

WORK EXPERIENCE PLANNER

Year 10 next year? Start planning your Work Experience placement NOW!

What is your work experience?

Year 10 Work experience is compulsory and involves a five day experience in a workplace, working the normal hours of the organisation.

- You need to find a placement that relates to something you would like to do in the future (career or study)
- Most schools in the area have similar work experience dates, so placements are very competitive.
- During your placement you will be visited by a teacher and will complete a work experience diary.

It is YOUR responsibility, not the school's responsibility, to find a work experience placement, so start NOW!

Legal aspects

- You must be 15 years old by the first day of work experience
- Eligible organisations must have a minimum of 2 supervisors for each work experience student
- Work experience must be done within Victoria
- **You cannot do work experience with a butcher, security company, travel on boats or aeroplanes or in any shop that sells firearms. You are not permitted to use machinery, electrically powered devices, or work at heights** (including ladders or scaffolding).
- The Department of Education covers Work experience students for Public Liability Insurance.
- **All students must complete an official Work Experience Arrangement Form** (and 'Travel Form' - if traveling in an employer's vehicle)

Information about application processes for specific industries

Hospitals – nursing, medical, allied health

NOTE: applications for placements are very competitive! Some hospitals receive over 500 applications for work experience, so apply early.

- **Monash Health** – applications open in November 2017: www.monashhealth.org/page/Work_Experience/
- **Alfred Health Network** – <https://www.alfredhealth.org.au/careers/work-experience>
- **Royal Melbourne Hospital** – applications open in late February 2018: www.thermh.org.au/health-professionals/careers/work-experience
- **Royal Children's Hospital** – no work experience program in 2017. Check website in early 2018: www.rch.org.au/careers/work_experience_program/

- **Royal Women's Hospital** – applications open in December 2017: <https://www.thewomens.org.au/careers/work-experience/>
- **St Vincent's Hospital** – applications open in January 2018: <https://svphm.org.au/home/employment/work-experience-for-school-students>

The Media – radio, television, newspapers

- **Herald and Weekly Times and Leader newspapers** (placements during school holidays ONLY) applications close 31st January 2018: <http://www.heraldsun.com.au/> (type 'work experience' into the search bar)
- **The Age newspaper** - www.theage.com.au
- **The ABC:** <http://www.abc.net.au/careers/cadetshipsandworkexperience/workexperience.htm>
- Television and radio stations (production and broadcasting) – try **Channel 31, Southern Cross Austereo** (Fox FM), **Triple R radio** (email the station at 3rrr@rrr.org.au)

The Defence Force (ADF)

- Placements are often outside the school's Work Experience week. Check for placements in Victorian locations: <http://www.defence.gov.au/WorkExperience/whoisitfor.asp>

Law Courts and Justice

- Apply in October/November at the latest: www.magistratescourt.vic.gov.au (type 'Work experience' in the search bar) You will need to contact the Senior registrar of the court where you wish to do work experience.

Sporting Organisations

- **Melbourne Football Club** – applications close March 2018 <http://www.melbournefc.com.au/club/people/work-experience>
- **YMCA** - <http://victoria.ymca.org.au/about/careers/work-experience.html> to search and contact individual centres
- **Casey ARC / Casey RACE** ph.5990 8600
- **VFL and VFA Football clubs** – contact the clubs directly.
- Other suggestions include **Tennis Clubs, Sport Centres, Basketball Stadiums, Gyms.**

Charities

- **Salvation Army** Opportunity Shops- www.salvationarmy.org (select 'Volunteer')
- **St Vincent de Paul** – www.vinnies.org.au (select 'Become a Volunteer')

Work experience with animals

- **Veterinary Clinics and Animal Shelters** – visit the clinics in person
- **Zoos and Sanctuaries** – applications close in previous year

CSIRO

<http://www.csiro.au/en/Careers/Student-and-graduate-opportunities/Work-experience>

- **Victoria Police** – ONE student only- nominated by the school- applications closed in September
- **Museum of Victoria** is no longer taking secondary work experience students

Work experience ideas

Students have previously found work experience in a variety of industries, including:

- Accountants, Banks
- Administration and Marketing (Business – try any large organisation)
- Advertising / Design companies
- Allied Health – Chiropractors, physio, Occupational/ Speech therapy
- Architects and architectural drafting
- Automotive –Car dealerships and Car mechanics
- Book Publishing companies (note- most magazines are published in Sydney)
- Beauty industry & Hairdressing
- Building Industry - Carpentry, Cabinet Making, Construction, Electrical, Plumbing, Bricklaying, Tiling, Painting, Plastering (be prepared to do some physical work!)
- Childcare centres and Kindergartens (you will need a Working with Children Check)
- Church administration offices
- Councils – eg City of Casey, City of Greater Dandenong, Melbourne City Council
- Dentists / Orthodontists
- Engineering firms – Mechanical / Manufacturing and Civil
- Electronics / computer companies
- Graphic design / printing
- Information Technology and Telecommunications
- Landscape Gardening and Plant nurseries
- Lawyers (extremely difficult to find without a personal contact)
- Libraries (local or State Library of Victoria)
- Manufacturing companies (eg Jayco Caravans)
- Opportunity shops and charities
- Pet shops and aquariums
- Pharmacies / Chemists
- Photographers and film post-production companies
- Real estate agents
- Restaurants and cafes
- Retail – department stores, furniture, clothing stores
- Science / medical research laboratories
- Sporting organisations (including Leisure centres, pools, Basketball, Tennis and Football clubs)
- Teaching – Primary schools (usually only accept previous students)
- Universities and TAFE administration offices and research centres
- Veterinary surgeries and Animal kennels

Ask your parents, friends and neighbours!

They may have a contact who works in a place where you would like to do work experience.

Visit the Careers Centre for more information.

Writing an email to apply for work experience

Below is a template for writing an email to an organisation requesting work experience:

Dear Sir/Madam [or insert contact name if known],

My name is [add your full name] and I am a student at XXX Secondary College. I am writing to you as I am seeking a week of work experience from (dates).

I am very interested in the area of [eg: healthcare, hospitality, media, retail sales, education etc.] and I hope that gaining first-hand experience will better equip me for a career in the industry. I am an enthusiastic, committed and reliable student who would greatly appreciate the opportunity to work with your organisation.

Thank you in advance for taking the time to consider my application. Please do not hesitate to contact me should you have any further questions.

Yours sincerely,

[insert name and contact number]

Note: Remember to add information to the 'subject' field at the top of your email- eg: 'Jane Smith - Work Experience Application'

Making a phone call to inquire about work experience

Use this script as a guide when making a phone-call to an organisation inquiring about work experience:

"Hello. My name is [state your name] and I am a student at XXX Secondary College. I am calling to inquire about the possibility of doing a week of work experience with you from (dates)... Do you accept work experience students?"

If no - "Thank you very much for your time."

If yes - "That's wonderful, thank you. I am very interested. Who would I need to speak to about arranging work experience and having my form signed?"

Listen carefully to what you are told at this point:

- Ask any further questions you may have;
- Write down any relevant details- including what you are required to do and any contact names/numbers and workplace address.

Thank you very much for your time. I will be in contact again very soon to arrange a placement.