



TRINITY GRAMMAR SCHOOL, KEW

Work Experience Booklet

2021/2022

NAME:



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Introduction

What is Work Experience?

Work Experience is part of the schools' educational program where students experience the world of work, often for the first time. It is the short-term placement of secondary school students with employers, to provide insights into the industry and the workplace in which they are located. Students are placed with employers primarily to observe and learn – not to undertake activities which require extensive training or expertise. It is undertaken at the employer's premises and has enormous benefits for students.

Why do Work Experience?

Work experience is a valuable opportunity for students as it can link students with a future pathway in their chosen field. Work experience could lead to a part time job, traineeship, apprenticeship or even a full-time job when you leave school. Therefore, it is wise to consider carefully which employer you approach as this could impact on your future pathway opportunities. Students will:

- Develop job-search skills through organising their placement
- Improve their communication skills and develop self-confidence by working with people that they have never met before and adapting to a new environment
- Improve their knowledge of work environments and specific occupations
- Explore possible career options and reflect on their skills and abilities
- Increase motivation to continue their studies towards the accomplishment of a career goal
- Obtain evidence of workplace experience to use in applications for Tertiary courses and part-time work
- Gain a report that can be used as a reference for casual employment and included in their career portfolio
- Develop important links and networks in the workplace
- Learn skills and competencies required in the workplace
- Learn more about themselves and the “world of work”.

What does a student do at Work Experience?

You will be expected to: -

- Perform the tasks and duties, which your supervisor asks of you, to the best of your ability
- Follow instructions and abide by all the rules and regulations that apply to any full-time employee
- Ask questions and make observations concerning your particular job
- Carry out reasonable duties and work the same hours of work as other employees excluding overtime. You will be treated as adult employees
- Find your way to and from work
- Be punctual and attend at the specified time
- Abide by all the Health and Safety regulations.



Expectations and Procedures

Trinity believes that work experience can be a very valuable experience in helping students learn how to find work, develop a broader network, and gain a better understanding of the Australian labour market.

Work experience is compulsory for all year 10 students so don't wait to get started or leave it until the last minute.

Finding and organising Work Experience

An important part of the work experience program is for students to develop skills in finding a placement. Students are encouraged to challenge themselves and broaden their experiences. To that end, students should endeavour to:

- Look at their existing network beyond immediate family and look at Work Experience as a chance to further develop their network
- Have a placement for the allocated period. Students may arrange additional placements during school holidays, but every student must have a placement for the **five** days allocated
- Students are encouraged to have one continuous placement but if need be, may have two placements with two different employers during the five days.

Students are responsible for completing all necessary paperwork and meeting deadlines.

The careers counsellor and school staff are available to assist students but are not responsible for sourcing work placements for students.

While on Work Experience

- Be on time. If you are unwell, please make sure you contact the employer **and** the school on 9851 9560
- Wear appropriate clothing for the placement
- Treat everyone with consideration, be polite and act professionally
- Think before you act and work safely. Ask questions if you are not sure of what to do
- Listening lets you learn as much as possible
- Appreciate that the employer has given you this opportunity. Even if you find you do not like the job make the most of it
- Be enthusiastic and show a positive attitude
- Update your log book/blog at the end of each day.

At the end of Work Experience

- Thank your supervisor
- Return any borrowed materials or items
- Collect employer evaluation form or make arrangements for it to be collected or sent to the school
- Hand in the evaluation form to your School Careers Counsellor



Organising Work Experience

Step 1 – Creating a careers portfolio

Portfolios provide you with a personal record of your success or improvement in a range of areas. They are essential and relevant to your own career development. Your personal portfolio is a compilation of relevant work samples and documents gathered during your school years and presented in a structured manner.

A career portfolio develops as your life changes. Even when you are in a permanent job, remember to keep your portfolio up to date. You need to be able to access this information quickly, so you can take up any opportunities when they come up. Anything you save and organise now will help you prepare for a future job search or career change. Save copies of things you have written, projects and ideas on which you have worked, and notes on activities and decisions you have made that resulted in positive outcomes. Think about how a document or some notes may help you in a future job search. But if in doubt, keep it. Remember to check through your portfolio when using it for a particular application to ensure that everything is targeted and beneficial for that specific purpose.

