

DEFENCE WORK EXPERIENCE PROGRAM GOVERNANCE

INTRODUCTION

- 1.1 The Defence Work Experience Program (DWEP) provides Australians interested in Defence as a future career with the opportunity to sample life in Defence and learn more about the Australian Defence Force (ADF) and the Australian Public Service (APS).
- 1.2 It's in Defence's interests to engage proactively with youth, to enable us to attract the right people, with the right skills, behaviours and attitudes to secure Australia and its interests into the future.
- 1.3 Defence determines the number, timing and types of DWEP placements on offer, taking into account factors such as the availability of resources, workloads and operational requirements.
- 1.4 The DWEP is part of Reserve and Youth Division within the Australian Defence Force Headquarters. A network of regionally based work experience liaison officers (WELOs) facilitate the creation of individual placement programs which constitute safe, activity-based learning opportunities that benefit the individual and Defence.
- 1.5 Defence commanders and managers are encouraged to support the DWEP and consider offering placements in their units and groups.

POLICY INTENT

- 1.6 This policy provides direction and guidance to Defence personnel and work experience supervisors on the governance of the DWEP.
- 1.7 Defence supports the provision of DWEP placements in order to:
 - a. foster community awareness of Defence as an employer of choice offering a wide variety of career opportunities; and
 - b. contribute to the broader national objective of providing young Australians with opportunities to develop and gain confidence as they transition into the workplace.
- 1.8 This policy does not apply to the work experience placements delivered by external service providers and outsourced service providers. These placements are negotiated between those providers and the educational institution.
- 1.9 Additional guidance for Units and Supervisors such as information on risk management, work experience agreements and approved/prohibited activities will be provided by the WELOs as a component of the placement and must be read in conjunction with this policy.
- 1.10 The [Youth Policy Manual Glossary](#) provides definitions related to this policy.

LEGISLATIVE FRAMEWORK

- 1.11 The DWEP governance regime focusses on consistent application of youth safety policies, procedures and practices across Defence and supports the broader legislative framework in which Defence operates. Defence recognises its:
 - a. legal duty of care to ensure reasonable steps are taken for the safety of Defence members and DWEP participants;
 - b. requirements for a higher standard of care on the part of the Commonwealth for Defence members and DWEP participants under the age of 18;
 - c. statutory obligation under the [Work Health and Safety Act 2011](#) which requires all Defence personnel and external service providers, to take all reasonably practicable steps to protect the health and safety of workers. For the purposes of this policy all persons participating in DWEP placements and activities, are considered as workers under the [Work Health and Safety Act 2011](#);
 - d. obligations under Australia's ratification of the United Nations Convention on the Rights of the Child (1990) that sets out the civil, political, economic, social and cultural rights of children and the Optional Protocol on the Involvement of Children in Armed Conflicts (2002) that requires signatories to the Conventions to take "all feasible measures to ensure members of

- their armed forces who have not attained the age of 18 years do not take a direct part in hostilities”;
- e. requirement to comply with Commonwealth and state and territory laws and various state and territory child protection legislation related to work experience placements and ‘Working with Children Checks’ (WWCC); and
 - f. Information management requirements through adherence to [Records Management Policy Manual](#) and the [Privacy Act 1988](#).

GOVERNANCE PRINCIPLES

- 1.12 Good governance means that there are organisational systems in place to ensure achievement of positive youth experiences and outcomes which focus on:
- a. overall safety and wellbeing of young people by providing for their physical and mental wellbeing, with due consideration of age, maturity, circumstance and situation.
 - b. the importance of providing safe and protective environments for young people who interact with Defence.

POLICY PRACTICE AND MEASURES

1.13 Principle 1 – The Defence Work Experience Program aims to provide diverse, equitable and inclusive allocations of placements and in doing so implement appropriate strategies to support, encourage and value participant’s access to DWEP activities.

1.14 DWEP is committed to delivering activities that are safe, positive and inclusive of all people regardless of gender, ethnicity, sexual orientation, cultural background or ability. DWEP aims to deliver placements that respect the value, needs and rights of all people.

1.15 DWEP is managed in a manner consistent with this policy and the policies contained in the [YOUTH POLMAN](#).

1.16 Work experience opportunities are available for both secondary and tertiary students. To be considered eligible DWEP applicants must satisfy the following criteria:

- a. be enrolled in an Australian secondary school or higher education facility (at the time of the placement); and
- b. be a minimum of 15 years of age or older.

1.17 Alternative DWEP placements **refer to those** applicants who do not fit within either the secondary or tertiary placement criteria. Applicants may have completed their studies, be employed or unemployed. Applicants will be assessed on a case-by-case basis.

DEFENCE YOUTH SAFETY

1.18 Defence is committed to taking all reasonably practicable steps to ensure the safety and wellbeing of youth with whom it comes into contact through the development of a youth safe culture and the promotion of both individual and collective responsibility for youth safety.

To achieve this Defence has developed and implemented the Defence Youth Safety Framework (DYSF) which is underpinned by the principles in the National Framework for Protecting Australia’s Children 2009-2020. This policy together with the specific resources located on [Youth HQ](#), outlines this commitment.

