# Brisbane City Council unpaid Tertiary Work Experience Project Proposal Brief – Ref YPT39

## ORGANISATION DETAILS

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<th>Contact:</th>
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<td>Branch:</td>
<td>Support Service Centre</td>
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## PROPOSED PROJECT

proposed projects for Capability Development:

- **WBT (Web Based Training) design in Adult Learning Environment** - innovation Sourcing

The Work Experience student will work with Subject Matter Experts in revamping/updating Council’s online training modules. The project will have the Work Experience person working with adult learning materials. An example of this work might involve turning Word documents into online learning materials.

The main focus will involve refreshing/updating the existing online learning materials to make them more current.

Interested individuals must be keen, motivated, enterprising and innovative. They must be people who want to benefit personally from this program.

| Proposed start date: | 11 January, 2016 |
| Proposed end date: | 22 April, 2016 |
| Expected time commitment per week from students: | 2 days (Mondays and Friday each week) |
| How many students will be required? | 1 |
| Any other information: | Please send through 2 students CV’s and Cover letters. Also, please ensure that the students provide proof of Work Rights as mentioned below. |

## TARGET STUDENTS

What study areas are you seeking students from?

- MULTIMEDIA DESIGN is a must. Adult Education (exposure to or interest in) is nice to have.

Are any specific skills required to undertake the project?

- Software: “Articulate Storyline” is a must. “Captivate” and “Dream Weaver” are nice to haves.

Where will work for this project be undertaken?

- L1 - 157 Ann Street, Brisbane.

Please send through the 2 CV’s and cover letters as well as proof of Work Rights as mentioned below:
To confirm Australian or New Zealand citizenship an employer can sight: A single check confirming citizenship or permanent resident status at the time of employment is all that is required.

- Australian or New Zealand passport
- Australian birth certificate and a form of photo identification
- Evidence of Australian citizenship and form of photo identification
- Certificate of Status for New Zealand citizens in Australia and a form of photo identification.

To confirm permanent resident status, an employer can sight:

- Certificate of permanent resident status and a form of photo identification
- A passport issued by the government of another country along with a check using Visa Entitlement Verification Online (VEVO).

In the absence of a form of government-issued photo identification, an employer might choose to sight as many of the following supporting documents considered necessary to confirm identity:

- confirmation of enrolment to vote in Australian state or federal elections
- Medicare card
- Driver’s licence / taxi license
- tax file number
- references from previous employers
- tenancy agreements or home ownership details
- tertiary qualifications certificate
- trade certificate
- change of name certificates (if applicable).

Note: The above documents do not, on their own, provide evidence of permission to work.