The collection part of the profiling process may be ongoing throughout your life.

To start, students should collect or produce the following:

1. **Resume** - A resume (sometimes called a "CV") is a document that lists your study, work and life experiences. The purpose of a resume is to show that you can do the jobs you apply for.

No matter how tempting it is or if you have had advice from other people to do so, the first rule of writing a resume is DON'T USE WORD TEMPLATES. Human Resources people do not like them, and from the outset, it makes you look lazy, like you can't be bothered to put in the effort to your own resume! Most people have a sufficient level of proficiency with Word to design their own resume.

When writing a resume, keep it simple. Use common fonts like Arial or Calibri, not something fancy or cutesy. Don't insert images or fancy borders. Only add a photo of yourself if it is relevant to a job or the employer asks for it. Don't squash things in, have plenty of "white space" as it makes it easier to read. Feel free to use subheadings, bullet points and insert horizontal lines, as these will make it easier to read and draw the reader's eye to key information.

When it comes to the content, be truthful but sell yourself. Before sitting down to write your resume collect all your awards, certificates and school reports to remind yourself about all the amazing things you have accomplished. Getting an award for English or being the School Captain aren't skills, but they are evidence of skills and attributes. For example, being School Captain demonstrates that your peers and the school see you as having **leadership** skills. Don't include skills that you can't give an example of where you have used them or how you developed them.



These tasks will help you identify your general skills and attributes to help create your resume.

My Personal Attributes

There are several personal attributes that have been identified in the Employability Skills Framework as being very important for employment. These are behaviours and attitudes that employers' value.

Attribute	I have this attribute		Two examples of where I have demonstrated this attribute
	✓ Yes	✗ No	
Loyalty			
Commitment			
Honesty & integrity			
Motivation			
Enthusiasm			
Ability of handle pressure			
Reliability			
Personal Presentation			
Adaptability			
Common-sense			
Sense of humour			

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2. Please note that all information and links were correct at the time of publication



Do you have skills?

Skill	I have this skill ✓ Yes ✗No	Two examples of where I have used this skill
Communication		
Teamwork		
Problem solving		
Initiative and enterprise		
Planning and organising		
Self-management		
Learning		
Technology		

Do you have other talents?

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Provide the name and contact details of two or three referees. Don't use family, use teachers, sports coaches, former employers etc. Make sure you ask them if it is ok to use them as a referee, get their contact details from them and tell them when you have submitted your resume, so they aren't shocked if they get a phone call.

Make sure you proofread your resume and have someone else look over it. Try using apps like Grammarly. Poor spelling and grammar will not impress future employers.

Keep it to one or two pages. Make sure the information is relevant, nothing over five years old should be on it unless it is particularly relevant to a job or you are especially proud of it.

On the next page is an example of a well-written resume.

My resume

Now it is your turn to use your experiences, talents, skills and attributes to create a resume. Use the template in your workbook to create a resume. Get one of your classmates to check your completed resume. Reflect on your resume. Were there gaps? Could you demonstrate your skills?

2. **Certificates of Achievement** - e.g. school based, first aid, lifesaving and sporting achievement
3. **Awards** – e.g. School Colours, House Colours, Science Talent Search
4. **Best samples of work from all school areas demonstrating identified competencies and outcome statements covered** - e.g. set common assessment tasks, pieces of work in written or photographic form.



Jamie Bormer

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Academic Achievements

Secondary:

2009 – 2014 Victorian Certificate of Education
Donbardon College.

Subjects studied: English, Math Methods, Chemistry, Accounting,
Information Technology, Business Management

Basketball Captain.
Year 12 community service award.

Professional Development

E-Commerce – Completed an E-Commerce course to understand the value and relevance of the Internet in B2B commerce, Internet and web server security and legal issues.

