



# WORK EXPERIENCE STUDENT INFORMATION

This fact sheet summarises the process of applying for a work experience placement.

WORK  
EXPERIENCE

## WORK EXPERIENCE

Work experience is the short term placement of secondary and tertiary students, with employers to provide insights into the industry and the workplace in which they are located. It provides students with the valuable opportunity to:

- develop employability skills
- explore possible career options
- understand employer expectations, and
- increase their self-understanding, maturity, independence and self-confidence.

Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise.

## WORK EXPERIENCE ACTIVITIES

Under Australian legislation work experience students must not undertake any activities where under general provisions an employee or contractor would be engaged to carry out that activity.

## WORK EXPERIENCE AT HUNTER WATER CORPORATION

Hunter Water Corporation (HWC) provides unpaid work experience for people undertaking educational training at secondary and tertiary levels.

The number of work experience placements HWC can provide is dependant on the availability of the business area(s) relevant to the study area and desired time of placement.

## INSURANCE COVERAGE DURING PLACEMENT

Students must provide their own liability insurance to undertake a placement. Students who are currently engaged in study should be covered by their educational institution for the placement. Please note secondary students are generally not covered by insurance during school holidays. In any instance where a student is not covered by their educational institution they must source and fund their own insurance.

## TERTIARY STUDENTS

HWC are able to provide limited unpaid placements to students during the end of year vacation period (November to February) to students who are required to undertake a work placement as part of their course curriculum. HWC may not be able to accommodate any long term (more than 2 weeks) placements during

the course of the year and it is suggested that students requiring a longer placement apply for the end of year break.

## INDUCTION PROCESS

All work experience participants must undertake an induction prior to commencement or on their first day of placement. This induction is mandatory and placement cannot take place until the induction has been completed. Further information on induction scheduling will be provided after placement confirmation.

## STUDENT REQUIREMENTS

Students are required to ensure that they will be able to travel to the HWC site (Head Office, Tomago Depot, North Lambton Depot or Tarro Depot) their placement will be based at. Students are required to ensure they adhere to the HWC Dress Code at all times, this includes providing their own Personal Protective Equipment (PPE) i.e. hi-vis clothing, boots, etc. if required. HWC will provide loan PPE where possible. PPE requirements will be provided to students if a suitable placement has been confirmed.

## APPLYING FOR A WORK EXPERIENCE PLACEMENT AT HWC

Students who are interested in undertaking a work experience placement with HWC are asked to submit a formal application to the Human Resources team at [hradmin@hunterwater.com.au](mailto:hradmin@hunterwater.com.au) **2 months prior** to the requested time of placement.

A formal application includes:

- A completed [Work Experience Application Form](#) available on the HWC website
- A current CV/resume
- A current transcript from your educational institution
- Proof of public liability coverage/insurance (this is the student's responsibility and can be obtained from your educational institution)
- A copy of your identification (birth certificate/passport/drivers licence, etc.)
- A copy of your Construction Induction card (White card) if you have one. Please note this is mandatory for work experience requests that are not office based.