



CAREERS

Student

Work Experience

Resource

Book @ Jan 2020



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WORK EXPERIENCE OPPORTUNITIES

Below is a list of places that offer students work experience. Please note this list is not exhaustive and some require applications months in advance. Some of these may have already closed but you may wish to also consider them for next year. It is never too late to do work experience.

Students interested in finding Work Experience might like to start with the link provided below and discover what fabulous opportunities are on offer. Students can search for Work Experience opportunities, as well as find useful tips about applying for Work Experience, etc.

Details: <http://www.workexperiencedirectory.com.au>

OTHER WORK EXPERIENCE PLACEMENT DIRECTORIES

Preshil Work Experience Employer Register:

<https://docs.google.com/spreadsheets/d/19oz9KBlkyHWvUoYIPtjW4-d6FUzRd8JfySX97QiSwBQ/edit?usp=sharing>

Please email me if you have trouble accessing this document.

INDEED Details: <https://au.indeed.com/Work-Experience-Placement-jobs-in-Victoria>

MEDICAL PLACEMENTS

Royal Women's Hospital (Open November– Closes December)

Year 10 Secondary School Work Experience places will only be available to students who can participate in the program on the available dates offered by the Women's Hospital. Students participating in the program are given the opportunity to spend one week working within available departments to observe and participate in the daily activities of those departments. The Women's strongly promotes involvement in the program and encourages students from all areas of Victoria to apply. Areas of the hospital offering general work experience placements may include: Nursing, Midwifery, Pathology, IT and Administration/Clerical.

For published dates visit: <https://www.thewomens.org.au/careers/work-experience/>

St Vincents

St Vincent's Work Experience placements provide secondary school students in Years 10 and 11 with the opportunity to explore possible career options within the healthcare industry. The program offered is geared towards students who are interested in Nursing and Midwifery careers. Students are encouraged to make a note to check regularly for updates and/or to apply.

For details or published dates visit: <http://svphm.org.au/home/contact>

Monash Health (Open November– Closes December)

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 to 12 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.

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

Cabrini Health (Opens December – Closes Early January)

Cabrini has a limited number of work experience placements for Year 10 students from December each year. Work experience gives Year 10 students time at Cabrini to learn about an occupation or industry by observing others or completing tasks under supervision.

For details or published dates visit: <http://www.cabrini.com.au/careers/work-experience-at-cabrini/>

Alfred Health (Opens December – Closes Early January)

For details or published dates visit:

Alfred: <https://www.alfredhealth.org.au/careers/work-experience/work-experience-opportunities-at-the-alfred>

*Or for 2020 contact direct by calling Human Resources Department on 9076 2047

Caulfield: <https://www.alfredhealth.org.au/careers/work-experience/caulfield-hospital-secondary-school-work-experience-program>

*Or for 2020 contact direct by calling Human Resources Department on 9076 2047

Sandringham: <https://www.alfredhealth.org.au/careers/work-experience/sandringham-hospital-secondary-student-work-experience-program>

*Or for 2020 contact direct to Cathy Howard: c.howard@sdmh.org.au

Epworth

For details or published dates visit: <http://www.epworth.org.au/About-Us/Careers/Pages/homepage.aspx>

Note: For other hospitals not listed above visit their public website for contact details to make an enquiry.

JOURNALISM

Herald Sun, Weekly Times and Leader Newspapers (Opens November – Closes January of the year required)

Please be aware that work experience places at the Herald Sun are highly sought after and extremely limited. They receive hundreds of applications for just 24 openings and selection is based on the questionnaire included in the application.

