

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 Work Experience Liaison Officers (WELOs) recognises 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 WELOs 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 i.e. how to put on a bomb disposal suit, night vision equipment, parachute drying facilities etc.
- Static displays of assets and equipment i.e. 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, etc.
- Walkthrough of WTSS facilities and watching a WTSS shoot
- Field craft activities i.e. setting up a hoochie, applying camouflage paint, cooking ration packs, orienteering and navigation etc.
- Simulation activities i.e. flight simulators, medical simulators etc.
- Learning new practical skills, such as first aid, CPR, applying plaster to a 'broken' limb, knot tying, packing pallets for air drops etc.
- DFR presentation

Unit Guide – Conducting a Defence Work Experience Placement

UNIT

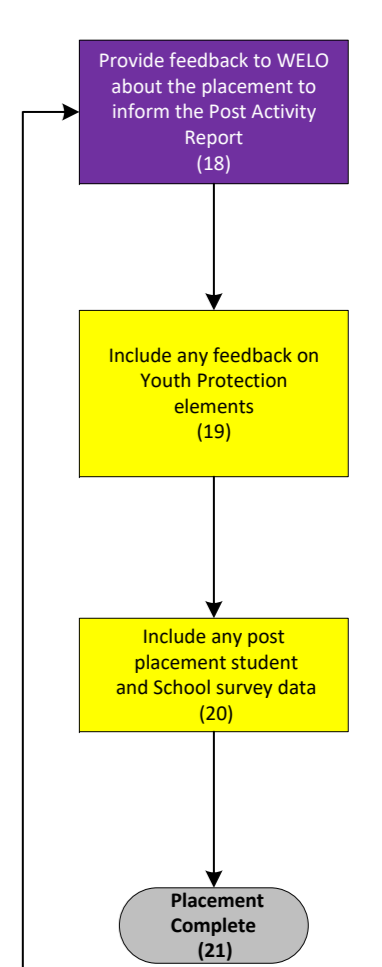
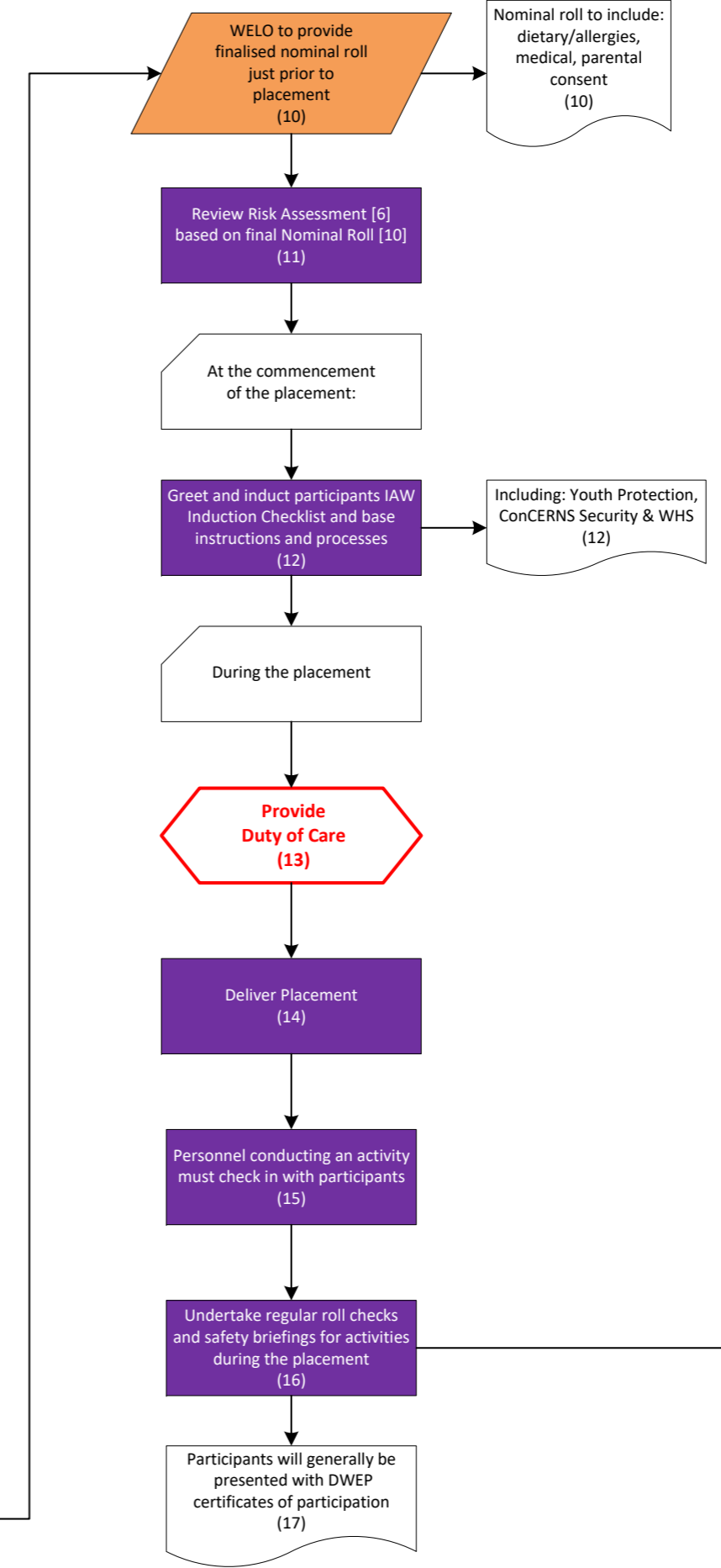
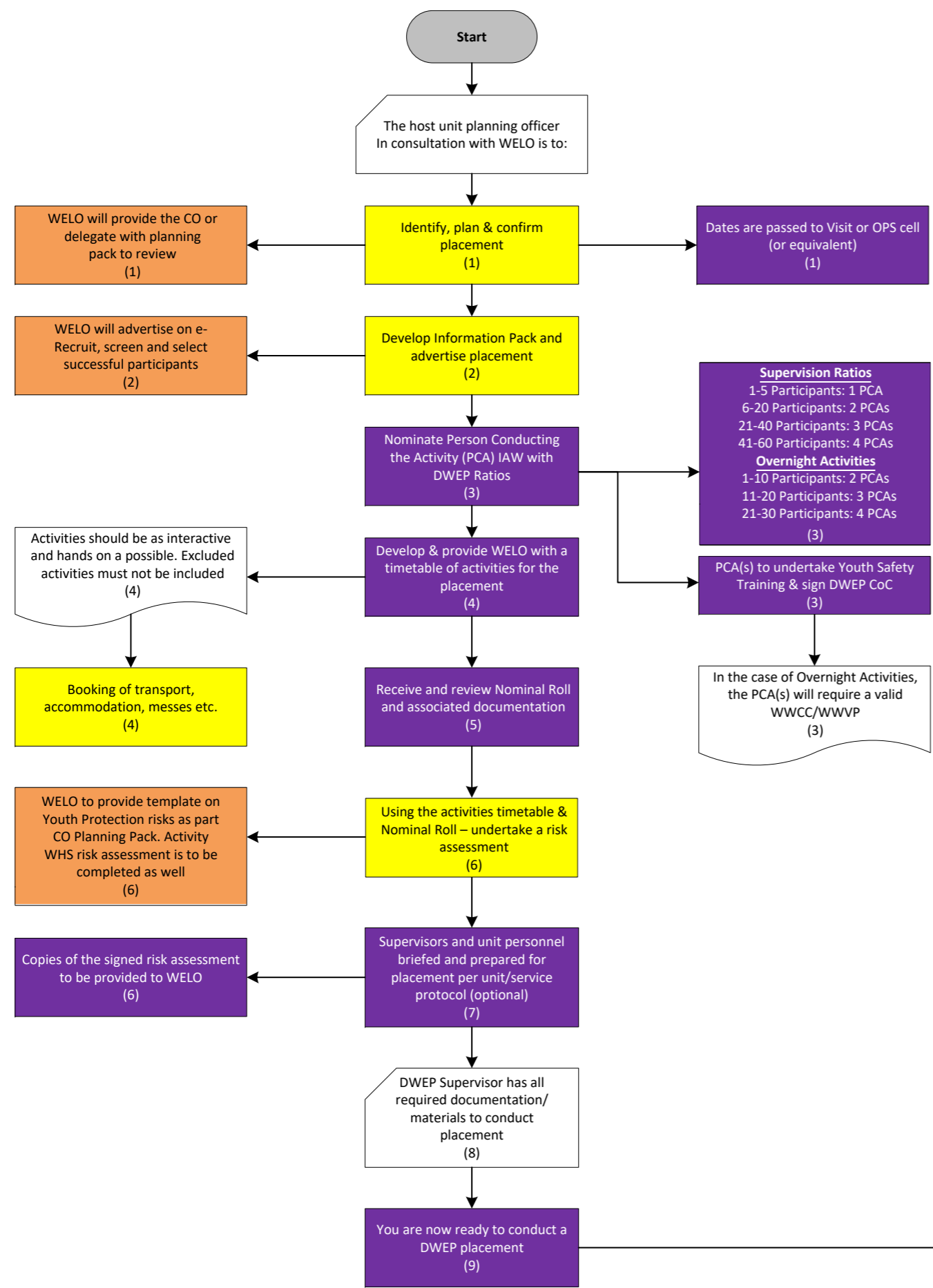
WELO

