



BRISBANE CITY COUNCIL

“Diversity at Work” Skilling Queenslanders for Work – Work Placement (SQW-WP) * Project Description

*Pending approval from the Department of Employment and Industrial Relations.

WHAT IS A SKILLING QUEENSLANDERS FOR WORK – WORK PLACEMENT PROJECT (SQW-WP)?

A Work Placement Project is a component of the State Government’s “*Skilling Queenslanders For Work*” initiative. The “Diversity at Work” Project is jointly funded by the State Government and Brisbane City Council. The SQW-WP provides full time employment, for three to six months, to long-term unemployed people and those at risk of long-term unemployment, on a range of community and environmental projects. The aim of the SQW-WP is to provide people with skills and experience so that they are able to secure ongoing employment.

WHAT AMOUNT OF MONEY WILL A WORK PLACEMENT PARTICIPANT RECEIVE?

Wage rates for SQW-WP participants are based on the rates provided in the training Wage Award - State and the type of work being performed as part of the project. The skill level* for this project is Skill Level A, B and C depending on the placement. The Job Network Agency will provide you with the base rate according to the skill level A, or B base rates. In addition to this a SQW-WP participant will receive a 25% loading of the base hourly rate, on the basis that they are not entitled to be paid for annual leave, sick leave, public holidays not worked by the participant, or any other allowances eg. construction, site, travel, disability, etc.

*Skill Level A: (Office Administration, Information Technology, Recruitment and selection, Finance, Engineer)

Skill Level B: (Concreting, Warehousing)

Skill Level C: (Landscaping, Vegetation and pest)

WHAT HAPPENS TO THE CENTRELINK BENEFITS CURRENTLY RECEIVED BY SQW-WP PARTICIPANT?

This will vary depending on the SQW-WP participant’s individual circumstances. It is advisable that the applicants contact their local CentreLink office to determine the effect of SQW-WP on their CentreLink benefits.

I HAVE COMPLETED A SQW-WP (formally known as CJP) - CAN I DO ANOTHER ONE?

Not usually, but it does depend on your circumstances.

OTHER INFORMATION RELEVANT TO A SQW-WP PARTICIPANT

As a SQW-WP participant, you would be employed by the Brisbane City Council. It is the largest local authority in the country, and the only Council that covers an entire Capital City. We have a large and diverse workforce of over 7,000 people, with numerous workplace locations geographically dispersed throughout Brisbane. As a Council employee you would be subject to the Industrial Awards and Agreements that apply to all Council Workers.

WHAT SAFETY EQUIPMENT/CLOTHING WILL A SQW-WP PARTICIPANT RECEIVE?

Depending on their individual role, SQW-WP participants will be provided with a safety kit that will contain Personal Protective Equipment including safety boots. Participants will not be provided with a uniform and will be required to wear clothing suitable for this type of work.

IS THERE A PROBATION PERIOD FOR THE SQW-WP PARTICIPANT?

SQW-WP participant’s performance will be assessed at 4 weeks, 3 months and on completion of the project. At any time during the first 4 weeks either the participant or the Council can end the SQW-WP agreement.

IS THE SQW-WP PARTICIPANT COVERED IN THE CASE OF WORK INJURY?

You will be covered by Council’s Workers Compensation Workcover Policy.

HOW MANY POSITIONS WILL BE AVAILABLE? 20

WHAT IS THE DURATION OF THE PROJECT? 20 weeks

WHAT IS THE START AND FINISH DATES OF THE SQW-WP PROJECT WITH COUNCIL?

Start Date: 03 December 2007

Finish Date: 25th April 2008

(These dates are to be confirmed and are dependent on project approval from DEIR)

WHERE IS THE PROJECT LOCATED?

Various Council locations

WHERE WILL THE SQW-WP PARTICIPANT BE STARTING WORK EACH DAY?

Various locations - To be confirmed once the position has been filled.

WHAT ARE MY HOURS OF WORK AS A SQW-WP PARTICIPANT?

Various hours - To be confirmed once the position has been filled

WHAT IS THE PURPOSE OF THIS SQW-WP PROJECT?

The purpose of this project is to provide 20 people who have come to Australia as refugees/migrants with the necessary support, training and experience to gain sustainable, meaningful employment. The experience component will be completed via work placements within Brisbane City Council. Participants will be recruited across 'blue collar' (unskilled labour, trades) and 'white collar' (administration, professionals).

An equal balance of male and female participants and at least 8 people from either 'youth' or 'mature age' groups is sought. A typical participant has completed initial settlement processes, has English language skills to the equivalent of at least Cert III AMEP level and is struggling to secure sustainable employment. They may be under-employed – doing casual or short-term contract work, for example, or working at a much lower level than their capability and qualifications.

WHAT WILL THE SQW-WP PARTICIPANT BE DOING?

Please see attached list of placements available.

Please note: some of these positions are still to be confirmed and could change or be withdrawn.

WHAT SKILLS AND/OR QUALITIES DO I NEED TO POSSESS TO BE CONSIDERED FOR THIS SQW-WP PROJECT?

- An genuine interest in acquiring skills in the position they are applying for
- Ability to work as a member of a team
- Ability to undertake on the job and formal training
- Ability to understand and take directions from others.
- The capacity and ability to work and learn in a safe manner in this particular work environment. This includes being able and willing to wear Personal Protective Equipment (eg safety glasses, boots etc.,)
- Ability to work within workplace rules and guidelines

WHAT TRAINING OUTCOMES WILL THE SQW-WP PARTICIPANT RECEIVE?

SQW-WP Graduates will receive a Certificate of Completion from the State Government upon successful completion of the program. Additional training opportunities provided for participants will vary depending on their individual placements.