



INFORMATION SHEET

Work Experience and Work Trials- What you should know?

Work Experience:

When can I use someone for unpaid work experience?

The use of unpaid work experience is generally not allowed. There are a few limited exceptions including:

- where job seeker is currently registered with Job Services Australia undertake training to extend their skill set; or
- where unpaid work experience forms a requirement of the curriculum or assessment being completed through one of the following;
 - School
 - TAFE College
 - University
 - Registered Training Organisation
- where work experience is provided to someone who the business does not intend to, and does not, create an employment relationship with.

If work experience is done outside of these areas the worker is entitled to full payment and employment benefits, including superannuation..

Usually students who are completing unpaid work experience will be covered by their institution's own workers compensation policy. However, a person participating in unpaid work experience outside of these limited circumstances will not be covered and you could be liable for any injury that occurs on your site.

- ➡ Remember, if your student on work experience is going to be doing any construction work they will need to complete their white card (General Construction Induction).

Trial Work:

What are the rules for putting someone on a trial?

It is very common for employers to ask workers to complete a trial period. However, it is important that you:

DISCLAIMER - The above is intended to provide general information in summary form. The contents do not constitute specific advice and should not be relied upon as such. Formal specific advice should be sought by members with respect to particular matters before taking action.

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- Pay the workers for the hours of work that they complete
- Clearly set out the length of the trial period
- Pay the worker if they are required to attend meetings or training during this period

Workers who are completing a work trial should be employed and paid in accordance with the terms and conditions contained in the applicable award. In addition, all other relevant responsibilities (e.g. workers comp. and superannuation) apply.

If someone is being engaged on a trial basis only, we recommend that you set this out in a written agreement with the worker to avoid any confusion or false expectations.

You might also consider engaging trial workers initially as “casuals” and converting them to full or part time at the end of the trial period, if successful.

For more information, contact an HIA Workplace Adviser on 1300 650 620.