



# WORK EXPERIENCE PROGRAM

15 March 2019

Dear Sir / Ma'am,

Thank you for your enquiry regarding participation in the Fire and Rescue NSW (FRNSW) Work Experience Program.

Work Experience at Fire and Rescue NSW provides school students in Years 10 to 12 the opportunity to develop industry-specific and generic work skills in an authentic work environment at the Fire and Rescue NSW Emergency Services Academy, Orchard Hills.

The practical program covers the roles of Fire and Rescue NSW and its firefighters. Through this program, school students gain insight into the organisation and develop employment related skills to enhance their vocational education. The program is offered weekly during school terms.

The four-day program is highly valued by students, parents and careers advisors. If students are interested in enrolling in the program, we suggest that they enrol as early as possible to avoid disappointment.

Yours sincerely,

**Ariel Leonard**  
**Work Experience Co-ordinator**  
**Fire and Rescue NSW**





# WORK EXPERIENCE PROGRAM

## CONTACT DETAILS

LOCATION: FIRE AND RESCUE NSW EMERGENCY SERVICES ACADEMY  
1 DISTRIBUTION DRIVE,  
ORCHARD HILLS NSW 2748

WORK EXPERIENCE CO-ORDINATOR

Contact the Work Experience Coordinator on:



[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)



(02) 9318 4399



[workexperience@fire.nsw.gov.au](mailto:workexperience@fire.nsw.gov.au)



Fire and Rescue NSW Work Experience Program

## ELIGIBILITY

The program is primarily aimed at students from Year 10 to Year 12 and is limited to two students per school, per work experience session. If more than 2 students wish to enrol in the program, they are welcome to enrol in other weeks in the program. Due to Work, Health & Safety requirements we allow a maximum of 10 students per class.

## MANAGEMENT OF THE PROGRAM

The Work Experience Coordinator is responsible for the management, coordination and supervision of the Work Experience Program. All programs have been risk assessed to ensure the highest level of safety protocols are put in place. Whilst under the supervision of the Work Experience Coordinator, students **must** follow all instructions.



# WORK EXPERIENCE PROGRAM

## THE TOPICS

The program consists of theoretical and practical activities and includes visits to operational support areas and fire stations.

Topics include:

- Roles and responsibilities of FRNSW
- FRNSW employment conditions and recruitment information
- Fire behaviour and extinguishment (firefighting)
- Work Health and Safety
- Search and Rescue procedures
- Team work and communication
- Hose and hydrant drills including fire hose handling
- Motor vehicle rescue drill observation

Areas that may be visited include but are not limited to:

- State Fire Command, Alexandria
- Fire Stations at various metropolitan locations
- Greenacre Headquarters and Operational Logistics
- Breathing Apparatus & Hazardous Materials Unit
- Fire Investigation & Research Unit
- Rescue

## ORIENTATION

Students **must** arrive by 8:00am on the first day of the program to participate in the site induction. The work experience coordinator will meet them at the FRNSW Emergency Services Academy reception.

The program expectations will be explained and there will be an opportunity for students to ask questions.

## HOURS

The Work Experience Program hours are Monday to Thursday from 8:00am to 4:00pm. Students must be ready for work at 8:00am sharp. Students not able to attend on any day, or those late for duty must notify the FRNSW Emergency Services Academy on 9318 4399.

**NOTE:** Careers Advisors will be notified if any student fails to attend any part of the program.



# WORK EXPERIENCE PROGRAM

## CONDUCT OF STUDENTS

FRNSW is a disciplined service, ensuring all personnel carry out their duties in a professional and friendly manner whilst maintaining a positive attitude. Our core values are Respect, Integrity, Service and Courage.

As students attending Work Experience will be dressed as firefighters and will be seen by members of the community who may assume that they are professional firefighters, they will be expected to adopt and abide by the values while attending the FRNSW Work Experience Program.

FRNSW is proud of our public image as well as being a professional Emergency Service. Unacceptable behaviour **WILL NOT** be tolerated.

Enclosed is the FRNSW Work Experience Code of Conduct. All participating students must read this Code of Conduct and sign the statement on the application form confirming that they have read, understand and are willing to comply with it.

