

Work Placement

Policy

Version: Final  
Date Finalised: 9 July 2020   
Date for Review: 9 July 2022

**Introduction**

State Records of South Australia (SRSA) is the custodian of a large part of the State’s official documentary heritage and is the agency responsible for governing how official records are managed across State and Local Government agencies. SRSA carries these functions out under the *State Records Act 1997* and also has responsibility for the administration of the *Freedom of Information Act 1997* (FOI) and the Information Privacy Principles Instruction for the South Australian Government.

SRSA recognises it is in a unique position to provide individuals with an insight into information, records and archives management, FOI and Privacy. SRSA therefore supports and offers work placements to individuals with an interest in the information management industry.

SRSA is committed to providing a work placement program which will:

* increase participants’ knowledge and skills and assists in their vocational development
* educate participants about the work of SRSA, thereby increasing participants knowledge of particular career pathways
* allow participants to gain experience working in a professional environment
* provide satisfying and stimulating work placement opportunities.

**Objectives**

The objectives of this policy are to outline the:

* types of work placements provided by SRSA
* responsibilities of SRSA and participants regarding work placements.

**Definitions and explanations**

SRSA defines ‘work placements’ as short term placements of individuals within the organisation, in which those individuals carry out particular tasks or duties, more or less as an employee would, with the emphasis on the learning aspects of the experience.

**Placement types and priorities**

SRSA provides various types of work placements, including but not limited to:

* Mandatory and optional work placements associated with archives or records/information management courses.
* Graduate work placements for recent graduates of archives or records/information management courses who are seeking practical experience in the industry.
* Work placements for experienced industry professionals who have practical experience in Australia or international jurisdictions, and are seeking further experience in the South Australian context.
* Work placements for secondary school students who wish to gain practical experience in the archives, records/information management and/or South Australian history fields.

SRSA will assess requests to determine whether the placement can be accommodated and supervised appropriately without compromising the operation of SRSA’s services.

Priority may be granted to mandatory placements associated with archives or records/information management courses.

**All work placements at SRSA are:**

* unpaid
* of benefit to both the participant and SRSA
* of a length which meets course requirements where applicable, or as otherwise negotiated between the participant and SRSA
* undertaken without significant commercial gain or value for SRSA
* undertaken without a view to the participants gaining employment with SRSA.

**Applications and supporting documentation**

All requests for work placement must be made at least one month prior to the desired placement. Requests must be accompanied by the appropriate documentation from the applicant/relevant educational institution (including course requirements where applicable), the applicant’s Curriculum Vitae and evidence of public liability insurance. If insurance cannot be provided by the applicant the insurance will be covered by SRSA.

**Responsibilities**

**State Records Senior Leadership Team**

The SRSA Senior Leadership Team (SLT) has oversight of the work placement policy and associated placements. Specifically SLT is responsible for:

* approving placements
* identification of appropriate areas in SRSA for placements, taking in to account:
  + the participants’ interests
  + requirements of the relevant course where applicable
  + the availability of suitable projects
  + operational concerns such as staff leave
  + workplace health and safety considerations
  + the confidentiality of SRSA business

**Managers**

Once a placement has been approved and the applicant has been allocated to a particular team or teams, the relevant Manager/s are responsible for:

* processing applications for work placements, including liaising with participants and educational institutions
* deciding on the duration of the placement
* obtaining paperwork required to substantiate placements including evidence of mandatory work placements and insurance documentation
* where requests for mandatory student work placements are received, confirming the mandatory nature of the placement with the relevant educational institution
* acting as the point of contact for liaison between the participant/relevant educational institutions and SRSA
* allocating a person responsible to supervise the participant
* assisting the supervisor to oversee work placement participants
* approving the work to be undertaken by the participant selected for the work placement, based on a work plan
* reviewing the National Police Check (if applicable)
* handling any grievances related to the placement
* coordinating the alternate supervision of the participant if the appointed supervisor is unavailable.

**Supervisors**

The appointed supervisors (as assigned by the relevant Manager/s) are responsible for the daily management of work placement participants. Specifically supervisors are responsible for:

* management of the practical aspects of placements including (where applicable) network access, ArchivesOne access, security pass, workspace, stationery, telephone
* notifying SRSA staff that a work placement is commencing
* developing a suitable work plan for participants prior to their commencement
* contacting the participant ahead of their first day, to provide them with an outline of the placement, their working hours and arrangements for the first day
* introducing the participant to SRSA staff
* the provision of an appropriate induction program
* ensuring participants are adequately supervised
* maintaining records of participants’ attendance
* ensuring participants adhere to SRSA policies, relevant legislation and regulations
* providing feedback to participants during placements
* immediately notifying the relevant Manager/s and the relevant educational institution, where applicable, of any concerns regarding participants
* undertaking and providing participants with assessments of their performance which cover:
  + achievements
  + particular strengths and limitations and areas for future development
  + effectiveness of integration of participant in to the SRSA working environment
* completion of the AGD exit checklist for work placements and submission of checklists to OPS
* completion of feedback forms for work placements and provision of copies of these forms to the participant.

**Participants**

Participants (and where appropriate, the relevant educational institutions) are responsible for:

* providing SRSA with documentation to demonstrate that work placements are a mandatory part of a relevant program or course of study (where applicable)
* providing SRSA with documentation to demonstrate that work placements are associated with a relevant program or course of study (where applicable)
* providing documentation to SRSA which demonstrates that public liability insurance is in place for the duration of the work placements (if available)
* providing a current National Police Check upon request
* providing SRSA with the expected reporting and assessment requirements for the work placements (where applicable)
* complying with all SRSA policy, procedures, relevant legislation and regulations and the fair and lawful instructions of supervisors
* contacting supervisors at least 30 minutes prior to the agreed starting time, should they be unable to attend on any particular day
* discussing any issues or concerns relating to work placements with supervisors and/or the relevant educational institution in a timely manner
* completion of feedback forms at the close of placements, and the provision of those forms to supervisors

**Policy review**

This policy will be reviewed and updated as required, by the Manager Archive.

**Related documents**

Exit checklist

Induction checklist

National Police Check

Declaration form

Confidentiality Agreement form

Work placement application form

Work placement attendance record template

Work placement evaluation form

Work placement supervisor feedback form

Work plan template

**Acknowledgements**

State Records SA acknowledges the use of the following resources in the development of this policy:

* University of Melbourne, Professional Placement Policy (2012) <http://policy.unimelb.edu.au/>
* Wentworth Shire Council, Work Experience/Placement Program (2010) <http://www.wentworth.nsw.gov.au/>

Need further assistance?

**Contact** Manager Archive  
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| Date approved | Approved by | Date for review | Version |
| 9 July 2020 | Director | 9 July 2022 | Final v2 |