



Australian Government



Work Experience: Unpaid Work Experience

An Unpaid Work Experience Placement is a voluntary placement with a Host Organisation which allows you the opportunity to gain specific vocational skills and experience a work-like environment.

Unpaid Work Experience can provide a placement in a specific industry or organisation that might not otherwise be available through other types of Work Experience Activities, such as Work for the Dole.

Placements may take place for up to four weeks.

An Unpaid Work Experience Placement is not employment, a training place or an apprenticeship and should only occur if there is a likelihood that the outcome will be sustainable paid employment.

Who can participate?

An Unpaid Work Experience Placement can only be undertaken by you on a voluntary basis.

Unpaid Work Experience Placements are available to job seekers aged 18 years or over:

- at any time while in Stream Services; or
- as a Disability Employment Services job seeker.

A Job Services Australia provider, Disability Employment Services provider will be able to advise on whether you are eligible for an Unpaid Work Experience Placement.

How to apply

If you are interested in an Unpaid Work Experience Placement you should discuss your interest with a Job Services Australia provider or Disability Employment Services provider.

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, Disability Employment Network Services 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, Disability Employment Services provider, DEEWR or visit 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 www.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 www.deewr.gov.au/jobservicesaustralia.

For more information

Call 13 62 68 or visit www.deewr.gov.au/jobservicesaustralia.