Microsoft – 2 day advanced course on Excel.

Achievements at School

House Captain – Head of – Leadership Course – Cadets – Duke of Edinburgh – SRC – Awards and Scholarships etc. Now list 2 and describe briefly your involvement and outcomes using short, 2 - 3 line sentences e.g.:

Leadership Course – Was nominated to attend a 3 day, off campus leadership training program, with 12 other schools. This course taught us the importance of listening, teamwork, coaching and mentoring, with a view to helping others achieve, or as a group, to attain set goals. On returning to school, I conducted a number of workshops for Year 11 students.

Personal Skills and Attributes

Identify personal abilities that are transferable and will meet the interviewer's needs, as in:

Communication skills, Leadership, Flexibility, Multi-task, Handling pressure, Determination, Analytical etc.

Now list 2 or 3, describing briefly your involvement and demonstrated outcomes using short 2 – 3 line sentences e.g.:

- The ability to work well under pressure. During a regular shift at McDonalds, I'd serve over 200 customers, handle 1000 individual item orders and over \$2,000 in cash transactions.
- Motivational and team building skills, developed through coaching an under 12's basketball team for the last three years. Organising and motivating 8 boys to stay pumped and focused, has taught me a lot about teamwork and getting the best out of individuals.



Employment History

(NB. Choose from “**PAR**” or “**AIR**” when writing. **P**roblem – **A**ction – **R**esult, or **A**ctivity – **I**nteraction – **R**esult = Behavioural Based Writing. Make the statements work for you! Describe your skills and achievements that demonstrate your future potential and ability to meet the interviewer or employer's needs)

2013 – Current Computers R Us.

I currently work in a very busy computer retail shop. This has allowed me to be exposed to the latest technology and software, whilst combining personal growth, enjoyment and work, all into one.

I have developed excellent listening and consultative skills, as many clients have preconceived ideas, often based on misinformation. So by listening and matching needs to product specifications, I am able to ensure that customers get what they really need, meeting their performance expectations.

2011 – 2012 McDonalds

Worked part time during the school term and extra hours during the holidays. Duties varied from food preparation, serving on the counter and in my final year, shift supervisor. The training and ongoing training at McDonalds is world class.

2010 – Current Parent's Business

My parents own and run a nursery which operates 7 days a week, and if you ask them, 24 hours a day. So for as long as I can remember, helping out and responsibility have been a part of my upbringing. Since the age of 13, I have worked in, and continue to help in, the family business.

Extra-curricular activities

- A-grade tennis player. Captain of under 15's and under 18's team at Camberwell Tennis Club.
- Member of Fairfield Rowing Club.
- Keen all round sports player.

General

- Academic qualifications and results attached.
- **Referees** – Normally provide 3 ideally work related or not direct family.
- References provided upon request. (After second full-time position.)

NB! This is a sales document, designed to grab the reader's attention and make them put you in the YES Pile! Think about their expectations and target your statements to meet their needs!



Step 2 – Choosing the type of Work Experience

If you are struggling for ideas try using these resources:

- My Future <http://www.myfuture.edu.au/>
- Job Outlook <http://joboutlook.gov.au/>

Alternatively, book **into** see the Careers Counsellor at <https://tgscareersmeeting.acuityscheduling.com/schedule.php>

List the jobs you would like to explore in the table below, or identify the one job you are passionate about doing and think about what might be the associated jobs (It might not be possible to get a placement in your chosen **job**, but placement in an associated field might be just as good).

1.
2.
3.
4.
5.
6.

Which job do you intend on pursuing and what skills or knowledge do you hope to gain from your placement? Why are you picking this job?

Step 3 – Finding an Employer

Finding a work experience placement is like finding a job. It is going to take some effort, patience, persistence and perseverance, on your part. If you don't succeed in getting a placement the first few times, keep trying. It is only perseverance that will pay off in the end. **Do not give up!**

Where to start? Try these methods for finding a potential employer:

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- i. **Networking** – believe it or not, you are already better at this than previous generations! Most, if not all of you, are involved in networking through: Facebook, Twitter, Pinterest, Instagram and the like. Get on there and see if any of your social networking friends can help you out; you might be surprised.