1.19 All [states and territories](#) have relevant legislative requirements on the mandatory reporting of incidents of suspected child abuse. The legal onus on who is deemed to have a mandatory requirement to report such incidents, how and to what body differs by jurisdiction.

1.20 Defence requires all Defence personnel, contractors, volunteers, visitors, and other adults involved in DWEP, to report in accordance with the legislation of the jurisdiction in which an incident occurs.

YOUTH SAFETY TRAINING

1.21 Defence Host units/areas must ensure that all Defence personnel and adult supervisors complete the mandatory Defence Youth Safety training as identified in the Defence Youth Safety Framework Training Continuum:

- a. Level 1 - Awareness - All Defence
- b. Level 2 - Practitioner - Youth Facing Roles
- c. Level 3 - Responsible Officers and Placement Leaders– Leaders

d. Level 6 - Youth & Young Adults

YOUTH SAFETY INCIDENTS

1.22 In the Defence context, a Youth Safety Incident refers to any non-routine event or occurrence that may have an effect on Defence's obligations to minors. A non-routine event or occurrence may relate to personnel, security, safety, reputation and a range of different types of abuse and/or harm including physical, sexual and emotional procuring or grooming a child under 16 years of age for unlawful sexual activity.

1.23 DWEP host unit/areas must ensure all youth safety incidents are reported and managed in accordance with Defence Incident Reporting and Management Manual, [Defence Youth Safety Incident Management policy and Incident Management Guide \(Chapt 5\)](#).

1.24 The DWEP will inform all students and their families of the relevant policy and process for reporting all youth safety incidents through the Work Experience Agreement.

1.25 State/Territory Incident Management Contact Information is located on the Defence [Youth Website](#)

WORK EXPERIENCE PLACEMENTS

1.26 Students apply for placements advertised on the [DWEP website](#) by submitting an on-line application.

1.27 The work experience application is not confirmation of a work experience placement; selection decisions are informed by the information provided in the individual's application. Requirements and conditions of each placement will be confirmed in a Work Experience Agreement.

1.28 Successful applicants are subject to a written agreement between Defence, students, parents, schools and other Educational Institutions (EI). A Work Experience Placement Agreement must be completed and signed by all parties and submitted to the Work Experience Liaison Officer (WELO) before a participants/s can commence work experience. Requirements and conditions of each placement will be confirmed in a Work Experience Agreement.

1.29 A wait list may be established, for placements with applications that exceed the required numbers of participants. Completed paperwork is still required from individuals wishing to participate in a waitlist placement.

1.30 Participation in DWEP placements and activities is voluntary and participants can withdraw at any time. The success of the placement depends on the commitment and reliability of everyone involved therefore individuals are expected to:

- a. be punctual to placement activities;
- b. attend placement activities for the required period of time; and
- c. display a keen interest in the placement activities.

1.31 All DWEP placements and associated activities are managed in a manner consistent with this policy and the policies contained in the [YOUTH POLMAN](#).

PLACEMENT MANAGEMENT AND ADMINISTRATION

1.32 DWEP Defence Work Experience Liaison Officers (WELO) are regionally based and assist in the management and co-ordination of the regional aspects of this nation-wide program. WELOs work with a network of regionally based Defence personnel to enhance and deliver interesting and exciting work experience opportunities that showcase employment in the Australian Defence Force and Australian Public Service.

1.33 The Educational Institution (EI) must sign the DWEP agreement, provide emergency contact details and notify Defence (via the signed Agreement) of any individuals who have medical or other conditions that may affect their ability to participate in the Work Experience placement. Some placements will require the applicant to complete a Health and Fitness questionnaire in relation to physical activities.

1.34 The DWEP will establish appropriate procedures for the following:

- a. students arrival and departure to and from placements; and
- b. the actions to be taken for uncollected students.

UNIT/HOST RESPONSIBILITY

1.35 The Head of Resident Unit (HRU) (the senior Defence person at a Defence site) or authorised officer is responsible for the overall management and implementation of the individual unit or branch work experience program policy and processes. The HRU or authorised officer must:

- a. liaise with the WELO on potential DWEP placements in their unit or branch;
- b. supervise the DWEP participant or delegate a DWEP supervisor(s) who must be Defence personnel with sufficient experience and maturity as judged by the HRU or authorised officer;
- c. manage the DWEP placements within their unit or work area, ensuring that:
 - (1) a program of activities is in place and if required,
 - (2) a risk assessment has been conducted (see para 1.40-1.43)
 - (2) a DWEP supervisor(s) has been appointed and briefed; and
 - (3) sufficient guidance is provided for the DWEP supervisor to undertake their responsibilities in keeping with this policy as well as State or Territory legislative requirements relating to the supervision of DWEP participants who are under the age of 18 years (minors) (Dealing with minors/child protection).
- d. ensure the DWEP participant is provided with a site-specific visitor induction briefing prior to, or at the commencement of, the placement that includes information on work health and safety, security and emergency procedures;
- e. acknowledge any relevant medical issues or medical action plans provided by the DWEP participant or educational institution (eg asthma or anaphylaxis action plan or any other medical treatment plan) relating to the DWEP participant prior to the placement;
- f. confirm the emergency contact arrangements for the DWEP participant in case of illness or injury; and
- g. provide feedback on the outcomes of DWEP placements to the WELO.