## CONSENT TO ATTEND AND HEALTH MATTERS

Parents/Guardians and Careers Advisors are required to sign the consent on the application form. It is essential that any existing medical problems are detailed on the application form.

## TRAVEL

Students are required to arrange their own transport to and from the work experience program.



# WORK EXPERIENCE PROGRAM

## CLOTHING

Students must arrive in neat, tidy and respectful clothing (no singlets) with enclosed footwear for indoor activities (no thongs and sandals)

Protective clothing will be provided by FRNSW whilst undertaking the Work Experience Program, this will include a uniform that can be worn over the students own clothing.

FRNSW supply students with safety cap boots for outdoor activities. Students are welcome to bring their own safety cap boots (in addition to their indoor footwear).

Jewellery must not be worn at any time and long hair must be worn in a bun or flat plait.

## AMENITIES

The FRNSW Emergency Services Academy has change room facilities, a mess room with microwave oven, refrigerator and filtered water.

There are no shops within walking distance of the Academy. Students are advised to bring their own morning tea and lunch each day.

## VISITS BY CAREERS ADVISERS

FRNSW encourages visits and phone calls from Careers Advisers. Please advise the Work Experience Coordinator in advance of any planned visits, as it is possible students might be at another location for the day.

## CERTIFICATES

A Certificate of Attendance will be presented to each student upon completion of the Work Experience Program.

## LOG SHEETS AND ASSESSMENTS (OR APPRAISALS)

Students that are required to complete Work Experience Daily Log Sheets and Assessments (Appraisals) are asked to have this arranged with their school.



# WORK EXPERIENCE PROGRAM

Please complete and return all signed forms to Fire and Rescue NSW by either email:

E-mail: [workexperience@fire.nsw.gov.au](mailto:workexperience@fire.nsw.gov.au)

## PARTICIPANT INFORMATION ACKNOWLEDGEMENT & INDEMNITY FORM

<b>Student's Name:</b>			
<b>Student's Home Address:</b>	_____		<b>Ph:</b>
	P/Code		<b>Mobile:</b>
<b>Student's D.O.B:</b>	/ /	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>School year:</b>
<b>Student's Email Address:</b>			
<b>Enrolment Dates:</b> (if known)	<b>Commence:</b> / /	<b>Conclude:</b> / /	
<b>Alternative Dates:</b>	<b>Commence:</b> / /	<b>Conclude:</b> / /	
<b>Parent/Guardian's Signature:</b>			
<b>Parent/Guardian's Email Address &amp; Contact Details:</b>	<b>Email:</b> _____ <b>Contact Details:</b> Home ( ) _____ Mobile _____		
<b>School's Name &amp; Address Details:</b>	_____		<b>Ph:</b>
	P/Code		<b>Fax:</b>
<b>School/Careers Advisor's Email Address:</b>			
<b>Careers Advisor's Name &amp; Signature &amp; School's stamp</b>	_____ (Mr/Mrs/Miss/Ms) _____ Signature & School's Stamp		
<b>School's Approval: Y/N</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please tick appropriate box)		

Any existing medical conditions: Yes  No

(Please give details and attach any documentation concerning requirements)




# WORK EXPERIENCE PROGRAM

## PARTICIPANT INFORMATION ACKNOWLEDGEMENT & INDEMNITY FORM (continued)

Indemnify and keep indemnified Fire and Rescue NSW and its employees (FRNSW) against any liability, loss, damage, costs (including legal costs), claims, proceedings, demands or expenses incurred or suffered (directly or indirectly) (Loss) by FRNSW relating to the provision of the activity – Work Experience Program (activity), including any loss arising from or in connection with:

- (a) Any unlawful or negligent act or omission of FRNSW;
- (b) personal injury to, or death of a natural person and physical loss of or damage to tangible property caused or contributed to by FRNSW;
- (c) any claim, action, demand or proceeding by a third party caused or contributed to by FRNSW;
- (d) any workers' compensation claim made against FRNSW by or in relation to the participant; and
- (e) all fines, penalties and other similar charges imposed on FRNSW by a government Authority or similar caused or contributed to by the participant and all legal expenses reasonably incurred in connection with the imposition of such a fine, penalty or other similar charge.