Other networks you have available to you include your family and friends, sporting clubs or associations you belong to or any other extra-curricular groups you might be involved in such as Scouts, Rotary or a religious organisation. These are all people you know who might be able to help you out.

One of the best networks you are exposed to is the Trinity network. There are many current parents and past students who would be able to help you out.

List 5 networks you could use and describe how you can use them to find a Work Experience placement:

1.
2.
3.
4.
5.

- ii. **Internet** – there is a plethora of website resources that can help you find Work Experience placements. Here are a few examples:

- a) Melbourne Health - have three intakes a year so make sure you note down the opening and closing dates. <https://www.thermh.org.au/health-professionals/careers>
- b) Local Learning and Employment Network (LLEN) - Inner Eastern LLEN supports student work placements in the local government areas of Port Philip, Stonnington and Boroondara.
<http://www.workplacements.education.vic.gov.au/search/>
- c) Jora Australia <https://au.jora.com/> and Indeed <https://au.indeed.com/> – type in “work experience” and see what’s available.

There are lots more great sites available; these are only some suggestions.

You can always do a Google search. Put in the job you are interested in and the location where you would like to work and see what you get, then work through the results and contact the companies.



Do your own Google search for your most preferred occupation, and the location where you would like to work, for example, "Optometrist **Kew**". How many results do you get? Write down that names of any good leads in the space below:

- iii. **Careers Library** – located in the Tudor Centre, offering a wide range of resources with lots of information about careers and Work Experience. This space is available to every student at Trinity. It is not a “Year 12 area” so don’t be afraid to come in and use it.
- iv. **Professional Associations**  A professional association (also called a professional body, professional organisation, or professional society) is usually a non-profit organisation seeking to further a particular profession, the interests of individuals engaged in that profession and the public interest. Many are willing to help you find Work Experience. These professional associations can be found by doing a Google search or by using the job search on MyFuture, Job Guide or Job Outlook. At the end of the page, there will be links to professional bodies and associations. 
- v. **Local area**  A walk or drive through your local area will reveal some small businesses and organisations that might be able to help you out with a placement. Pop in with your resume and ask if they can help you out. 80% of jobs are not advertised. 
- vi. **Newspaper** – Your local newspaper or the major newspapers will have employment sections. Vacant positions will identify the name of an employer you could contact.

Step 3 – Contacting Potential Employers

Once you have identified potential employers, you need to either visit, phone, email, or write to employers asking for a placement. 

Include your resume that you have developed, below are some other suggested templates to use when contacting potential employers. It’s a good idea to draft something you can send or say before contacting employers.



Cover letter

Here is a suggested format for your cover letter:

Your Name

Address

Suburb

State Postcode

Telephone number

E-mail

Date

Name if known

Title of person or Work Experience Co-coordinator

Company Name

Business address

Suburb State Postcode

Dear (Name if known otherwise use a job title or "To whom it may concern")

I am writing to apply for a work experience placement with you from Monday 2 to Friday 6 May 2022 (for A-D)/
Monday 20 to Friday 24 June 2022 (for E-H).

Presently I am a Year 9/10 student at Trinity Grammar School and would like the opportunity of working with
your company/business/organisation.

The subjects I am studying include (subjects). My extracurricular activities include..... I particularly enjoy
..... and have had experience in (list any relevant experience and include those positions of
leadership and responsibility that you hold or have held in the school).

Of particular interest to me is a career in..... and I would like to find out more about what is involved in this
type of work/occupation and how your company/business/organisation operates.

I hope that you will give consideration to my application for work experience and I look forward to hearing from
you soon.

