



# TRINITY GRAMMAR SCHOOL, KEW

Work Experience Booklet

2023/2024

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.

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1. All requests for alterations or variations must be in a letter addressed to the Careers Counsellor, Head of Year and the Head of Senior School  
2. Please note that all information and links were correct at the time of publication



# 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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**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**

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#### **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**

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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**

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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**

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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

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(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

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- 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

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- 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 a struggling for ideas try using these resources:

- My Future <http://www.myfuture.edu.au/>
- Your Career <https://www.yourcareer.gov.au/>

Alternatively, book into see the Careers Counsellor at

<https://outlook.office365.com/owa/calendar/TrinityCareers@trinitygrammarkew.onmicrosoft.com/bookings/>

List the jobs you would like to explore in the 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).

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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?

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**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:

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- 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, Your Career, Labour Market Insights or Jobs and Skills Australia. 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 22 to Wednesday 24 April and Friday 26 2024 (for A-D)/ Monday 24 to Friday 28 June 2024(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 Monday 22 to Wednesday 24 April and Friday 26 2024 (for A-D)/ Monday 24 to Friday 28 June 2024(for E-H) for four/ 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 April/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. This is available on MyTGS at <https://mytgs.fireflycloud.net.au/careers-1/work-experience>. 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 4 March,  
2024 for 10A-D or  
Friday 26 April  
2024 for 10E-H

- Complete Work Experience Placement Information Form on line  
@ MyTGS Careers page

During March for  
10A-D or May for  
10E-H

- 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

Monday 1 April,  
2024 for 10A-D  
and Monday 3  
June 2024 for  
10E-H

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

Monday 22 to  
Wednesday 24  
April and Friday 26  
2024 (for A-D)/  
Monday 24 to  
Friday 28 June  
2024 (for E-H).

- 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?

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

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

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

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

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

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

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8. What did you like most about the job?

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9. What did you like least?

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

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

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

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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:

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Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_



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

<b>EMPLOYABILITY SKILLS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>EXPLAIN</b>
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&audiencetypecode=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 2024 program and close on Monday 20 October 2023.

### The Royal Women's Hospital Work Experience Program

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

Applications for the 2024 Year 10 Work Experience program were not available at the time of publication.

### Work Experience at Cabrini

From the 2021 Work Experience Program Cabrini 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 at Swinburne University

<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](mailto:ejbarnett@swin.edu.au) or [schoolprograms@swinburne.edu.au](mailto:schoolprograms@swinburne.edu.au).

### Biotechnology and Biochemistry at Swinburne University

Students will learn about:

- chemistry
- DNA, PCR, electrophoresis
- cell culture
- organic chemistry and analytical instruments
- materials characterisation
- confocal and fluoro microscopy
- microbiology streaking, gram stain, and ID of colonies.

For further information you can contact us at [schoolprograms@swinburne.edu.au](mailto:schoolprograms@swinburne.edu.au) or go to <https://www.swinburne.edu.au/collaboration-partnerships/school-programs/work-experience/>.

### Applied Mathematics at Swinburne University

Students will have a chance to:

- learn about differential equations



- obtain hands-on experience with MATLAB as a high-level programming language
- apply maths to solve real world problems in mathematical biology.

For more information go to <https://www.swinburne.edu.au/collaboration-partnerships/school-programs/work-experience/>.

#### **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/>

#### **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!

#### **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](mailto: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>



### **SYN Work Experience**

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/>

### **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://florey.edu.au/careers-and-study/>

### **The Baker Heart and Diabetes Institute**

<https://www.baker.edu.au/contact-us> or email [reception@baker.edu.au](mailto: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](http://www.audit.vic.gov.au/career_centre/interns_and_work_experience.aspx) or email [recruitment@audit.vic.gov.au](mailto: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.

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### **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 January 2024 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](mailto: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 2024 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/>

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### William Adams CAT

Do you want to have experience with one of the most progressive Caterpillar dealers? Would you like to add a substantial reference to your resume? Do you want to work in the industry that you wish to have a thriving career in? Then the answer is simple!

William Adams can offer work experience to secondary school students from February through to November, with placement's available in the following areas; Diesel Technicians - Earthmoving and Truck Service, Boilermakers, Parts/Warehousing, Finance and Administration, Sales and Marketing, People and Culture and Information Technology.

To find out more about our work experience program, please contact our People and Culture team on **03 9566 0971** or email: [peopleandculture@wadams.com.au](mailto:peopleandculture@wadams.com.au) or visit <https://www.williamadams.com.au/careers/work-experience/>

### The City of Melbourne

All available placements for work experience opportunities are advertised on their [careers website](#).