We hereby acknowledge that we have read and understand the above

<ul style="list-style-type: none"> <li>• I have read and understood the provided information above</li> <li>• I understand that while appropriate safety briefings and supervision will be provided, I remain responsible for my own safety.</li> <li>• I agree to abide by the instructions from FRNSW staff whilst undertaking the activities presented to me.</li> </ul>	
Student's Name:	
Student's Signature:	
Parent/Guardian's Name:	
Parent/Guardian's Signature:	
Date:	____ / ____ / ____
Careers Advisor's Name:	
Careers Advisor's Signature:	
School:	
Date:	____ / ____ / ____



# WORK EXPERIENCE PROGRAM

## FIRE AND RESCUE NSW WORK EXPERIENCE CODE OF CONDUCT

All participants are required to read, understand and sign your application to show you are willing to comply with this Code of Conduct.

To ensure your learning experience is worthwhile you must:

- Maintain dress standards and show a self-disciplined and friendly attitude to meet the high standards of the FRNSW
- Follow all instructions given by your work experience co-ordinator
- Arrive by 8:00am each day
- Notify your co-ordinator as early as you can if you are sick or will be late
- Follow Work Health and Safety (WHS) legislation by observing all safety requirements. You have a responsibility for your own safety and the safety of others in the workplace. Your co-ordinator will explain this to you in detail in your orientation.
- Show respect for the rank structure and your team mates by communicating appropriately with any FRNSW employees and your class. Communication protocols, which your co-ordinator will teach you in your orientation, must be followed at all times.
- Participate in all activities as a member of your team. Teamwork is an important skill in all workplaces, particularly in FRNSW.
- Remain with your co-ordinator and class at all times, unless you have the co-ordinator's permission to leave.
- Observe anti-discrimination legislation by treating everyone equally and with respect
- Not be involved in any form of bullying, including teasing and practical jokes
- Switch off mobile phone during sessions
- Tie back shoulder length hair into a bun or flat plait
- Not consume alcohol or smoke cigarettes during work experience hours
- No jewellery to be worn

Duty of care will cease once students are dismissed for the day.

**Students who do not observe this Code of Conduct will be asked to leave, and their school will be contacted immediately.**

I have read the Fire and Rescue NSW Work Experience Code of Conduct and agree to abide by it:	
Student's Name	
Student's Signature	
Date:	___/___/___





# WORK EXPERIENCE PROGRAM

## FRNSW TRAVEL CONSENT INFORMATION

The work experience class will be participating in a range of site visits as part of their program. Excursions will be conducted to the City of Sydney Fire Station, a primary rescue and HAZMAT station, Greenacre site complex, Ingleburn facilities. These excursions are for part day travel only.

These excursions supplement the students understanding of FRNSW career pathways outside the role of an operational firefighter.

There are no costs associated with excursions.

The class will depart from the FRNSW Emergency Services Academy at approx. 0900 hours and return at approx. 1400 hours.

Travel to excursions is provided in a FRNSW Vehicle. The Work Experience Co-ordinator is responsible for all transportation and supervision at FRNSW sites, is trained in emergency care, first aid and CPR and will be able to assist in the event of an emergency. First aid resources are available on the mode of transportation.

I give my consent for participation in excursions and transportation to City of Sydney Fire Station, Greenacre complex, Ingleburn Training Centre, other FRNSW facilities and non-FRNSW sites.	
Student's Name:	
Student's Signature	
School:	
Parent/Guardian's Name:	
Parent/Guardian's Signature:	
Date:	___ / ___ / ___



# WORK EXPERIENCE PROGRAM

## FRNSW VEHICLE TRAVEL WITH HOST EMPLOYER/SUPERVISOR

### Student and School/College Details

Student's Name:	Year Level:	Date of Birth: ___/___/___	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
School's Name:	School's Address:		
Careers Advisor's Name:	Ph:	E-Mail address:	