Unfortunately, just lodging an application will not guarantee a place. Note:

Applications open each December and close in January of the following year. To enquire about work experience opportunities email:

workexperiencevic@news.com.au

For details or published dates visit: <https://www.heraldsun.com.au/news/special-features/news-in-education/work-experience-program-at-the-herald-and-weekly-times-how-to-apply/news-story/04e33dfe7931a63a188dab90caf82df6>

Newscorp

For details or published dates visit: <https://www.newscorpaustralia.com/about-news/careers/>

FASHION, DESIGN & ARTS

Melbourne Fashion Festival

Details: <https://vamff.com.au/>

Melbourne Fashion Week

Details: <http://www.melbourne.vic.gov.au/arts-and-culture/events-partnerships/melbourne-fashion-week/Pages/melbourne-fashion-week.aspx>

The Big Design Market

Details: <http://melbourne.thebigdesignmarket.com/>

Melbourne Fringe Festival

Details: <https://www.melbournefringe.com.au/about/jobs-and-volunteers/>

Note: For other Fashion & Design opportunities not listed above you can visit their public website for contact details to make an enquiry.

THE NATIONAL GALLERY OF VICTORIA

The National Gallery of Victoria offers a limited number of one week work experience placements for secondary school students. The placements range from our Education Department to Front of House, NGV Members and NGV design stores. Work experience in any one facet of the NGV cannot be guaranteed. Placements are limited and they cannot guarantee a placement for all applicants. For this reason they strongly recommend students having other work experience placement options.

Due to the limited number of placements per year, they may also not be able to accommodate your nominated dates. If this is the case, please ensure that you approach your school prior to submitting your application to see if there is any flexibility available. Opens term four each year check website regularly.

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

THE ACADEMY OF INTERACTIVE ENTERTAINMENT:

The 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. The week will open the door to the range of career possibilities in the industry and allow students to get hands-on with the tools of the trade. The Work Experience Program encompasses a range of activities including 3D animation, programming, QA testing and much more. It is offered in April, May, June and July. Opens November each year and places fill fast.

Enquire at: melbourne@aie.edu.au

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

MELBOURNE THEATRE COMPANY:

MTC offers a limited number of work experience placements for high school students each year. Students are assigned to an MTC production for one week to observe rehearsals and assist with small stage management tasks as required. The dates of work experience are determined in advance and students must select their preferences at the time of [application](#). To hear from past work experience students about their time at MTC, [click here](#).

We strongly encourage students who identify as Aboriginal and/or Torres Strait Islander, those from culturally and linguistically diverse backgrounds, and those with disabilities to apply. As we receive a large number of applications each year, we are unfortunately unable to offer a place to every student who applies. Students must be 16 to apply, and preference will be given to students in Year 11.

For enquiries email education@mtc.com.au

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

LOCAL COUNCILS:

Our work experience placements provide students with the opportunity to explore possible career options within Local Government, in order to assist them with their career path. Whilst on work experience students will be given the opportunity to apply and enhance their knowledge and technical skills through exposure of a broad range of activities and gain practical, hands-on experience in the day-to-day operations of one of our departments.

Work experience placements are available in a variety of work areas including:

- Municipal Laws
- Administration and Finance
- Engineering
- Media and Communications
- Human Resources
- Information Technology
- Health and Fitness
- Parks and Gardens

Details:

- <https://www.banyule.vic.gov.au/About-us/Careers/Work-experience-and-tertiary-placement/Work-experience-and-tertiary-placement-form>
- <http://www.whitehorse.vic.gov.au/Employment.html>
- <https://www.boroondara.vic.gov.au/about-council/jobs-and-careers/apply-work-experience>
- <https://www.boroondara.vic.gov.au/about-council/jobs-and-careers/apply-work-experience>
- <http://www.nillumbik.vic.gov.au/Council/Jobs-and-tenders/Work-at-Council/Work-Experience>
- <http://www.melbourne.vic.gov.au/careers/Pages/work-experience.aspx>

All Council Links: <https://www.viccouncils.asn.au/work-for-council/council-careers/find-council-jobs>

SCIENCE RESEARCH

CSIRO

We offer high school science students the chance to gain first-hand experience of our core research in a scientific environment. Our work experience program aims to give students the opportunity to:

- Gain insight and experience into CSIRO's everyday work, which involves solving the big questions facing our country and planet
- Enquire about the type of work being undertaken at CSIRO
- Find out the types jobs that are available in the science industry
- Gain relevant work experience and/or skills
- Explore their interests
- Align school studies with career aspirations.

