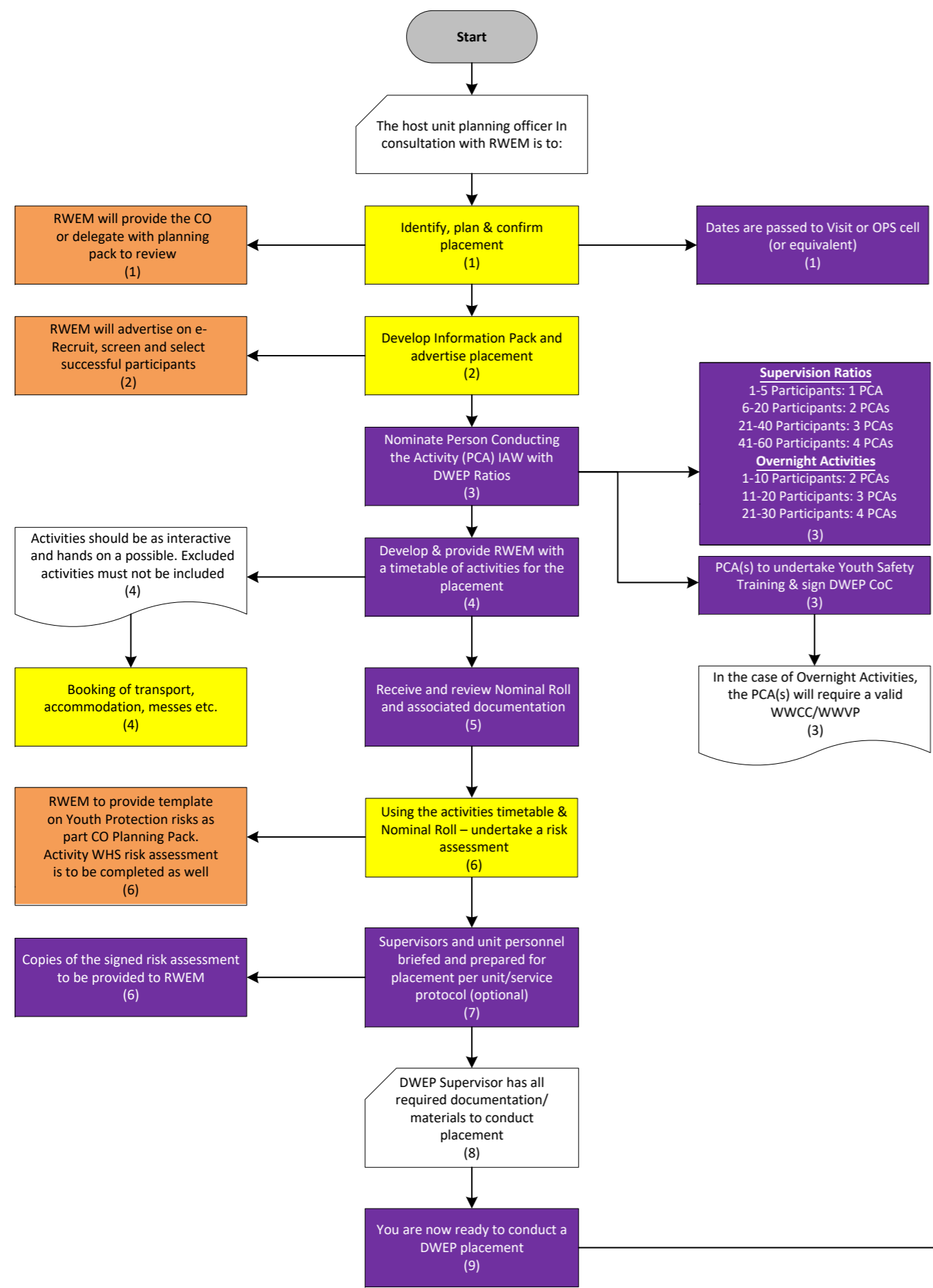
**RWEM**

**Combined**

## Planning

## Delivery

## Post Placement



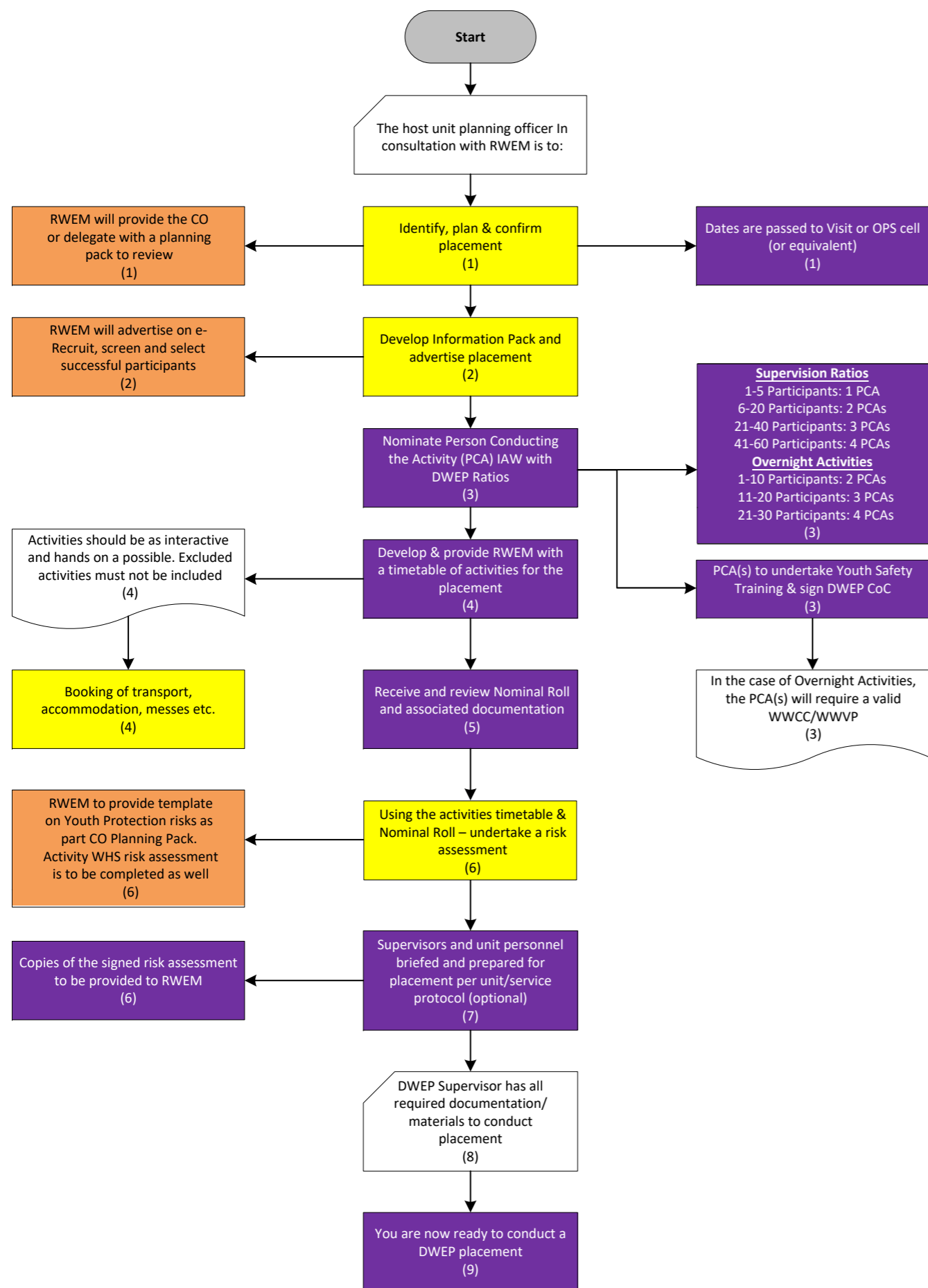
UNIT GUIDE CHECKLIST

Planning	Delivery	Post Placement
<ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Review documentation in the information package provided by RWEM.</li> <li><input type="checkbox"/> Timetable of activities developed for the placement, and provided to RWEM.</li> <li><input type="checkbox"/> Develop Information Pack and return to RWEM.</li> <li><input type="checkbox"/> Nominate Person Conducting the Activity (PCA) and any other Authorised Personnel and provide contact information to RWEM.</li> <li><input type="checkbox"/> PCA and Authorised Personnel training certification(s), signed Code of Conduct and WWCC/WWVP (where required) have been provided to RWEM.</li> <li><input type="checkbox"/> <b>Where DWEP is providing PCA/Authorised Personnel:</b> RWEM has provided you with their training certification, signed Code of Conduct and WWCC/WWVP (where required).</li> <li><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.</li> <li><input type="checkbox"/> Undertake a Risk Assessment of activities to be conducted that covers both WHS and Youth Safety.</li> <li><input type="checkbox"/> Nominal Roll and relevant participant documentation received and reviewed. Risk Assessment signed off and returned to RWEM.</li> <li><input type="checkbox"/> Supervisors and unit personnel briefed and prepped for activity as appropriate i.e. through planning conference, war-gaming scenarios, etc.</li> <li><input type="checkbox"/> Documentation and merchandise required for placement is ready.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Greet participants at arrival location. Duty of Care commences upon participant arrival at designated location.</li> <li><input type="checkbox"/> Collect and review COVID Risk Factors Advice and Acknowledgment Forms.                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the instructions on COVID-19 Risk Factors Advice and Acknowledgment Form – Flowchart Instructions.</li> </ul> </li> <li><input type="checkbox"/> Mark Nominal Roll.                             <ul style="list-style-type: none"> <li><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.</li> <li><input type="checkbox"/> Contact RWEM to advise of absences/issues.</li> </ul> </li> <li><input type="checkbox"/> Provide induction in accordance with Induction Checklist, base instructions and processes.</li> <li><input type="checkbox"/> Deliver program.</li> <li><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.</li> <li><input type="checkbox"/> Contact RWEM with any issues/information if required.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Fill in participants school documentation where required.</li> <li><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"> <li><input type="checkbox"/> Return to RWEM.</li> </ul> </li> <li><input type="checkbox"/> If an incident occurred, conduct relevant investigations and follow reporting processes where required.</li> </ul>

