

Work Placement Opportunities Guide



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A guide to work placements

The following icons are used on each page to assist in illustrating the type of work each work placement can offer.



Administration and computer work



Outdoor work



Working with tools and machinery



Working in the community or with groups of people



Customer service and telephone use

Introduction

Work placement is a planned opportunity in a quality host workplace that enables participants studying particular industry-based courses or with a particular work focus to practice and develop their industry competencies and their employability skills in a vibrant real work context.

Work placement is a mandatory component of industry-based vocational education and training (VET) courses that students can choose as part of their studies for the NSW Higher School Certificate.

This guide has been developed to assist local schools, tertiary education providers, job search agencies and other members of the community to access relevant work placements for interested participants.

Eurobodalla Shire Council has a broad and dynamic workforce and has opportunities for work placement seekers across a number of work areas.

The Work Placement Opportunities Guide outlines a variety of available work placement rotations and includes skills, experience and learning opportunities available as well as any prior learning or qualifications required. Most importantly the guide gives school leavers an outline of future potential career paths within their discipline of choice and access to Senior Leaders and Mentors within the community.

Benefits to participants

- Providing candidates with a broad range of work experience opportunities
- Learning about Local Government as an industry as well as the workplace culture and career opportunities
- Sampling careers for better decision making about future pathways of study
- A step toward work readiness
- Practical application of skills and theory learned in the classroom
- Developing new skills through observation and critical experience
- Developing skills including employability skills such as teamwork, using technology, problem-solving and basic business acumen essential when entering the workforce
- Enabling students to experience mentoring, coaching and feedback provided on the job
- Providing opportunities for the learner to reflect upon the workplace learning experience and identify areas for development
- Encouraging students to undertake further education and training
- The opportunity to network, network, network!

Benefits to Council

- Providing candidates insight into Local Government professions and future career opportunities
- Enabling Council to play a key role in the educational journey of young people in our community
- Strengthening relationships with local schools, tertiary education providers, job search agencies and other members of the community
- Developing a sustainable community and working toward retaining young people in the Eurobodalla
- Encouraging employment for local people
- Opportunity to engage with the youth of Eurobodalla and play a hands-on role in the development of talent and skills

How to arrange a placement

Step 1. A written request should be emailed to positions@esc.nsw.gov.au; including the students details, dates and hours required, department of choice and desired learning outcomes.

Step 2. The organisation responsible for the placement will need to provide appropriate insurance Certificates of Currency (e.g. public liability, personal accident etc.) to ensure appropriate coverage of the individual requiring placement.

Step 3. A student placement agreement will then be completed between Council and the organisation. Council will then advise approval and details of the placement, in writing, before the individual commences in the position.

A copy of any required certification, for example White Card or Working with Children Check, may also need to be supplied as evidence. This would be clarified prior to placement.

For further information or general queries please contact the Organisational Development team on 02 4474 1016 or email positions@esc.nsw.gov.au.

Quote from a former student

It was a really good opportunity to network with staff and members of the community. I developed a lot of new skills and was exposed to a lot of people who took the time to show me the ropes. The best thing was that I was able to walk into the role and help people immediately, I didn't realise but my previous knowledge from school was transferrable.

Having never had a job before I was surprised to find that I fitted into the workplace well and really enjoyed the role. The team were inviting and supportive it was a great environment to learn and I never felt scared.

Following my placement and with my new knowledge of the area I applied for and was successful in securing a position at the Library. Looking back the work experience was an integral stepping stone in the journey to permanent employment.

Jacob Read

Former Work Experience Student



Work Health and Safety Assistant

Workplace function:

Assists with facilitating a culture of safety awareness ensuring safe working systems are maintained and improved within all areas of Council. The WHS unit assists with and or conducts investigations into workplace incidents and accidents to obtain and provide factual results for Council. The unit also conducts and evaluates safety training across all of Council's operations.

Experience to be gained:

- Assist with workplace health and safety support; this includes field work opportunities
- Safety research through websites and documents
- Site inspections, hazard identification, assessing risk to people and using the hierarchy of controls
- General administration and filing

Preferred timing options for this role is as follows:

- One day a week for up to ten weeks



Water Treatment Plant Operations Assistant – Denhams Beach

Workplace function:

Treat and filter raw water to supply to the public for consumption.