### Dandenong Veterinary Hospital

If you would like to apply for a placement, please complete the following:

- Email us at [work@dvh.com.au](mailto:work@dvh.com.au), Subject line = Attention: Work Experience Coordinator (Secondary Students)
- Include your available **dates for placement**
- Have your email **cover letter** explain *why* you would like to be considered for placement, and
- Attach an up-to-date **resume** to the email. If you don't have one, then now is the time to develop one!

### Victorian Public Service

Most departments, agencies and other Victorian public sector organisations are happy to arrange work experience placements for students. You can contact them directly for information and placements. For contact information, visit the [Victorian Government website](#).

### City of Monash

**Before students apply**, we encourage them to think of **their top 3 preferences** in their **areas of interests** in Council.

Monash Council will generally accept work experience students in the following areas:

- Engineering
- Building
- Urban Design
- Aquatics and Recreation
- Community Events
- Customer Service and Administration
- Halls
- Capital Works
- Finance
- Strategic Planning and Economic Development

Applications must be submitted a **minimum of 6 weeks** before your proposed placement start date.

- Attach your resume and any introductory letters and/or placement from your school, university or program



- Placement start dates
- Advise of your **3 top areas**

Any applications submitted that do not include the above information will not be considered.

If successful, we will contact you within **10 business days** to let you know if a work experience placement is available and what you need to do next.

If you have any questions about work experience, contact our People and Culture Team on **9518 3555**.

Applications for work experience should be sent to [workexperience@monash.vic.gov.au](mailto:workexperience@monash.vic.gov.au)

### **WEHI Medical Research**

Under WEHI's Secondary School Work Experience Program, students will have a unique opportunity to learn about careers in medical research by participating in a five-day program of research activities with our scientific teams. For details go to <https://www.wehi.edu.au/education/school-resources/work-experience>

School students who are not able to apply for the Secondary School Work Experience Program may directly contact [laboratory heads](#) or [heads of our Professional Services](#) teams about undertaking work experience at a mutually convenient time.

### **Parliament of Victoria**

**Parliamentary Sitting** placements provide the opportunity to see the law-making process up close. Students will go behind the scenes with the staff who directly support Parliament sittings, to get a deeper understanding of our democratic processes. [Find out more.](#)

**Parliamentary Services** placements offer a variety of opportunities that can be matched with a broad range of student interests and career goals. Students will have the option to work with staff in one of the many professional service areas that support the day-to-day business of Parliament. [Find out more.](#)

*(If you are interested in a placement with a member of Parliament, please [contact the member's office directly.](#))*

You're invited to submit an expression of interest that will tell us about your career goals, your current areas of study and what you'd hope to get out of a work experience placement at the Victorian Parliament.

This process will take you about 10 minutes to complete. You will need to complete the form in one session because you can't save an incomplete form and return to it later. To help you prepare to complete the form, [you can read the questions here.](#)

### **Davidsons**

Davidsons is a leading accounting and business advisory firm with offices in Geelong (Head Office) and Torquay.

Davidsons is proud to offer the opportunity for students, either in secondary school or at university, to participate in their internship program & work experience. During your time at Davidsons students will work alongside their professional staff and be exposed to experts within the industry.

Davidsons internship program & work experience provides students with the valuable opportunity to:

- develop employability skills
- explore possible career options

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- understand employer expectations, and
- Increase their self-understanding, maturity, independence and self-confidence.

Whilst they are currently not accepting formal applications, if you would like to enquire about a work experience opportunity please submit the form on their [Contact Us](#) page.

### **Geelong Regional Library Corporation**

Geelong Regional Library Corporation welcomes applications for short, work-based learning placements from secondary students who are interested in working within our libraries.

Applications will be considered if you are a Secondary Student aged 15 or above. The placement must be authorised by your school. Applications are reviewed and assessed on a case-by-case basis depending on the needs and capacity of the team, the location that you wish to be placed with and availability of suitable work.

How to apply:

Include a cover letter outlining why you are interested in work experience at Geelong Regional Library Corporation

A copy of your resume

Any information provided by your Secondary School regarding this work experience placement

Each year we offer up to 7 work-experience placements to secondary school students

GRLC can only support work experience for students aged 15 and above

Have you got any questions? Please contact the People & Culture Team - [hr@grlc.vic.gov.au](mailto:hr@grlc.vic.gov.au)

### **Phillip Island Nature Parks**

Work experience opportunities are available for secondary (year 10 and up) students who have a passion for working in the environment. Phillip Island Nature Parks unique week-long program allows students to gain hands on experience across our ecotourism and conservation organisation.

Students accepted in the **Phillip Island Nature Parks** work experience program will:

- Spend an evening with their Visitor Experience team, learning the ins and outs of the Penguin Parade and how the team provides a high-quality tourism experience while putting wildlife first
- Get into the field with the conservation rangers and work to maintain beaches and reserves as excellent habitat for wildlife
- Head down to the farm on Churchill Island and spend a day caring for and maintaining this significant heritage site, as well as the adorable farm animals.
- Join the Barb Martin Bushbank team in propagating indigenous and endemic species to support habitat creation across Phillip Island Nature Parks
- Be inspired by the research team and spend a day assisting with data management and field sites to support conservation work

For more information and to apply go to <https://www.penguins.org.au/about/work-experience/secondary-school-work-experience/>.