1.36 Units/hosts must conduct and submit a risk assessment and a management plan to DWEP prior to placements occurring.

1.37 The risk assessment requires:

- c. risk identification and analysis;
- d. development of risk management and mitigation strategies; and
- e. the methods of regular monitoring of identified risks in accordance with the DYSF.

1.38 The risk assessment is to include consideration of the following key youth safety risks:

- a. involvement of unsuitable people (adults and/or youth) in DWEP activities;
- b. development of inappropriate relationships of trust between adults associated with DWEP activities and youth under the age of 18; and
- c. exposure of young people under the age of 18 to alcohol and/or prohibited substances and/or age inappropriate materials of any sort.

1.39 Where the unit/host has appointed a DWEP supervisor(s), the DWEP supervisor(s) must:

- a. ensure they understand the goals and expected outcomes of the DWEP placement and their requirement to provide feedback to the HRU or authorised officer;
- b. supervise the DWEP participant taking into account the participant's age, skills and experience; and
- c. as a delegate, undertake any of the roles and duties of the HRU or authorised officer as directed.

1.40 DWEP participants may eat at a Defence Mess at the Defence subsidised rate. If students are to pay for their own meals this must be included in the Work Experience Placement Agreement and/or placement joining instructions.

STANDARDS OF BEHAVIOUR

1.41 DWEP will provide all participants with information relating to the requirements of behaviour including the appropriate Youth Code of Conduct (CoC). A signed copy of the CoC is to be placed on the individual's placement record.

1.42 DWEP will provide all parents/guardians with information relating to the requirements of their child's participation including the behavioural expectations of the participant and any family obligations with respect to the placement such as pick up and drop off times, emergency contact details and incident management.

1.43 All complaints of unacceptable behaviour made by young people or their parents/guardians are to be taken seriously and managed fairly, transparently and equitably in accordance with Defence policy and the policies contained in [YOUTHPOLMAN](#).

RELATIONSHIPS BETWEEN ADULTS AND YOUNG PEOPLE

1.44 The law regards those adults who have, or assume, responsibility for the care and supervision of a young person as owing them a special duty of care as detailed in Defence Youth Safety policy, *Relationships between adults and youth under 18*.

1.45 Regardless of individual state or territory legislation that defines age of consent, Defence does not tolerate any sexual interaction between adults and persons under the age of 18.

1.46 Defence Host units/areas will ensure that interactions and relationships between adults and young people are managed in a manner consistent with the requirements of the Defence Youth Safety Framework and the policies contained in [YOUTHPOLMAN](#).

CONFIDENTIALITY

1.47 It is important to maintain appropriate levels of privacy and confidentiality. Individual's making decisions are to consider what information is shared, with whom and when. All decisions about sharing information should be made with the individual's explicit consent (or parental consent for young people unable to give explicit consent). Information should only be shared with those who have an appropriate reason to know and be limited to what they need to know. Guidance on the disclosure of personal information can be found on the [YOUTHPOLMAN P1 CHAPT 7](#).

PRIVACY

1.48 While conducting its activities and programs, Defence gathers and retains personal information about its members and participants. This personal information is regulated by a number of laws, with personal information held by the Commonwealth generally regulated by *the Privacy Act 1988*.

1.49 Information may be shared with third parties when it is considered to be in the best interests of the young person's safety, health and /or wellbeing. DWEP must ensure that a decision relating to the disclosure of information to a third party is in accordance with the Disclosure of certain personal information in relation to youth safety incidents policy contained in YOUTHPOLMAN.

RELATED INTERNATIONAL AGREEMENTS

- [United Nations Convention on the Rights of the Child](#)
- [Optional Protocol to the United Nations Convention on the Rights of the Child on the Involvement of Children in Armed Conflict](#)

RELATED POLICY

[The Youth Policy Manual](#) (YOUTHPOLMAN)

[YOUTH SAFETY GUIDES](#)

- Suitability Screening Guide - Defence
- Defence Youth Safety Code of Conduct Guide
- Defence Youth Safety Training Guide
- Incident Management guide
- Incident Management – State and Territory Contact Information guide
- Defence Youth Safety Risk Management Guide
- Defence Youth Safety Position Identification annotation guide
- Recognising Indicators of Abuse Guide
- Understanding Sex and Gender
- Defence Youth Safety Prohibition of Sexual Interactions with Young People Fact Sheet
- Using social media safely
- What do I need to know about safe social networking
- Defence Decision makers guide

- Supplement to the Defence Decision Maker's Guide for the Disclosure of Certain Personal information of Young People under 18
- Defence Youth Safety Privacy Fact Sheet

Accountable Officer: Chief Joint Capability

Policy Officer: Head Reserve and Youth Division

UNDER REVIEW