Combined

Planning

Delivery

Post Placement



UNIT GUIDE CHECKLIST

Planning	Delivery	Post Placement
<ul style="list-style-type: none"> <input type="checkbox"/> Engage with WELO, 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 WELO. <input type="checkbox"/> Timetable of activities developed for the placement, and provided to WELO. <input type="checkbox"/> Develop Information Pack and return to WELO. <input type="checkbox"/> Nominate Person Conducting the Activity (PCA) and any other Authorised Personnel and provide contact information to WELO. <input type="checkbox"/> PCA and Authorised Personnel training certification(s), signed Code of Conduct and WWCC/WWVP (where required) have been provided to WELO. <input type="checkbox"/> Where DWEP is providing PCA/Authorised Personnel): WELO has provided you with their training certification, signed Code of Conduct and WWCC/WWVP (where required). <input type="checkbox"/> All bookings made by WELO, POC or PCA and personnel (i.e. Mess, Base Security) provided with relevant information. Person responsible can be discussed between WELO 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 WELO. <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 and Acknowledgement forms <ul style="list-style-type: none"> <input type="checkbox"/> Follow the instructions on COVID-19 Risk Factors Advice and Acknowledgement 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 WELO 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 or pick up, follow instructions as per Supervisors Handbook <input type="checkbox"/> Contact WELO 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 WELO 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 WELO. <input type="checkbox"/> If an incident occurred, conduct relevant investigations and follow reporting processes where required.

