

Workforce Australia – Webinar (2 June 2022) – Work Trials and Work Experience Q&A

Question	Response
To confirm is the Provider required to do a risk assessment on the jobseeker sourced Voluntary work?	A risk assessment is only required on a provider-sourced Voluntary Work activity
Can one, 12 month 'Host Agreement', cover every Participant that may do an Activity at that particular Host over a 12-month period, as in the present WfD Host Agreement? Or is a Host Agreement expected to be drafted for every single participant?	A new Agreement is required for Internships, NWEF and OWE as each placement is different. Voluntary Work Agreements, like WfD Agreements, will allow the Provider and Host Organisation to agree to substitute, remove or add a Participant(s) during the term of the Agreement.
Will any previous host data will be imported into the system? Or will we be starting 100% fresh?	Previous host data will be available to assist with Host Organisation eligibility confirmation.
Is it true that the cost of EST course isn't fully reimbursable from the EF? If this is true does the placement include this?	Where an EST or CTA provider manages a work trial placement, the job seeker's managing provider can access employment fund to prepare the job seeker for the placement.
Would there be any mandatory training/certification required to be deemed as 'competent' person defined by the deed?	The Deed does not require any specific training or certification for an individual to be deemed a Competent Person. Relevant training, qualifications, experience, or skills may differ based on factors like jurisdiction or industry.
Can you confirm that NWEF is not available for Digital participant referrals?	This is correct
just clarifying, PMAS Providers are those EST/CTA and Workforce Specialists who create work trials?	That is correct
If a parenting or restricted capacity jobseekers (16 hrs per F/N) is to undertake a NWEF or PATH placement are they still required to do undertake a minimum of 30 hrs per F/N to undertake the activity?	Internships and NWEF placement eligibility require a minimum of 30 hours per fortnight so these job seekers would not be eligible.
Does any of this advice apply to work Experience organised by RTO and training course providers?	Advice contained in the webinar was only applicable to the activities discussed, that is, Internships, the National Work Experience Program, Observational Work Experience and provider-sourced Voluntary Work.
When will the Voluntary Work Chapter of the guidelines be available?	The Voluntary Work chapter will be released in the next tranche.
If the participant has sourced their own voluntary work, and the RA is not required, does that mean it should not be recorded as an activity in ESS?	That is correct.
Where the EST/CTA provider refers the participant to a Work Experience placement and receives the \$1000 upfront fee, who needs to do the Risk Assessment for that activity, the EST/CTA provider or the Managing Provider?	The EST/CTA provider will do the Risk Assessment, but they may reach out to the Managing Provider to seek support as they will not have full access to the job seeker profile.

<p>Will NWEP placement now be entered under the Employment field and not activities as previous.</p>	<p>NWEP will now be entered via the same pathway as Internships. The only exception is DES providers who will still utilise the old Activity functionality in ESSWeb 1.0)</p>
<p>The activity creation feature, will that be in use for all activity types; WfD, Internships, voluntary activities etc.</p>	<p>Internships and NWEP will be created as vacancies.</p>
<p>Will the system allow the creation of an activity if a risk assessment is not completed?</p>	<p>The system will allow the creation of a work experience or work trial placement if a risk assessment is not completed. However the Department will monitor risk assessments as part of its standard assurance processes.</p>
<p>Previously, only Work for the Dole had Document Upload facilities. Is this now also available for all risk-assessed Activity Types?</p>	<p>This feature will not be available for work experience and work trial activities.</p>