

Work experience placement: Information for schools

We are delighted one of your students is interested in coming to the Children and Young People Commissioner's office (CYPC) for work experience. There is lots of interesting work going on here to make Canberra a better place for children and young people, and all sorts of ways they can contribute. Before you approve the placement, please read through this information to ensure you are informed of the context your student will be working within.

Are there specific duty of care considerations for this placement?

CYPC sits within the Human Rights Commission (HRC), so your student will be exposed to a range of work focused on human rights and social justice. Some of our colleagues across the HRC help people who have had their rights abused in various ways. That includes victims of crime, people with mental illness who have been harmed by the health system, and children who have lived in violent families.

While your student wouldn't work on anything distressing, they might overhear conversations that can be challenging or upsetting. It is important to think about whether the placement would feel safe for that particular student. You will see in the information we provide to students that we also ask them to consider their wellbeing, and how the placement fits with what else is happening or has happened in their lives. Our staff take steps to minimise the student's exposure to any traumatic aspects of the Human Rights Commission's work and are available to talk through anything should they overhear something they find unsettling.

We ask that schools placing students with us have systems in place to support students after their placements should they wish to speak about the work they come across. Students are required to maintain the confidentiality of any case matters they do gain exposure to while on placement, so school supports must be designed in ways that help the student while preserving confidentiality.

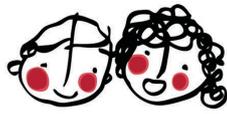
What kind of work will the student be doing?

The work students get to do varies depending on our projects at the time but may include:

- Creating social media messaging and content about CYPC's work
- Researching and creating a Young Thinker research piece on a topic of their choice that impacts children and young people in the ACT, to be published on the CYPC website
- Attending meetings and supporting the work that goes into making an office function
- Supporting the planning or implementation of key CYPC projects
- Meeting with HRC staff and/or the Commissioners to find out about their various career paths

Confidentiality

It is important for students to understand that they may hear or see information while on placement that must be kept confidential. All information they come across while working with us that pertains to people in the community, or to the activities of Government and other organisations is considered confidential. This will be explained to students when they begin their work placement.



How many placement days can there be?

The CYPC is a very small team of part-time staff, therefore we offer a maximum of three days per week of work experience per student and these days must coincide with the supervisor's part-time hours. This is roughly 9:30am to 2:30pm each day but may vary and will need to be discussed with the specific staff member supervising at the time. If the school requires more placement hours to be completed, this can sometimes be arranged but must be agreed to prior to the placement commencing. The decision will be made on a per case basis, subject to the availability of supervising staff members.

The CYPC can take up to two work experience students at a time.

As part of our duty of care of the student and for the privacy of our clients, your student will not be permitted to remain in the office when their supervisor is not there, but if more hours are required for the placement, the student may be able undertake additional work remotely. This will be considered on a case-by-case basis and will depend on whether there is appropriate work available.

In some instances, depending on the nature of the available work and the student's aptitude, the student may be invited to assist staff off-site with community events, festivals, or engagement activities. In such cases, specific permission will be sought from the student's guardian regarding travel and off-site work.

What background information should be provided to CYPC about the student?

We try very hard to make sure students have a good experience in our office and this includes matching their interests to the work we ask them to do, where possible. It is also helpful to know if the school has particular requirements that the student needs to complete while on placement.

Please also feel free to speak to us about additional needs and reasonable adjustments that may be required to ensure the student has a successful work experience placement.

Who is the key contact during the placement?

You will be given the name of the student's placement supervisor and can contact them through our reception or email. Due to the fact that we are all part-time, feel free to use the following contact information as it can be received by anyone in the team and is monitored Mon-Fri.

Email: actkids@act.gov.au

Phone: 02 6205 2222

You can also find out more about the CYPC and the broader HRC on our website: actkids.act.gov.au