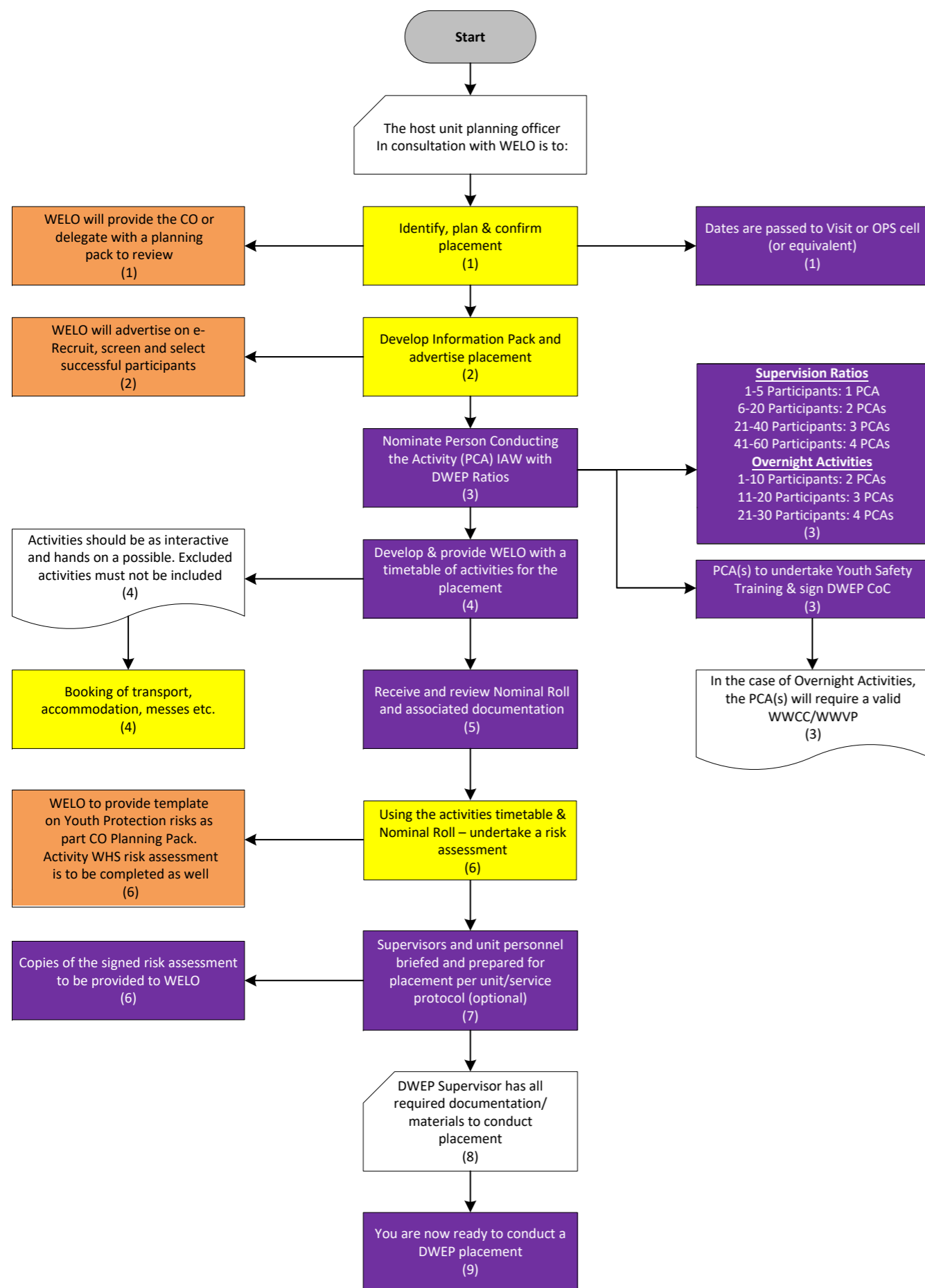
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UNIT

WELO

Combined

Planning



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

- Identify, plan and confirm placement.** Unit passes dates to Visit or OPS cell (or equivalent) and places on base/unit calendar. WELO 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. WELOs 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 WELO 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 WELO.
 - 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 WELO.
 - POC/PCA will work with WELO to complete a My Placement Form for participants, which contains key information for the placement.
- Develop and provide the WELO with a timetable of interactive, hands-on activities for the placement**
 - This should be completed by the time the advertisement closes. WELO 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 WELO 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 WELO, 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**
 - WELO 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 WELO 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. WELOs 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 WELO 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 WELO 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.**

