

Randwick City Library Work Experience Policy

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Objective

To provide clear guidelines for placement applicants on the library policy for work experience placements in the Randwick City Library.

Policy Statement

1. Eligibility for Work Experience Placements

Randwick City Library accepts applications from students seeking work experience in the following categories:

Secondary Students

- Students must reside or study in Randwick City.

TAFE or University Students

- Students must be studying to attain a qualification in library and information science or a qualification in a related field.
- Preference will be given to students who reside in Randwick City.

Students with special needs

- Students must reside or study in Randwick City.
- Students must be properly assessed for suitability to work in a library environment.

Students with overseas qualifications seeking accreditation through university or TAFE

- Applicants must have an overseas qualification in library and information science or a qualification in a related field.
- Applicants must be Australian Residents.

2. Placement Quotas

The library receives many requests for work experience. The library can support a certain number of placements due to programming and supervision requirements.

- The library will accept one secondary school and one tertiary student per semester, subject to the library's business needs and availability of suitable supervisors.
- The library will accept two students per year with special needs, subject to assessment by the library and the agreement of Randwick City Council Human Resources.
- The library will accept one applicant per year seeking accreditation for overseas qualifications.

3. Conditions of Placements

- No payment will be made to any work experience/placement student for duties undertaken during the placement
- The Library service will provide a relevant and meaningful work experience program for the student.
- The Library service will ensure that the student undertakes an induction including a Workplace Health and Safety induction.
- The Library service will allocate a responsible officer to supervise the student and ensure all Council policies are followed.
- The student will provide all relevant personal, organizational and insurance details to the library service relating to the placement prior to commencement of the placement.
- A request for a placement must be made at least 2 weeks prior to the designated starting date.
- The library reserves the right to terminate a work experience placement if there are any significant problems during a placement such as pandemic conditions or behavioural issues, in communication with the educational institution.

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