Experience to be gained:

- Assist with plant maintenance
- Assist with plant operations
- Conduct water analysis testing to insure treated water meets Australian drinking water guidelines
- Drop testing on dosing equipment to check dosing rates are correct
- Use computer programs such as Clear SCADA, View X and Microsoft Excel

Preferred timing for this role is as follows:

- Single or on-going placements throughout the year

Mandatory safety equipment:

- Steel capped boots



Water and Sewerage Operations Assistant - Narooma

Workplace function:

The operations, servicing, maintenance and repairs of water and sewerage distribution infrastructure. By safely and efficiently monitoring and carrying out repairs for suitable water treatment, and safe disposal, we protect the public and environment.

Experience to be gained:

- Maintain water and sewer assets
- Repairs to infrastructure
- Routine servicing and checking of pipework and pump stations
- Respond to breakdowns and assist in repairs
- Deal with customer enquiries
- Assist in office works, gathering data and recording information
- Monitor operations and report daily activities

Preferred timing options for this role is as follows:

- Flexible, one student per year

Prerequisites:

- White Card is essential

Mandatory safety equipment:

- Steel capped boots



Administrative Assistant

Workplace function:

The Administration Unit handles phone enquiries regarding roads, trees, sewer diagrams, correspondence, reports writing and grant funding.

Experience to be gained:

- Preparing letters
- Answering telephone
- Scanning documents
- Electronic filing
- Use of Microsoft Office, internet and other office technology and equipment

Preferred timing options for this role is as follows:

- One student per year in blocks of up to 5 days for 2 periods per year



Road Design and Construction Assistant

Workplace function:

To create and plan for roads and other community infrastructure that is safe and functional to meet the needs of the local community.

Experience to be gained:

- Introduction to engineering design
- Basic computer aided design and drawing
- Overview of the engineering section
- Overview of construction including site visits
- General office duties

Preferred timing options for this role is as follows:

- Blocks of 1 to 2 weeks
- 2 to 4 students per year

Prerequisites:

- White card is essential

Mandatory safety equipment:

- Steel capped boots



Electrical Tradesperson

Workplace function:

Electrical installations, repairs and maintenance of all Council water and sewerage infrastructure, telemetry network and the two-way radio network.

Experience to be gained:

- Assisting in a wide range of industrial electrical work
- Observing and assisting with installations and maintenance of industrial control and monitoring systems

Preferred timing options for this role is as follows:

- Single or on-going placements throughout the year, flexible

Prerequisites:

- White card is essential

Mandatory safety equipment:

- Steel capped boots
- Long sleeved, high visibility clothing



Road Construction Assistant

Workplace function:

Council work teams undertake the maintenance of some of the shires roads, including the management of traffic, signage and road resurfacing. Most of the work is outdoors and there is a degree of interaction with the public.

Experience to be gained:

- All aspects of project management
- Overview of road construction and maintenance activities
- Overview of the Works division with regard to road activities
- Understanding of use of technology in road activities

Preferred timing options for this role is as follows:

- Blocks of 1 to 2 weeks
- Flexible with numbers of placements throughout the year

Prerequisites:

- White card is essential

Mandatory safety equipment:

- Steel capped boots



Parks Maintenance Labourer

Workplace function:

Council work teams undertake the maintenance of the shires parks and reserves including the up-keep lawns, garden beds and sports fields. Most of the work is outdoors and there is a degree of interaction with the public.

Experience to be gained:

- Actively undertake physical labouring tasks within a parks recreation situation
- Competently and safely operate power tools and small to medium plant and equipment
- Maintain a courteous and co-operative attitude to the public and co-workers
- Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out

Preferred timing options for this role is as follows:

- Blocks of 1 to 2 weeks
- 2 to 4 students per year
- 1 student in each area at one time

Prerequisites:

- White card is essential

Mandatory safety equipment:

- Steel capped boots



Engineering Trade Fitting Machining and Welding

Workplace function:

Maintenance and repair of all water and sewer infrastructure assets (e.g., water and sewer pumps and associated equipment). Manufacture and repair of components on equipment/machinery and council infrastructure.

Experience to be gained:

- Tasks relevant to trade and current skill levels
- Made aware of Work Health and Safety obligations
- Assisting in field service of water supply pumps
- Supervised operation of lathe and milling machine
- Supervised operations of guillotine and metal folding machine, hydraulic punch and shears
- Manufacture of simple components
- Fabrication of sheet metal components
- Hand fitting of components/assemblies
- Hands on basic welding skills MIG, TIG, and stick welding (student's choice)

Preferred timing options for this role is as follows:

- Blocks of 1-2 weeks
- Could cater for two students at any one time if they are in different trades
- 2-4 students per year

Prerequisites:

- White card is essential

Mandatory safety equipment:

- Steel capped boots



Engineering Trade Mechanical

Workplace function:

Maintenance and repair of Council plant and equipment (vehicles, earthmoving equipment).

