



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 Work Experience Liaison Officer (WELO) as soon as possible**. If you are under 18 years of age, your parent/guardian must advise the supervisor or WELO 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 Work Experience Liaison Officer (WELO) 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 Work Experience Liaison Officer 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 Work Experience Liaison Officer 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 Work Experience Liaison Officer (WELO). They will record your concern and explain the steps they will take.
3. If you do not feel comfortable talking to your WELO, 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

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