



# Know your work experience options

## The facts

Doing work experience is a great way to explore or gain experience in an occupation or industry. It enables you to:

- understand workplace and employer expectations
- explore jobs or industries that interest you to inform future career and study choices
- demonstrate your commitment to work, develop your skills, and gain experience you can use in job applications
- gain a network of contacts for future study and career advice or referees for future job or study applications.

Whatever work experience you choose to do it is critical that you ensure that you protect yourself by making sure you are aware of the minimum payment and entitlement arrangements for your work experience (particularly if it is to be unpaid work experience), the workplace health and safety arrangements, and that you will have the appropriate insurance coverage while undertaking the work experience.

If you have any concerns about the payment and entitlement arrangements for your work experience visit [www.fairwork.gov.au/unpaidwork](http://www.fairwork.gov.au/unpaidwork) or contact the Fair Work Infoline on 13 13 94.

## Checklist



### I want to:

- identify occupations or industries for further investigation
- find out what different types of work experience are available and which type/s will work best for me
- research businesses that I could approach for work experience opportunities and prepare my pitch to them
- ensure I'm aware of the minimum payment and entitlement arrangements for my work experience, workplace health and safety arrangements and that the appropriate insurance coverage is in place while I undertake work experience.

## Who can help?



<https://jobsearch.gov.au>

Search for job opportunities and for ideas of possible work experience host businesses in your area



[www.volunteeringaustralia.org](http://www.volunteeringaustralia.org)

Search for volunteer positions nationally. You can search by organisation type, position or post code



[www.fairwork.gov.au/unpaidwork](http://www.fairwork.gov.au/unpaidwork)

Use the information on this website if you have any queries or concerns about the payment and entitlement arrangements for your work experience



## Helpful tips

- 1 You can never have too much work experience.** Employers love work experience. It shows them your initiative, gives you insight into and/or experience in a workplace, and will help you get the job that you want.
- 2 Do your research.** There's no use in doing work experience if you really aren't interested or willing to give it a fair go. Take the time to find the work experience option that's right for you. If you are going into someone's workplace you have to be ready to make the most of the opportunity and be open to the information they share with you.
- 3 Consider your options.** As you move from testing career ideas to building specific skills and industry experience you may find that different work experience options make more sense at different points in the process. Keep in mind all the various types of work experience available.
- 4 Be creative.** If you're finding it hard to find work experience that is an exact fit to the job or industry that you are interested in you may need to be a bit creative. Consider related industries or jobs that have exposure to work with the job or industry you're interested in.

## Did you know?

You may be asked to do an unpaid trial when being evaluated for a vacant job. This skill demonstration is used to determine if you are suitable for the job and is sometimes called a work trial. An unpaid work trial is ok when:

- it involves no more than a demonstration of your skills, where the skills are directly relevant to a vacant position.
- it's only for as long as needed to demonstrate the skills required for the job. This will be dependent on the nature and complexity of the work, but could range from an hour to one shift.
- you are under direct supervision for the entire trial.

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