Provide mechanical service and maintenance operations for Council and Rural Fire Service.

Maintenance of the authorised heavy vehicle inspection station.

Experience to be gained:

- Tasks relevant to trade and current skill levels
- Made aware of Work Health and Safety obligations
- Manufacture of simple components
- Hand fitting of components/assemblies
- Hands on basic welding skills MIG, TIG, and stick welding (student's choice)
- Vehicle servicing and maintenance as per vehicle service schedules
- Be actively involved in repair of vehicle/equipment breakdown including cars, trucks and earthmoving plant
- Tyre repair and fitting plus chainsaw, mower repairs
- Observe/use vehicle scan tool for electronic systems diagnosis and fault finding/clearing.

Preferred timing options for this role is as follows:

- Blocks of 1-2 weeks
- Could cater for two students at any one time if they are in different trades
- 2-4 students per year

Prerequisites:

- White card is essential

Mandatory safety equipment:

- Steel capped boots

Community Services



Workplace function:

Provides community services for people who are ageing and people with a disability and their carers. Services provided are either community based, in participants own homes, or in one of our three supported accommodation facilities. Community Care's disability service arm, Involve Eurobodalla, as a registered provider of NDIA disability support services.

Services offered include social participation and community access, support coordination and plan management, assisted living, learning and skills development. The Active Living stream for seniors provides Commonwealth Home Support Services (CHSP), including social support, respite and community transport. These services are also supported by a large volunteer workforce.

Our Support Planning and Administration teams are based in Council's administration building and at the Dr Mackay Community Centre, both in Moruya. Work placement opportunities would suit people studying for certificate, diploma or degree qualifications in Community Services, Disability, Aged Care, Social Sciences and Allied Health or Business and Administration.

Experience to be gained:

Work placement can be tailored relevant to student's interest and area of study

- Supporting group activities for people with a disability and older people
- Providing direct support to individuals
- Carer support group activities
- Planning services with clients and their families
- Developing activity calendars
- Surveying clients
- Developing policies and procedures
- Developing marketing materials
- Researching and developing services delivery models
- Providing information and resources to clients and the community

Preferred timing options for this role is as follows:

- One day per week for up to ten weeks
- Blocks of 1 to 2 weeks
- Single or on-going placements throughout the year



Child Care Assistant

Workplace function:

To provide safe and professional after school and vacation period childcare for children aged 5 - 12 years at centres in Batemans Bay, Moruya and Narooma.

Experience to be gained:

- Active supervision of school aged children
- Observation and planning for appropriate experiences for children
- General housekeeping tasks
- Facilitating experiences for school aged children
- Communicating with children, staff, parents, families and Council

Preferred timing options for this role is as follows:

- Full day throughout holiday periods in Vacation Care
- Administration work full day
- After school care operates from 3pm – 6pm
- 2 to 4 students per year

Prerequisites:

- Essential Working with Children Check, if over 18



Youth Café Assistant

Workplace function:

Provide a supervised drop-in centre for young people aged 12 to 17 years old. The focus is on socialisation and recreation.

Experience to be gained:

- Assist with open and close procedures
- Food preparation and handling
- Assist with supervision of youth and activities
- Plan and participate in projects and activities

Preferred timing options for this role is as follows:

- One day a week for ten weeks
- Single or on-going placements throughout the year

Prerequisites:

- Essential working with Children Check, if over 18



Business Development Assistant

Workplace function:

To assist local industry and business to grow by providing business support, capacity building events and information. Eurobodalla is also promoted to people who wish to live, work and invest in the shire.

Experience to be gained:

- Email databases
- Co-ordinating brochure mail outs
- Updating website information (WordPress)
- Demographic working with Australian Bureau of Statistics
- General office duties include filing and scanning
- Assistance with workshops

Preferred timing options for this role is as follows:

- One day per week for ten weeks or full week blocks
- 2 students per year



Marketing Assistant

Workplace function:

Tourism is the main economic driver for the region and the tourism unit is the promotional industry leader. Tourism is also the lead and official body in the region for tourism service delivery in the form of Visitor Information Services.