Details: <https://www.csiro.au/en/Careers/Work-experience>

Or Enquire direct to CSIRO Work Experience Team: workexperience@csiro.au

MONASH - Biomedical Sciences and the Biomedicine Discovery Institute
Monash offers a one-week work experience placements to secondary school students that have an interest in pursuing a career in science. These placements encourage students 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. In 2020 they are offering two rounds of work experience. The details for each round – including key dates – are listed below.

Round 1 - Dates: 30th March – 3rd April, 2020

Applications open: 3rd February, 2020

Applications close: 21st February, 2020

Offers released by: 6th March, 2020

Round 2 - Dates: 28th September – 2th October, 2020

Applications open: 7th August, 2020

Applications close: 21st August, 2020

Offers released by: 4th September, 2020

More more information and to apply:

<http://www.med.monash.edu.au/sobs/teaching/secondary/work-ex.html>

If you have any questions or issues, please contact Laura Reid at laura.reid@monash.edu

PETER MAC

Students interested in work experience are required to send an email expressing their interest in the program, providing information about the dates they are available for the work experience program. Students must be at least 16 Years of age at the time of the placement.

Email any enquiries to the [Research Education team](#), including information about the dates you are required to undertake work experience.

Contact: Dr Caroline Owen (Research Education Manager) Phone: (03) 8559 5948

Email: research.educationadmin@petermac.org

SURVEYING

Are you interested in Geography, Maths, IT and the outdoors?

Register your details at the above link and they will make enquiries on your behalf. You could also ring surveying firms in your local area and ask if they have any placements available. You can also [read this fact sheet about Surveying here](#). Or visit the life without limits website:

<https://www.alifewithoutlimits.com.au/secondary-students/>

DEFENCE:

Defence is committed to providing a national work experience program designed to:

- Demonstrate the wide variety of interesting careers available within Defence;
- Ease the transition of students into the workplace; and
- Contribute to the development of the skills of young people.

Please Note: The Defence Work Experience Program offers unpaid work experience for students residing in Australia. See the exciting work experience placements that are on offer. If you have any queries or feedback in relation to the Defence Work Experience Program please send them to the following address:

Email: Defence.WorkExperienceProgram@defence.gov.au

Details: <http://www.defence.gov.au/WorkExperience/>

Including Aviation roles, Army Technical, Navy Musician (4 places)
E.G Participants for the Navy Musician will have the opportunity to observe the diverse roles of a Naval Musician and to experience a range of music related activities under the close supervision of highly professional Naval personnel. Experience of concert band, ceremonial parade band, big band and chamber, rock & jazz ensemble rehearsals & performances are offered.

FILM RESOURCES FOR EARLY PRACTITIONERS

Film Victoria works closely with [Open Channel](#), Victoria's independent screen industry skills centre, which provides events, development and networking opportunities for emerging and early career filmmakers.

Many great organisations in Victoria provide learning opportunities for working in the film, television and games industries, and offer specialist courses for practitioners to further develop industry skills.

[Open Channel](#) regularly runs short courses, seminars and specialist courses for all experience levels. They also run a young filmmakers school designed specifically for teenagers during school holidays.