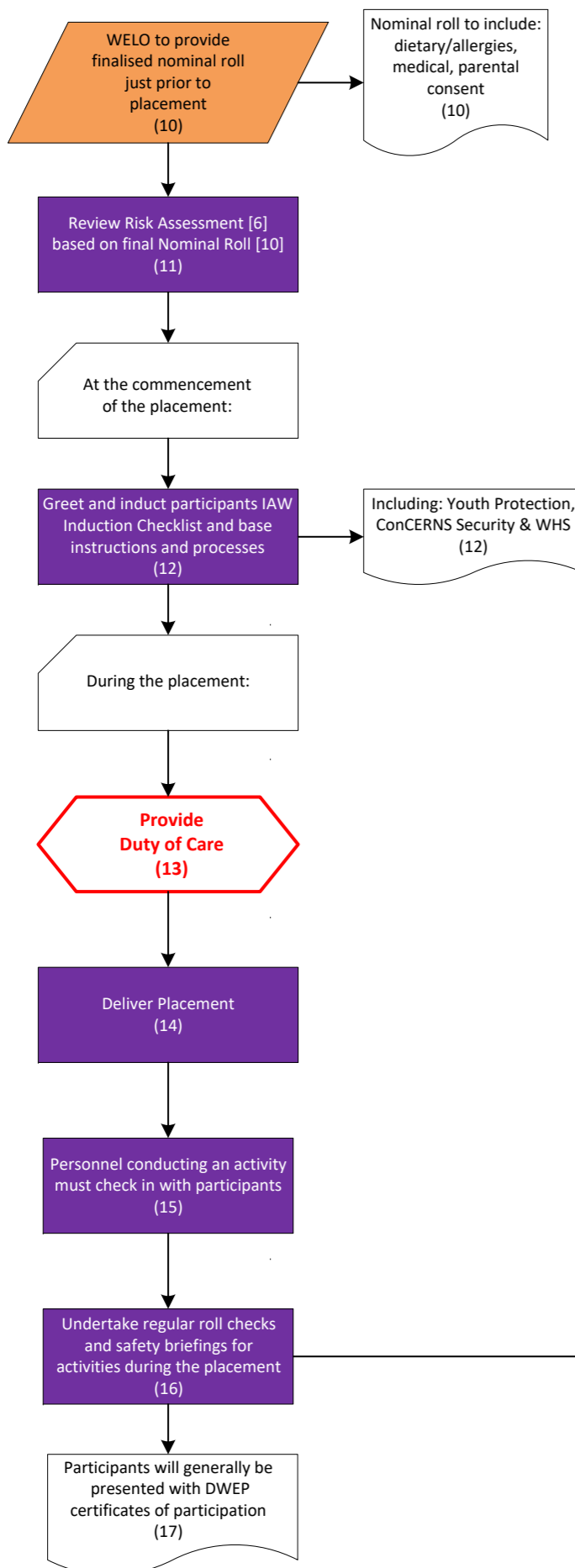
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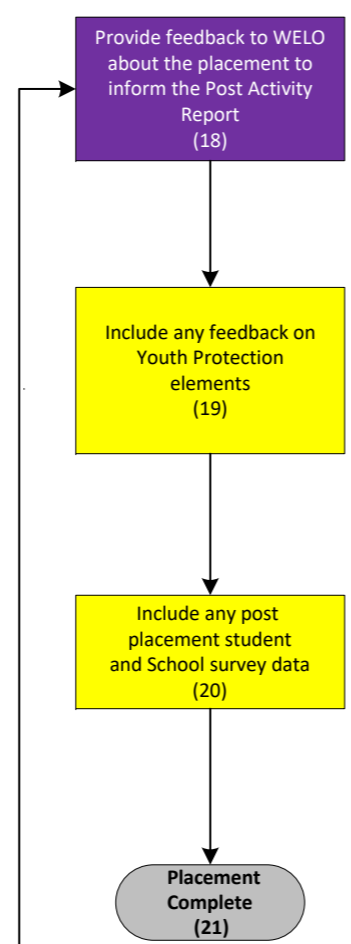
WELO

Combined

Delivery



Post Placement



10. The WELO 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 WELO 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 Acknowledgement 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 swimwear 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 EPI pen 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.