

# Work Experience Fact Sheet

Congratulations on being accepted to undertake work experience with Wagga Wagga City Council! We hope that you find your placement to be both enjoyable and rewarding. To ensure that you are fully equipped to commence your work experience placement, please take note of the following information.

## ***What we expect from you***

- ◆ Be punctual
- ◆ Present yourself in a neat and tidy manner at all times
- ◆ Turn your mobile phone off or have it on silent during work hours
- ◆ Show interest in learning about Council and its operations
- ◆ Participate effectively in all activities during your placement
- ◆ Listen and follow instructions
- ◆ Wear required safety equipment as directed by your supervisor
- ◆ Abide by all safety instructions and relevant signage
- ◆ Utilise Council property for its intended purpose and report any damage immediately
- ◆ Communicate openly and honestly with Council employees
- ◆ Treat others fairly and with respect
- ◆ Conduct yourself according to Council's Values (Trust, Respect, Innovation, Teamwork)
- ◆ Notify your supervisor of any special needs or requirements you may have
- ◆ Organise, or bring with you your lunch each day

## ***What you can expect from us***

- ◆ A safe place to undertake your work experience placement
- ◆ Supportive and knowledgeable supervisors to assist you to learn
- ◆ Supervisors who lead by example, providing clear guidance and direction
- ◆ Diverse learning experience
- ◆ Exposure to Local Government and a wide range of industries in one location
- ◆ An insight into future career paths that you may wish to pursue
- ◆ Practical skills and experience to complement current or support future studies
- ◆ Feedback on your placement
- ◆ Completion of learning institution placement documentation

## ***What to do before your placement commences***

- ◆ Contact your placement supervisor (listed in your acceptance email) for information on:
  - what to wear
  - where to meet
  - start and finish times of your placement
- ◆ Arrange any placement documentation needing to be completed at the end of your placement
- ◆ Contact People & Culture on 02 6926 9205 if circumstances have changed preventing you from completing your placement

TEAMWORK

INNOVATION

RESPECT

TRUST