



Australian Government



National Work Experience Programme—information for businesses

The National Work Experience Programme is a work experience program which places job seekers in real life unpaid work experience placements. It helps jobseekers gain experience and confidence, while demonstrating skills to potential employers.

Under the National Work Experience Programme, businesses host job seekers in unpaid work experience placements of up to 25 hours a week over a maximum 4 week period.

There is a network of jobactive and Transition to Work providers across Australia that work with businesses to identify National Work Experience Programme placements and refer suitable job seekers.

What are the benefits for businesses?

Being a National Work Experience Programme host provides an opportunity to give a job seeker the chance to show they could be the right fit for your business.

An incentive payment of \$300 (GST inclusive) may be available to businesses for hosting a National Work Experience candidate.

Businesses who offer job seekers ongoing employment after the placement may also be eligible for a wage subsidy

Is my business eligible?

A National Work Experience Programme placement can be undertaken in businesses run for profit, not-for-profit organisations and local, state, territory and Australian government agencies.

You cannot host a National Work Experience Programme placement if:

- you have downsized your workforce in the previous 12 months; or plan to downsize during the placement, or
- the placement would result in the reduction or replacement of any existing paid workers and/or any paid workers' hours of work.

You can speak to a jobactive or Transition to Work provider in your area who will help you work out if a work experience placement is right for your organisation. To find a local jobactive or Transition to Work provider, visit www.jobactive.gov.au.

What kind of activities can I offer job seekers on a National Work Experience Programme placement?

A job seeker participating in a National Work Experience Programme placement can do many of the tasks you might expect a paid employee to do. This will assist you in genuinely considering their suitability for the job opportunity available.

Your provider will work with you to determine the role and tasks appropriate for a job seeker completing their placement.

What does being a host business involve?

To assist a job seeker to gain real work-like experience your role as a National Work Experience Programme business will involve:

- providing a work experience placement for up to a maximum of four weeks
- providing supervision, on-the-job training and monitoring attendance, and
- ensuring that the placement meets all relevant work health and safety requirements.

You need to sign an agreement with the job seeker and your provider before the job seeker commences a National Work Experience Programme placement with you. This agreement outlines the tasks the job seeker will undertake and confirms the length of the placement.

National Work Experience Programme placements should ideally have a likelihood of paid employment following the completion of the placement. However, there is no obligation for you to hire a job seeker following the placement if they do not meet your business needs.

Job seekers continue to receive income support and assistance from their provider during their National Work Experience Programme placement.

Is the placement be covered under the Fair Work Act?

Job seekers on income support will undertake National Work Experience Programme placements as an Approved Program of Work under Social Security Legislation. This means that, for the purposes of the *Fair Work Act 2009*, a job seeker is not an employee while undertaking a placement in your organisation.

Is the placement covered for insurance?

As job seekers are not employees they are not eligible for workers' compensation.

The Australian Government Department of Jobs and Small Business purchases personal accident insurance and public and/or product liability insurance to cover job seekers while they undertake their placements, including travelling to and from your organisation.

You can ask your provider to give you further information on the insurance policies and what to do in the event of any accidental injury or damage occurring.

What support is available?

Your provider will work closely with you to ensure your needs are met.

This may include assisting job seekers to complete any necessary workplace-specific training before commencing, and resolving any issues that come up.

Should you decide the job seeker is a good fit for your organisation, your provider will work with you to finalise the recruitment of the job seeker. Post-placement support is available over the first month of the job seeker's employment, to assist with any ongoing support or training they may need.

Your provider can also advise if you could be eligible for a wage subsidy for hiring and retaining the job seeker.

Want more information?

- Go to www.jobactive.gov.au to find your local jobactive or Transition to Work provider
- Call the Employment Services Information Line on 13 62 68*

Do you need help with this fact sheet?

If you need an interpreter, please call the Translating and Interpreting Service (TIS) on 131 450* and ask for the Employment Services Information Line on 13 62 68*.

If you are deaf, or have a hearing or speech impairment you can use the National Relay Service. For more information, visit www.relayservice.gov.au.

** Note that call charges apply for calls to '13' numbers from mobile phones*