Yours faithfully

(Sign your name)

Type your name

-
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Once you have your resume and cover letter you should consider:

- i. **Visiting the employer or business** – stop by and introduce yourself and drop in a copy of your cover letter and resume. Have a chat to the receptionist or one of the employees. A couple of tips: don't go during busy periods such as lunchtime or too close to the end of the day. First thing in the morning can be good. Try not to get despondent if you get a "No", thank them for their time and try someone else.
- ii. **Phone call** - If you are phoning, prepare yourself for each call and be clear about the purpose of the call and what you need to tell the employer/work experience provider.

Here is a suggested script:

Hello my name is _____, and I am a Year 9/10 student at Trinity Grammar School and I am looking for a work experience placement commencing Monday 2 to Friday 6 May 2022 (for A-D)/ Monday 20 to Friday 24 June 2022 (for E-H) for five days. May I, please speak to the owner or is there someone else I can speak to.

Say to the Manager: I am looking for your business to support me in undertaking work experience in May/June, would this be a possibility?

If so, take their details and organise to meet with them to organise the required paperwork.

Be polite and try to make a good impression, sound keen and interested. If they say 'maybe' or 'ring later' - make a note of it and follow it up. If they say 'No' - thank them for their time and ask if they can suggest a place that might take you. If they say 'send me more details' - do so.

- iii. **Email** – You could use the same template as for a cover letter just remove the details for the employer and include yours in the body of the message.



Regardless of the type of communication method you use, make sure you keep a detailed record of all contacts. You could use a table such as the one below:

Record of contacts with Employers

Date	Phone/Letter	Employer	Response	Date of follow up

Be prepared to hear “No”, possibly quite a lot but that is part of the learning experience; when you finish studying and start applying for full-time work, it will take somewhere between 20-50 job applications before you get that first job.

Step 4 – Following up your initial contact

Follow up your letters, emails, visits and phone calls, in particular, where you have left messages which have not been returned. When you receive a “Yes”, you MUST tell all the others who are considering you, that you have a placement.

Step 5 – Complete & Submit the Work Experience Placement Information Form

When you receive a YES, do these two things:

- Firstly, complete the Work Experience Placement Information Form online at <https://forms.gle/F6V9qYbH57c4MYnA9> . Make sure you complete all details accurately.
- You will eventually be emailed a Work Experience Arrangement Form. You will need to complete the Student Details, Student Agreement and Parent /Guardian Agreement. Please return to the Careers Room.



Under no circumstances is any student to attend Work Experience until all the required legal documents are completed.



Timeline

Monday 7 March,
2022

- Complete Work Experience Placement Information Form on line @ <https://forms.gle/SoJL9gPuo9RzT16BA>

During March

- Employer will be emailed the Work Experience Arrangement Form by the school.
- Once completed the school will forward the form to the student to sign and have a parent/guardian sign

Friday 8 April,
2022

- Final day to hand in to the Careers Counsellor the completed Work Experience Arrangement Form

Monday 2 May to
Friday 6 May (A-D)
and Monday 20
June to Friday 24
June (E-H), 2022

- Undertake Work Experience placement



During Your Placement

Every student will be on a Work Experience placement during the allocated time. While you are very busy during your placement, it is important that you stop and reflect on what you have done during your placement, what you have learnt, and what skills you have developed. To keep an accurate record, every student must keep a log book or blog about their experience and record what happened every day.

Date	Tasks (including equipment/tools used)	Associated employability skill/s	Student reflection, e.g. What new things did you learn? What would you like to do/learn next time? What will you do differently on your next workplace day?

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Work Experience Debriefing

Student evaluation form

Your answers to the following questions will assist us to improve the program for those students participating next year. Please write clearly and use full sentences.

Name: _____

Year: _____ Form: _____

Employer's name: _____

Dates worked: From _____ To: _____

Total hours worked per day: _____ Total hours for the week: _____

No. of days worked: _____

1. Did you enjoy the week? Yes ☐ No ☐

Why/why not?