Details: <https://www.film.vic.gov.au/funding/early-career/resources-for-practitioners>

LAW

Please visit these organisations websites for possible links to work experience opportunities:

- Survive Law: <https://www.survivelaw.com/>
- Beyond Law: <https://beyondlaw.com.au/about-us>
- Social Justice Opportunities: <http://nationalprobono.org.au/>
- Pro Bono Australia: <https://probonoaustralia.com.au/search-opportunity/>
- Justice Connect (formerly PILCH): <https://justiceconnect.org.au/>
- Community Legal Centres: <http://www.naclc.org.au/>

PARKS VICTORIA

Parks Victoria at times provides work experience opportunities for secondary school students. Such opportunities offer benefits both to Parks Victoria and students. We welcome the opportunity to educate students on the work we do and to assist school students in making decisions about a career path. Work experience is an arrangement that exists between schools and Parks Victoria and we ensure that we comply with all relevant legislation when implementing such arrangements

How to apply?

To submit a work experience enquiry, please complete this form.(MSWord) Application deadlines. All requests for work experience placements must be made by the following dates:

- For placements April to August the application must be in by 2 February.
- For placements September to November the application must be in 2 July.

Late applications cannot be accepted. Allow approximately 4 weeks for a response to your query.

Please note: Parks Victoria can not guarantee placements and recommends that students submit work experience applications with other organisations

Details: <http://parkweb.vic.gov.au/learn/work-experience>

VICTORIA POLICE

The Victoria Police Work Experience Program provides a fantastic opportunity for high school students considering a career within Victoria Police. Students are placed at participating police stations and department units where they will have the opportunity to observe and learn from our Police Officers, Protective Services Officers, Protective Custody Officers and VPS personnel.

Victoria Police offers placements to students who are enrolled at Victorian Secondary schools. Students must be a minimum of 15 years of age at the time of placement and completing Year 10 or above. Placements are only offered to those students studying Year 10, 11 or 12. The program runs from March until November each year, placements outside these dates will not be arranged. Please note, placements take place for one week only (five (5) consecutive business days).

Nominations are to be submitted through Careers teachers only. Each school can nominate one student per year (unless stated otherwise). Schools with multiple campuses across various suburbs may nominate one student per

campus. Applications are not to be submitted directly to any police station or department unit; no placements will be arranged outside the program. Please be advised that a nomination of a student does not automatically guarantee a placement.

Applications will only be considered if all required forms are completed correctly and signed accordingly.

Details: <https://www.police.vic.gov.au/work-experience-traineeships-and-employment-schemes#victoria-police-work-experience-program-secondary-students>

THE SUPREME COURT OF VICTORIA

The Supreme Court of Victoria is committed to providing a range of educational opportunities throughout the community, and being actively involved with community groups to enhance its status as an employer. The Court aims to provide an enriching environment that supports secondary school students in obtaining practical and worthwhile experiences in potential field of study or interest.

In doing so, the Supreme Court of Victoria offers secondary school students, in Year 10 or above and of the age of 15 years or over, the opportunity to participate in the Work Experience Program. During a Work Experience placement, students can expect to undertake a range of activities, these include:

- Spend time observing cases in a court room;
- Experience working in different areas of the Court;
- Learn about the operation of the Court; and
- Observe the inner workings of the Court

How to apply:

Further enquires regarding the program may be sent to the Human Resources Services Unit at hr@supremecourt.vic.gov.au.

Details: <https://www.supremecourt.vic.gov.au/about-the-court/careers/work-experience-and-volunteering>

VICTORIAN GOVERNMENT & OTHER ORGANISATIONS

Riding Develops Abilities (RDA)

Volunteering opportunities are endless: you could assist during lessons, care for and feed horses, assist with fundraising or even become an RDA coach! There are 34 centres across Victoria ready to connect with you—see if there's a Centre near you by checking the [Find a Centre](#) page.

Details: <https://www.rdav.asn.au/get-involved/volunteer/>

VICTORIAN PUBLIC SECTOR

Each year VicRoads provides work experience opportunities for secondary 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](#).

Details: <https://careers.vic.gov.au/career-pathways/student-work-experience-1915>

YMCA

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.

