



# WORK EXPERIENCE 2019

**Work Experience dates for 2019**

**All students – May 13-17**

Students may elect to do **ADDITIONAL** placements during other times.

These additional placements must be approved by your YLPL.

**NOT possible:**

× June 3 - 21

× July 29 - August 19

× November 11 – 29

## **NEXT STEPS:**

- Go to **myNorthcoteHigh > Careers > Work Experience** (link below)
- Download the Work Experience placement form and print BOTH sides.
- Work together as a family to identify appropriate placements
- Get the employer to fill out their section **THOROUGHLY**.
- Fill out the student and parent sections **THOROUGHLY**.
- Return the form to Ms Witt in M11.

## **Note:**

- Placements should be organised in Victoria as a first priority.
- You need to download and fill out a Travel and Accommodation Form if:
  - a student needs to reside somewhere other than their own home (even if they are staying with a relative)
  - if the student will be travelling with an employer in a vehicle (even if they are a relative).
- For more information, please go to the myNorthcoteHigh Work Experience page:

**<http://schoolbox.nhs.vic.edu.au/homepage/11750>**

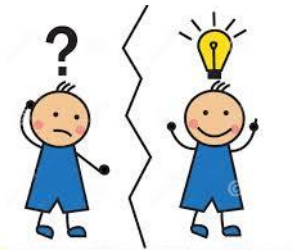
# TIPS FOR IDENTIFYING A GOOD PLACEMENT

**Brainstorm with a friend / teacher / family member & ask yourself:**

## What am I good at?



- Make a list of your skills and the subjects you are good at
- Think about whether you want to use these in your working life or just as hobbies
- Think about jobs where these skills are used



## What do I like doing?



- Think about jobs that require those activities or skills
- Then look for workplaces that offer those jobs
- Use the online Job Guide to research what activities or skills are used in various jobs

## Do I already know what I want to do?

If you already know what you want to study or do as a job later ...



- Think about places where you can find out more about that area of work or study
- Do you know what prior experience you will need? If so, look for a place where you can build some of the skills you will need
- Use the internet (Google, seek.com, myfuture.edu.au,)

## Are there specific skills I want or need to acquire?



- You may already know what you want to study, in which case you will have some idea of what knowledge and skills you need to develop
- Talk to your networks about which businesses might be able to help you develop these skills (eg: if you want to be a teacher, work in a primary school!)

## Who can help me brainstorm & find places to work?

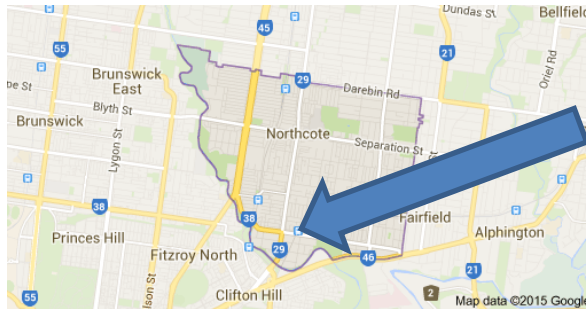


- Talk to family, friends & relatives (these people are your "networks")
- Ask them what they do in their jobs
- If it sounds interesting, ask if they take on work experience students
- Try NOT to simply work for a close relative because it's easy to organise – this is a time when you should be challenging yourself to try out your skills in an authentic setting, which means having to deal with strangers and unfamiliar situations

## Where do I live (or where would I like to try working)?



- Pick your ideal work location and walk down the street
- Look for businesses that do the kind of work you think you would like
- Walk in and ask if they take work experience students! (Or ring them up)



## Is it time to extend my comfort zone?



- Try something different – just because you can.
- Work Experience can be a unique opportunity to gain access to a workplace that might not take you under other circumstances (ie you can work there without having to be qualified and apply for the job)! You may even discover a new passion or develop skills that will lead you in unexpected directions.



## What do I do once I've located somewhere I want to work?



- ✓ Walk in the door (or ring up).
- ✓ Politely ask if they take Work Experience students.
- ✓ If they say "yes", ask if they are able to host you during Work Experience week.
- ✓ Hand them the NHS work placement form, and ask them to fill it in.
- ✓ Bring the form back to Ms Witt at school.





## EXAMPLES OF GOOD PLACEMENTS

Below is a list of larger employers, who have proven to be accommodating and supportive. By the same token, they are popular, and you often need to apply the year before.

**Students should take a look at their websites and email, telephone, or visit them if they want more info.**

Melbourne Sports Hub (MSAC)

3RRR & other community radio stations

RSPCA Vic

Melbourne Aquarium

Australian Synchrotron

Channel 7 Docklands

Melbourne Water

Parks Victoria

Melbourne Sports Medicine Clinic

Local sporting facilities and gyms.

Lost Dogs' Home

Lort Smith Animal Hospital

Salvation Army

St Vinnies or any other op shops

Real estate agents

Arts Victoria

Australian Broadcasting Commission

Local libraries

Walter & Eliza Hall Institute of Medical Research

VicRoads

Australian Centre for the Moving Image

Australian Barista Academy

Accounting firms, law firms, many in the CBD who have been very good to us!

Northcote Plaza Vet Clinic/Fitzroy Vet Clinic/Reservoir Vet Clinic/Best Friends Pet Care

Royal Children's Hospital/Royal Melbourne Hospital/Eye & Ear Hospital

The local primary schools and kindergartens are all outstanding employers from a Work Experience point of view. Try the primary school you attended as your first option.

Austin Health / Northern Health/Other local hospitals

- All hospitals offer great placements, but you have to observe strict guidelines – see each hospital's website for more information.
- For hospital placements, we follow THEIR rules, not ours, in terms of process. Usually that means filling out an application form, getting the OK, THEN coming to Ms Witt for a form.

Universities (specific departments – you will usually need a contact here, so use your networks)

Local councils – they have HEAPS of opportunities in different areas, but often people don't think to look there!

Kindergartens and childcare centres LOVE having work experience students and look after them well.

Coles Supermarkets have been very good to us in the past, and provide a good introduction to the world of work (can also lead into paid employment). However, please don't go there before trying for something more specifically related to your future dreams.