

## 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'<sup>1</sup> 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.

---

<sup>1</sup> '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.