2. Was the time on work experience long enough? Yes ☐ No ☐

3. Has the experience been useful? (Explain) Yes ☐ No ☐

4. Were you able to find out things you wanted to know about the job? (Explain) Yes ☐ No ☐

5. Were you able to do the work given to you? (Explain) Yes ☐ No ☐

6. Was the work you did interesting? (Explain) Yes ☐ No ☐



7. Were the people you worked with friendly and helpful, or did you feel unwelcome?

8. What did you like most about the job?

9. What did you like least?

10. What would have made the experience a better one?

11. Would you like to do this job permanently? Give reasons.

12. Have you changed your mind about your job preference? Give reasons.

13. Are you now more sure of the career you want and the course you want to do in Year 11? Yes ☐ No ☐

14. General comments:

Student's signature: _____ Date: _____



Which of the following areas did you demonstrate abilities in during this placement?

EMPLOYABILITY SKILLS	YES	NO	N/A	EXPLAIN
Communication				
Team Work				
Problem Solving				
Self-Management				
Planning and organizing				
Technology				
Learning				
Initiative and enterprise				

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Resources

Below are some examples of work experience programs that are available. This is not an exhaustive list of options available and students do not have to participate in these programs.

Defence Work Experience Program

<https://defencecareers.nga.net.au/cp/index.cfm?event=jobs.listJobs&audiencecode=defenceworkexp>

The National Gallery of Victoria Work Experience Program

<https://www.ngv.vic.gov.au/about/people-and-careers/work-experience/>

Applications are Open now for the 2022 program and close on Friday 1 October 2021.

The Royal Women's Hospital Work Experience Program

<https://www.thewomens.org.au/careers/work-experience/>

Applications for the 2022 Year 10 Work Experience program will open in November 2021. Dates for placement were not available at the time of publication.

Work Experience at Cabrini

<http://www.cabrini.com.au/careers/work-experience-at-cabrini/>

From the 2021 Work Experience Program we only accept applications from Year 10 students who have a parent [mother and/or father] currently employed by Cabrini or have a parent who is an Accredited VMO at Cabrini . Please monitor the website for updates.

Monash Health

<https://monashhealth.org/careers/work-experience/>

Centre for Astrophysics and Supercomputing

<https://www.swinburne.edu.au/collaboration-partnerships/school-programs/work-experience/>

Please e-mail a cover letter and a resume to ejbarnett@swin.edu.au or schoolprograms@swinburne.edu.au.

Whitehorse Manningham Libraries

<https://www.wml.vic.gov.au/About/Jobs-Volunteering/Work-Experience-Community-Service-Professional-Placement>

Melbourne Symphony Orchestra (MSO)

<http://www.mso.com.au/about-us/employment/work-experience/>

Melbourne Theatre Company

<http://www.mtc.com.au/education/students/work-experience/>

Information about 2021 opportunities will be available November 2020.

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Australian Centre for the Moving Image

<https://www.acmi.net.au/about/careers/work-experience/>

Check website for details.

Alfred Health

<https://www.alfredhealth.org.au/careers/work-experience>

Applications for 2021 will open soon, monitor website.

Austin Health

<https://www.austin.org.au/careers/work-experience>

Open now!

Shrine of Remembrance

Try emailing alangley@shrine.org.au

Department of Justice & Regulation

The department is committed to professional development and offers placement opportunities to both tertiary and secondary students. Check out the opportunities at

<https://www.justice.vic.gov.au/careers/student-placement>

Public Record Office Victoria

Public Record Office Victoria provides work experience and placement opportunities for secondary school and further education students. Our work experience program gives students an insight into the daily operations of the state archive, and a glimpse of what working life is all about! Students work on a specific project and are given valuable hands-on experience in an archival environment while completing the requirements for their studies.

To apply email people.culture@prov.vic.gov.au

Parks Victoria

Parks Victoria at times provides work experience opportunities for secondary school students. Check for updates at <https://www.parks.vic.gov.au/get-into-nature/careers/work-experience>

City of Stonnington

Have a range of opportunities. For information and to apply, go to 

<https://www.stonnington.vic.gov.au/About/Careers/Work-experience>

SYN Work Experience

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The SYN Work Experience program is a week long program offered to Year 9 & 10 students. The program immerses students into media making, giving them the opportunity to participate in live radio and television, produce podcasts, write blogs and get first hand experience in SYN and the wider media.

