

Work Experience at City of Charles Sturt Library Service

Work Experience at the library

Work Experience is the short term placement of secondary school students or TAFE/University with employers, to provide insights into the local government industry and the library workplace. Students are placed with library employees primarily to observe and learn – not to undertake activities which require extensive training or experience.

'Duty of care' as an employer

The City of Charles Sturt has an obligation to provide a safe and healthy working environment for their employees and contractors. Work Experience students are no different. They are owed the same duty of care, and all the same steps to safeguard them during their Work Experience period.

Assessments are made in the workplace to determine which activities can be safely managed.

Students will be given tasks which are interesting and which will give them an understanding of the business. Work Experience students will not be placed at risk, and will be under supervision at all times.

What the Library expects from students

We understand that young people and mature aged students will not be expected to take on an unassisted role during their placement? The City of Charles Sturt Library Service requires that students comply with workplace rules and procedures. These requirements will be explained through the introduction, the service will provide necessary information, instruction and training. The library does not assume that students will know what's expected for all tasks throughout the period of their placement and we will therefore work with the buddy system. A staff member will be available at all time to assist and answer questions.

Planning for work experience students

The Library Service would like you to gain as much knowledge as possible during your time in the Work Experience program. A timetable will be given to students on the day they arrive. Timetables may have to change, but a planned program enables the service to prepare meaningful activities for student's, and reduces the chances of exposing the student to risks resulting from unplanned activity.

Safety at the City of Charles Sturt Library Service

All staff have undertaken Occupational Health and Safety Training and the workplace is continuously assessed so that staff are practising best health and safety methods. Personal safety is important to the service. All Work Experience/Placement students will be inducted in WHS with a session undertaken by the City of Charles Sturt Safety Business Partners.

Induction and Supervision

The library service will do their best to make students familiar with the workplace, and to show them the tasks. Like any new starter, it will take you a few days to remember names and find their way around. The library service wants you to ask as many questions as possible and its ok to ask to have them repeated. It's a lot of information to take on-board.

What do I wear?

All students must wear appropriate clothing for the tasks they are performing and are required to wear their identification badge whenever they are at branches. This means comfortable shoes and neat casual clothing. Safety clothing and personal protective equipment such as safety shirts, safety footwear, safety gloves, eye protection and hard hats must be worn when provided for specific tasks.

What do I need to bring?

Bring a packed lunch, snacks and a drink. However if you wish to buy your food and drinks, all library services have access to shops in walking distance.

What next?

After you have completed and returned the online application form, you will be notified by email if you have been successful or unsuccessful to do a student placement with The City of Charles Sturt Library. If you have been successful securing a placement at the library you will be notified by email and sent the relevant information regarding your start date. If you have any further questions you can email: library@charlessturt.sa.gov.au or call 8408 1333 and speak with the Coordinator of Outreach and Customer Engagement or staff member from this team.