Experience to be gained:

- Provide general information to visitors and community members
- Provide information on regional attractions
- Activity information such as cycling and kayaking
- General housekeeping duties (re-stocking shelves and brochure stands)
- Maintain own health and safety of visitors in the Visitor Information Centre
- Other duties as requested by the supervisor

Tourism Marketing

- Assist with the image library by uploading, naming and captioning of the images in Flickr
- Assist with updates or research of tourism brochures
- Assist with administrative duties associated with the current promotional campaign (e.g. social media posts which involves research, image sourcing, copywriting and other tasks associated with the production of a social media campaign)

Preferred timing options for this role is as follows:

- Single or on-going placements throughout the year
- This placement depends on seasonal times and staffing throughout the year



Botanic Gardens Assistant

Workplace function:

The Botanic Gardens is a project established by Local Government on State Government land (through NSW Forests). Council, with the assistance of volunteers, maintains the gardens as a living collection of regional flora. The garden's education program is intended to provide information on native plants and the ecology of the region in an interesting and enjoyable manner.

Experience to be gained:

- Seed collection
- Propagation
- General garden maintenance
- General horticulture

Preferred timing options for this role is as follows:

- Single placements throughout the year



Environment Team Assistant

Workplace function:

Council's Environment team manages natural bushland areas, undertakes weed and pest management, educates school students and the general community and conserves endangered ecological communities and threatened plant and animal species.

Experience to be gained:

- Weed control: manual removal, GPS mapping of infestations, undertaking property visits and community education
- Pest management specifically for rabbits and Indian Mynas: site inspections and mapping , preparing site for calicivirus release (targeted at european rabbits), delivering Indian Myna traps and community education
- Assisting Council and Landcare volunteers with bush regeneration activities including planting native plants and weed control
- Site visits to meet with rural and urban landholders to develop property management plans (to protect the environment) and backyard garden audits to assess the presence of weeds and how 'wildlife friendly' each property is
- Undertaking marine debris clean ups and recording information on the national database
- Office administration including maintenance of database, writing letters and media releases
- All of the above will involve both office and field work

Preferred timing options for this role is as follows:

The environment team is happy to be flexible with days, approaching each student's requirements as they arise.

Mandatory safety requirements:

- Steel capped boots



Risk and Insurance Assistant

Workplace function:

To ensure that policies are followed and records are kept that assist Council staff in complying with relevant legislation. The risk and insurance section arranges all of Council's insurances and claims handling processes. It also develops, implements and monitors risk processes to ensure Council complies with relevant legislation and standards.

Experience to be gained:

- General office duties
- Assist with risk management processes
- Assist with administration of insurance claims
- High level of customer service provision to staff and others
- Participate in field trips and inspections

All of the above mentioned duties may vary slightly in accordance to office happenings.

Preferred timing options for this role is as follows:

- One day per week for up to ten weeks
- One student per year



Library Assistant

Workplace function:

To provide information and resources to meet the needs of people from all walks of life and interests, as well as events and activities that enriches the leisure, educational and cultural life of the shire. The library provides access to a wide variety of resources including books, magazines, talking books, DVDs and newspapers, access to the internet and word processing.

Experience to be gained:

- General library desk duties
- Issuing and returning books
- Provision of high level of customer service

Preferred timing options for this role is as follows:

- Single or block placements throughout the year, as determined by each branch
- One student at any time across the three libraries



Public and Environmental Health Team Assistant

Workplace function:

The Public and Environmental Health Team have a wide range of responsibilities including:

- Food premises inspections
- Water quality monitoring
- On-site sewage management system (OSMS) inspections
- Public swimming pool inspections
- Customer service requests about a range of issues including: noise nuisances, air pollution, water pollution, public health issues and development non-compliances

Experience to be gained:

- Water quality monitoring: Provide assistance collecting water samples as part of Council's monitoring programs including drinking water quality and estuary health
- OSMS inspection: Assist with inspection of OSMS and learn what happens to wastewater in unsewered areas
- Assist in the investigation of customer service requests including site visits and liaison with customers where appropriate
- Office duties including database management and drafting letters
- All tasks involve both office and fieldwork

Preferred timing options for this role is as follows:

- One day a week for up to ten weeks.

Prerequisites:

- Steel capped boots
- Boating experience (a task in regard to water quality monitoring)