Learn more

<http://syn.org.au/workexperience/>

Boroondara City Council

Placements take place in various departments across Council, including:

- People, Culture and Development
- Library Services
- Arts and Culture
- Traffic and Transport
- Local Laws
- Family, Youth and Recreation
- Statutory Planning
- Health, Active Ageing and Disability Services
- Environment and Sustainable Living.

<https://www.boroondara.vic.gov.au/about-council/jobs-and-careers/apply-work-experience-0>

The Florey

The Florey is the largest neuroscience institute in Australia. Their work experience program is offered to year 10-12 students who are interested in the development and functioning of the brain; how it works and what happens when it goes wrong.

<https://www.florey.edu.au/work-experience>

The Baker Heart and Diabetes Institute

<https://www.baker.edu.au/contact-us> or email reception@baker.edu.au

Victorian Auditors General Office

Work experience provides secondary students with the opportunity to participate in a professional working environment and helps them to increase their awareness of the operations of government. Go to the following website to register your interest

http://www.audit.vic.gov.au/career_centre/interns_and_work_experience.aspx or email recruitment@audit.vic.gov.au.

County Courts

Details not available at time of publication but worth keeping an eye on

<https://www.countycourt.vic.gov.au/learn-about-court-educational-resources/year-11-and-12-court-visits>.



La Trobe University Wildlife Reserve

The La Trobe Wildlife Sanctuary offers engaging Work Experience placements for students currently in Year 10.

Our Work Experience Program is designed to foster new skills in young people, create an awareness and appreciation of the conservation and biodiversity management industry and demonstrate the breadth of career opportunities in environmental science, research and education.

<https://www.latrobe.edu.au/wildlife/get-involved/secondary-school-students>

YMCA Victoria

If you're interested in a career in aquatics, health and fitness, camping and outdoor education, student accommodation, youth services, children's programs, community development, management, OHS, marketing or administration services, we can assist you to discover a career full of diversity.

Work experience and student placement opportunities vary between YMCA centres. Please contact your [nearest YMCA](#) to ask about work experience opportunities.

University of Melbourne Science Faculty

The Faculty of Science will offer work experience to Year 10 students in June each year. Applications will open in February 2022 at <https://science.unimelb.edu.au/engage/science-in-schools>

Swinburne University

Students can apply for a place directly with the faculty. To apply, fill out a [work experience application form](#) and forward it to fset-info@swinburne.edu.au.

Monash University - The School of Biomedical Sciences and Biomedicine Discovery Institute

<http://www.med.monash.edu.au/sobs/teaching/secondary/work-ex.html> keep an eye out for 2022 opportunities.

Peter MacCallum Cancer Centre

<https://www.petermac.org/education/research-education/school-science-outreach-activities>

Australian Archaeological Association

<https://australianarchaeologicalassociation.com.au/students/#>

The Drum Youth Services

<https://thedrum.ds.org.au/get-involved/student-placement-application-form/>



A Life without limits

Interested in geography, maths, IT and the outdoors? If this sounds like you, why not try surveying on for size?

Register your details at <https://www.alifewithoutlimits.com.au/secondary-students/> and they'll make enquiries on your behalf.

CSIRO

<https://www.csiro.au/en/careers/Scholarships-student-opportunities/work-experience>

AIE Work experience Program

AIE Work Experience Program is a great way for secondary school students in years 10 to 12 to learn about the interactive entertainment and digital industries.

<https://aie.edu.au/student-information/work-experience/>

Bureau of Meteorology.

Keep an eye on <http://www.bom.gov.au/careers/work-experience/>

Outdoor School 15 Mile Creek

<http://www.outdoorschool.vic.edu.au/student-teacher-placement-and-work-experience-2/768/>