

Internship Program



WESTERN AUSTRALIAN Electoral Commission

Internships at the WAEC

The internships offer third year students (typically) a unique opportunity to gain work experience while receiving University credit, and learn more about effective job-seeking, resume writing and interview skills. Students who complete a University-approved placement as part of the internship course are covered by University insurance, which helps to make students more attractive to potential host organisations.

The WAEC has taken on unpaid University interns for some years now, often in response to initiative applications. It is only recently, under the direction of Commissioner Kerslake, that we have formalised the structure and processes for internships.

At the beginning of each New Year, the Corporate Executive Team (key Directors and Managers) compile a number of proposed ideas for projects that could improve either voter experience, electoral education or are general research.

Expressions of interest are generally offered to undergraduate interns on our website in April & May (see Appendix 1) and our Internship Coordinator matches projects to the applicant's areas of interest.

All applicants are interviewed to better understand their aspirations and evaluate their capabilities and organisational fit.

Recommendations are then made to the Electoral Commissioner who has the final say on who will be accepted into the Internship program. Appropriate projects are then assigned to the Interns.

The Commission and the Intern then complete their University's *Internship Provider Agreement* which is then passed to the coordinator of the relevant faculty for approval as unit credit towards their degree will be provided on successful completion of their internship.

Placements are then organised between the WAEC Internship Coordinator and the Intern for one or two days a week during the 2nd Semester for a total of 80 hours commitment.

The WAEC approach to supervising Interns is a multi-level team approach, from different branches, where three or four staff may be responsible for supervision and support. This approach not only allows for redundancy should one or more Intern Supervisors not be available on their days of work, but it also allows for a broader range of personality matching for these young people who may have never worked in an office environment before.

One of the supervising staff will take primary responsibility, especially as a sounding board for interns.

Should election work related opportunities arise, interns may be offered paid casual employment during or after their internship.

Normal staff induction procedures are followed for HR, IT, OHS etc on their first day and then a meeting is held with them and their Supervisor(s) in order to make them feel comfortable and go through the project(s) that have been assigned to them.

Regular informal catch ups with Interns are made during their tenure to assist them with their project work and overall experience. Formal meetings are scheduled to ascertain their progress and agree further work towards completing their projects.

At the conclusion of their tenure, an exit interview is held with each Intern to discuss their learnings and experience with their Supervisor Team and then finally with the Electoral Commissioner.

Formal *Workplace Supervisor's Assessment* forms are completed by the WAEC Supervisory Team. These cover aspects of providing assessment of each Intern's abilities in:

- Communication
- Team work
- Problem solving
- Self-management
- Planning and organising
- Use of technology
- Learning
- Initiative & Enterprise and
- Professionalism

It is a requirement that the assessment, which forms part of the Intern's grade is submitted to the University Coordinator by the due date.

Appendix 1 - Website Notice

Undergraduate Internships

Each year the Western Australian Electoral Commission Undergraduate Internship Program is offered in support of Western Australian University undergraduates seeking (unpaid) internship to satisfy their course requirements.

An internship at the Western Australian Electoral Commission allows interns to experience day-to-day-life at the Commission working directly alongside Commission staff. Electoral projects and activities are assigned in line with the intern's areas of interest as far as is possible.

A limited number of Commission Internships are available each year to University undergraduates, typically for 80 supervised hours during 2nd Semester. There will be up to two internship places available for 2019.

To register your interest for 2019 internship opportunities please email your resume and a brief accompanying letter outlining what you hope to gain from an internship at the Commission by 31/05/2019 to:

The WAEC Internship Coordinator
waec@waec.wa.gov.au

Applicants should note that appointment will be subject to the signing of a declaration of political neutrality.

**This notice is placed on our website approximately April/May each year.*