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## 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.**

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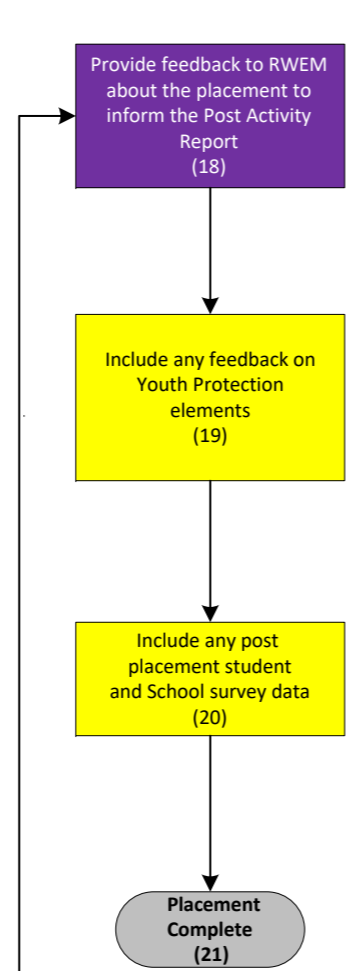
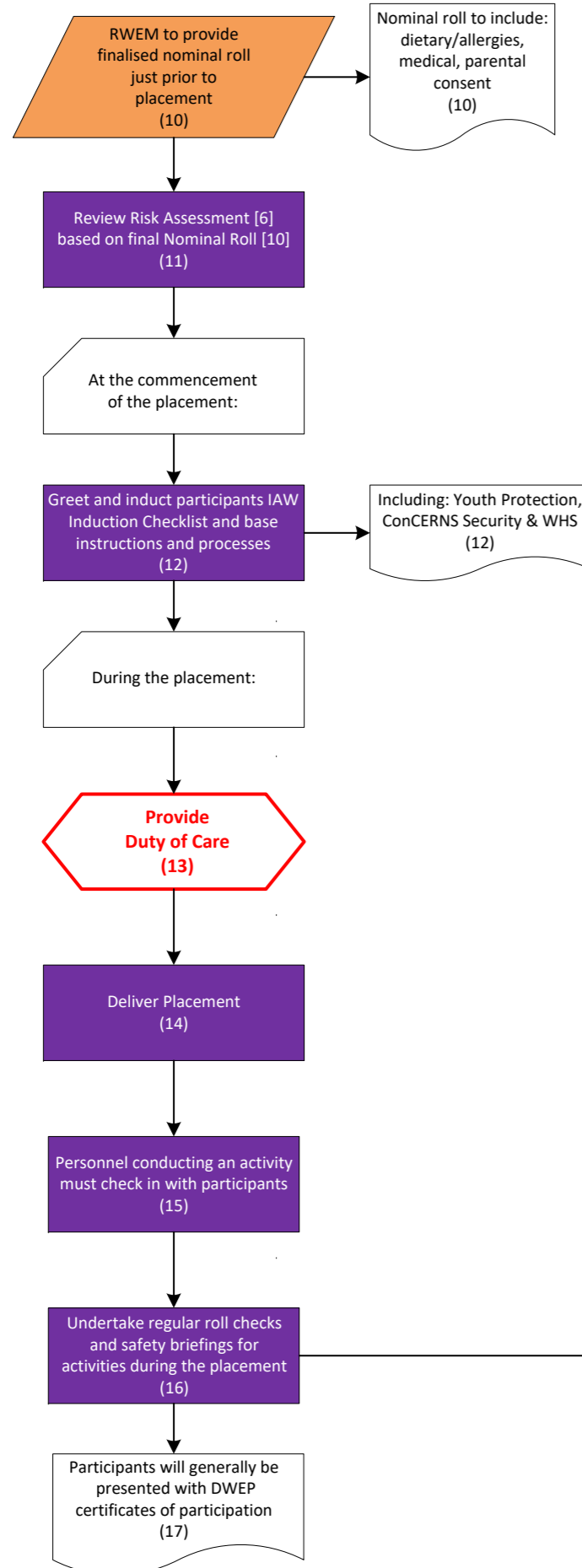
UNIT

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.