### **Sovereign Hill**

Sovereign Hill offer some interesting options for students. Check out the details at <https://www.sovereignhill.com.au/about/careers/work-experience/>.

### **Western Health**

The Western Health Year 10 Work Experience Program provides students with an opportunity to gain an insight into the healthcare industry.

For details go to <https://www.westernhealth.org.au/Careers/Pages/Secondary-School-Work-Experience-Program.aspx>.

### **Monash Biomedicine Discovery Institute**

Each year, more than 50 secondary school students are taken into the Monash Biomedicine Discovery Institutes laboratories for a week-long placement to experience what the life of a research scientist is really like. These placements enable secondary students (15 years of age or older) to gain an insight into careers in biomedical research by allowing them to observe and participate (subject to safety considerations) in the activities of a research laboratory.

The Monash Biomedicine Discovery Institute is a research-intensive institute and our scientists focus on fundamental research questions surrounding health and disease. Consequently, students who can show a passion for science and future careers in research will be viewed favourably.

For details go to <https://www.monash.edu/discovery-institute/engage/schools-and-community-outreach/work-experience-for-secondary-students>.

### **Carla Zampatti**

To apply for an internship or work experience at Carla Zampatti please contact [reception@carlazampatti.com.au](mailto:reception@carlazampatti.com.au)

### **Myer – MYWORKEXPERIENCE**

Before applying online, please ensure you have visited or contacted the Myer store where you wish to complete your work experience placement and have spoken with a member of the Management team.

You will need details of your Myer store contact person to complete your Work Experience online application. Your requested work experience dates will be confirmed at the store and you will be provided with further information to complete your online application.

To apply or for more information go to <https://careers.myer.com.au/caw/en/job/324119/myworkexperience>.

### **Deakin University**

Have placement with their science and engineering program details will be available in February 2024. <https://www.deakin.edu.au/sebe/outreach/work-experience>

### **Bush Heritage Australia**

An independent not-for-profit that buys and manages land, and also partners with Aboriginal people, to conserve our magnificent landscapes and our irreplaceable native species forever. They offer early career development opportunities

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to students in a variety of study areas, both office- and field-based. These are a chance to experience working life at a leading conservation organisation. <https://www.bushheritage.org.au/who-we-are/about/employment/internships>.

### **MCG Work Experience**

There will be very limited number of placements for the Year 10 student work experience program in 2024. Please keep an eye on the following website <https://www.mcg.org.au/about-us/working-at-the-mcg>.

### **Science Immersion Research Experience (SIRE) – At GTAC**

<https://gtac.edu.au/sire/>

### **Monash Health**

The Monash Health Work Experience Program provides secondary students with the opportunity to gain insight into Monash Health as an organisation and gain experience in the healthcare industry. The program is open to year 10 students who, as a part of their school curriculum, are required to undertake work experience for a period of one week (five consecutive working days). Students are placed within departments to observe and learn. Students are able to participate in activities as appropriate according to the training or expertise they require.

For more details go to <https://monashhealth.org/careers/work-experience/>.

### **BAE Systems**

BAE offer unpaid work experience for Year 10 school students both in-person and online. Students work in teams on a project to develop, operate and maintain a virtual amusement park.

Under guidance from engineering and project management teams, the students work through a number of training modules including digital design, 3D printing, workplace safety and electronics construction.

This program provides students with experience in coordinating a project and showcases what STEM skills are needed to create a roller-coaster for a hypothetical business unit.

We offer two pathways to participate: Face-to-face over 4-5 days; or via online over 3 days. Both program styles are available at various sites and times throughout the year.

For more information go to <https://www.baesystems.com/en-us/careers/skills-and-education/work-experience>.

### **ANSTO High School Work Experience**

The ANSTO Work Experience Program is extensive, interactive and hands on! It offers students a rare opportunity to engage with world-class scientists, gain exposure to working laboratories and gain insights into pioneering nuclear science research at ANSTO.

To register an expression of interest go to <https://www.ansto.gov.au/education/secondary/ansto-high-school-work-experience-program-2023>.



### **Zoos Victoria**

Each year, a limited number of students are selected to gain experience at one of Victoria's four zoos; Healesville Sanctuary, Kyabram Fauna Park, Melbourne Zoo or Werribee Open Range Zoo.

Work experience applications for these properties in 2024 will open in August 2023. Keep an eye on this page <https://www.zoo.org.au/about-us/careers/school-work-experience/> for any updates.

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