



Australian Government



Work Experience

Work Experience can give you the opportunity to build on your job skills and improve your chances of finding a job.

Work Experience Activities can provide you with practical ways to connect with your community and to demonstrate your abilities to potential employers.

Work experience will help you to:

- develop your skills on the job
- demonstrate your abilities to potential employers
- obtain references
- meet new work contacts
- take part in structured training
- stay connected to the workforce.

You can participate in Work Experience at any time. If you remain unemployed for 12 months you may be required to participate in one or more Work Experience Activities which will help you develop skills, and experience work-like environments. Your Job Services Australia provider will advise you when you are required to start in a Work Experience Activity.

If you are not able to participate in any of these activities, you may be able to participate in programs or services to help you overcome other barriers to employment, such as health issues, homelessness or personal skills. If you are participating in these services, you might not be required to undertake additional Work Experience Activities.

Under Work Experience you can combine activities. You may also be able to participate at times which best suit your other obligations, such as study, part-time or casual employment, or parental responsibilities.

A flexible range of activity options are available, including working as part of a team on a group activity, or individually through a Work Experience Activity placement with a host organisation.

Activities may include:

- Work for the Dole activities (including Full-Time Work for the Dole activities)
- Green Corps environmental activities
- Part-time study (through the Productivity Places Program or other accredited vocational training)

- Part-time or casual paid employment
- Unpaid Work Experience Placement activities
- Voluntary Work activities in the community sector
- unpaid or paid work in a social enterprise
- Drought Force activities
- Defence Force Reserves
- employment or training programs administered by the Australian Government or State or Territory government programs or services which address non-vocational barriers (where appropriate)
- relocation to an area with higher employment prospects, followed by intensive job search activities.

You will meet with your Job Services Australia provider to discuss the various activity options available in your area. You will have up to six weeks from this meeting to choose a Work Experience Activity, or combination of activities. If you do not choose an activity, your Job Services Australia provider will place you in a Work for the Dole or Green Corps activity. If you are not eligible for these activities, you will be placed in another activity.

Who can participate?

Job seekers aged between 18 and 49 years who have completed approximately 12 months with a Job Services Australia provider must participate in a Work Experience Activity, or a combination of activities, over a 26-week period for every additional 12 months they receive services from a Job Services Australia provider.

You are not required to participate if you are:

- exempt from the Activity Test or participation requirements
- aged 15 to 17 years
- a pre-release prisoner
- aged 50 years or over (unless you are aged 50 to 59 years with a full-time Activity Test requirement and your provider considers you would benefit from Full-Time Work for the Dole).

However, any job seeker who has a Job Services Australia provider and receives income support may choose to volunteer to participate in a Work Experience Activity with the agreement of their Job Services Australia provider.

Job seekers required to complete an Intensive Activity or a Compliance Activity can do so by participating in a Work Experience Activity. Your Job Services Australia provider will advise you if you are required to participate in an Intensive Activity or a Compliance Activity.

Your obligations

If you receive Newstart, Youth Allowance or Parenting Payment and have participation requirements, you will need to look for work and take part in activities that will help you get a job.

Your Job Services Australia provider will consider your personal circumstances and negotiate suitable activities to include in your Employment Pathway Plan.

If you are unable to take part in activities you should discuss this with your provider. If you fail to undertake your agreed activities this may affect your income support payments.

Your right to privacy

Your personal information is protected by the *Privacy Act 1988* and information about you may also be protected by the *Social Security (Administration) Act 1999* (for example, if you are receiving income support). Your information may be shared between Job Services Australia providers, the Department of Education, Employment and Workplace Relations (DEEWR), Centrelink and other Australian Government departments and agencies, which enables the organisations to provide you with the most appropriate services to meet your needs.

For more information about your privacy, ask your Job Services Australia provider, DEEWR or visit [privacy.gov.au](https://www.privacy.gov.au).

Our guarantee of service to you

Service Guarantee

You will receive ongoing personalised employment services provided by your Job Services Australia provider. These services will be sensitive to your circumstances and background. To view all Service Guarantees visit deewr.gov.au/jobservicesaustralia.

Code of Practice

Job Services Australia providers are contracted to deliver Australian Government funded employment services and have agreed and are committed to observe the Employment Services Code of Practice. To view the Code of Practice visit deewr.gov.au/jobservicesaustralia.

For more information

Call 13 17 64 or visit deewr.gov.au/jobservicesaustralia.