### Host Employer Details

Host Employer's Name: Fire and Rescue NSW	Phone: (02) 9318 4399
Student's Work Location: FRNSW Emergency Services Academy, 1 Distribution Drive, Orchard Hills	Post Code: 2015
Student's Supervisor at the workplace: S/F Ariel Leonard	Position: Work Experience Coordinator
Dates of Placement: ___/___/___ to ___/___/___	Total Number of days: 4
Alternative Placement Dates: ___/___/___ to ___/___/___	

Routine Travel as Part of Normal Work Activities  Daily Travel to/From Workplace

The following sections are to be completed if the student undertakes vehicle travel with the Host Employer and/or nominated supervisor/s as part of the proposed workplace learning arrangements.

Taxi  Hire Car  Employer Vehicle  Employee Vehicle

Proposed Driver: Senior Firefighter Ariel Leonard	Position: Work Experience Coordinator
Will there be other employee/s travelling in the vehicle? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Changes from day to day	
Dates of Proposed Travel: ___/___/___ to ___/___/___	Approximate departure time: 0900hrs
	Return time: 1530hrs
Travel is between: Various Training Centre Locations	
Purpose of travel if not routine or daily travel and site/s to be visited: <input type="checkbox"/> N/A	
Visits to State Fire Command, Alexandria, Fire Stations at various metropolitan locations, Greenacre Operational Logistics, Breathing Apparatus & Hazardous Materials Unit, Fire Investigation & Research Unit, Rescue	

### Host Employer Acknowledgement

I confirm that

- The proposed driver is licensed for the vehicle they will be driving and, if issued with a provisional licence, complies with relevant peer passenger conditions
- The proposed driver is not disqualified or suspended from driving: and is not subject to any impediments to his/her ability to drive a motor vehicle or other vehicle (as relevant).
- The vehicle in which the student is to be transported is registered and covered by NSW compulsory Third Party Insurance or interstate equivalent.
- To the best of my knowledge the vehicle in which the student is to be transported is roadworthy, safe for normal road use and suitable for the work-related purpose to which it will be put.
- The number of passengers in the vehicle will not exceed the number of seatbelts.
- I am not aware of anything in the background of the proposed driver that would preclude them from working with a student. I have advised that good safety practice is for the student to travel in the back seat of the vehicle where possible.

Signature:  Name: Senior Firefighter Ariel Leonard Position: Work Experience Coordinator Date: 15/03/19

### Student Consent

I consent to undertaking vehicle travel with the Host Employer and/or nominated supervisor/s as part of the workplace learning arrangements.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### Parent Consent (required if student is aged under 18 years)

I consent to my child undertaking vehicle travel detailed above with the Host Employer and/or nominated supervisor/s as part of the workplace learning arrangements. I understand my child is covered under the Department's Insurance arrangements for this travel and notwithstanding that cover; my child is also covered under the provisions of the Motor Traffic Accident Legislation.

Signature: \_\_\_\_\_ Parent or Guardian Date: \_\_\_/\_\_\_/\_\_\_

**School/College Consent** I consent to the student undertaking vehicle travel with the Host Employer and/or nominated supervisor as part of the workplace learning arrangements.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Principal or nominee or  Careers Advisor



# WORK EXPERIENCE PROGRAM

## FRNSW PHOTOGRAPHIC RELEASE CONSENT FORM CONDITIONS

1. That my child may take part in a photo session involving the Work Experience class.
2. That Fire and Rescue NSW (FRNSW) is the Copyright owner of any images or video recording made of my child.
3. That any photograph or video recording made of my child may be used by the Fire and Rescue NSW for any FRNSW educational, training, and promotional purposes.
4. That my child and I are not entitled to any fee for participation in this photographic session.
5. That my child and I indemnify FRNSW against all legal liability concerning my child's participation in this photographic session.

I have read the Photographic Release Consent form and agree to the conditions:	
Student's Name:	
Student's Signature:	
Parent/Guardian's Name:	
Parent/Guardian's Signature:	
Date:	___ / ___ / ___



# WORK EXPERIENCE PROGRAM

## Map of Fire and Rexcue New South Wales Emergency Services Academy