Details: <http://victoria.ymca.org.au/about/careers/work-experience.html>

SPORT

Cricket Victoria

General enquiry: <http://www.cricketvictoria.com.au/contact>

Melbourne Sports and Aquatic Centre

General enquiry: <https://www.melbournesportshub.com.au/mshub-contact-us/>

Note: For other Sports opportunities not listed above you can visit their public website for contact details or try your local clubs.

ANIMALS

RSPCA

RSPCA do not offer work experience or student placement opportunities however you can consider volunteering.

Details: <http://www.rspcavic.org/volunteering/>

ZOOS VICTORIA

Secondary school work experience can be an extremely valuable experience for young people. Zoos Victoria has developed a secondary school work experience program to inspire the next generation of youth to be inspired to work with wildlife.

Each year, Zoos Victoria selects a limited number students as part of their work experience program to gain experience at one of Victoria's three zoos; Healesville Sanctuary, Melbourne Zoo or Werribee Open Range Zoo. Although the programs are slightly different at each property, we hope that all students finish the week with a deeper appreciation for wildlife and the environment we share with them.

The program is an all-weather, full day work program (start and finish times vary per property). Successful students will be required to perform physically demanding manual labour duties under supervision.

Zoos Victoria accepts applications one year in advance from interested secondary students.

Who is eligible?

Victorian secondary students aged over 15 years are eligible for the program. School Careers Coordinators can only endorse one student per school.

Details: <https://www.zoo.org.au/education/student-hub/work-experience-and-tertiary-placements/>

HOSPITALITY

For opportunities in hospitality please try your local cafes and restaurants or try visiting: <https://au.indeed.com/Work-Experience-Hospitality-jobs-in-Melbourne-VIC>
We also have some listed in our Preshil Employer Register.

CHARITABLE FOUNDATIONS AND BUSINESSES

The Lord Mayors Charitable Foundation

As a charitable community foundation, their role is to connect people, ideas and funding to create positive social change and address Melbourne's future needs, now. Since its establishment in 1923, Lord Mayor's Charitable Foundation has become one of Australia's leading philanthropic organisations by proactively supporting Melbourne and its community: <https://www.lmcf.org.au>

Fareshare

FareShare rescues surplus food and cooks free, nutritious meals for people doing it tough: <https://www.fareshare.net.au>

The Asylum Seeker Resource Centre

The Asylum Seeker Resource Centre (ASRC) is both a place and a movement. We are an independent not-for-profit organisation, whose programs support and empower people seeking asylum. As a movement, we mobilise and unite communities to create lasting social and policy change: <https://www.asrc.org.au>

Volunteering for Teens

More than 6 million Australians make a difference by volunteering each year, doing a wide range of tasks for a wide range of volunteer involving organisations. People volunteer for many reasons and in many different ways. Some use volunteering as way to gain new skills or add to their CV. Others use it as a way to meet new people, make new friends or try something new. Making a difference to the community and having a sense of purpose are also popular reasons for volunteering. Whatever your own personal reason is for volunteering, rest assured it is a two way exchange – you give but you also gain: <https://govolunteer.com.au/>

**Remember if something you are interested in is not listed above please don't be afraid to just research online and make a direct enquiry.
You never know your luck!**

All effort is made to keep this document up to date but please check links regularly as websites and specific pages do change without notice and if you find something that interests you you might be able to subscribe for alerts when things become available. It is meant to be a guide to help you find specific contact pages during your initial research. New versions of this document will be updated in Compass your Resources.

ORGANISING AND COMMUNICATING WITH THE EMPLOYER

What to say and how best to behave – in person or by phone

1. In some cases the employer will not know why you are there, or why you are calling them, so you will need to explain yourself clearly. **REMEMBER**, you are asking them if it would be possible to do work experience, not telling them you will be coming for work experience.
2. Say: “Hello, I amfrom Preshil Secondary School. I would like to talk to someone about the possibility of completing work experience with your business” Make sure you know the occupation you are interested in experiencing.
3. If they say they are unable to take you, thank them for their time. Depending on the conversation it may be appropriate to ask them if its ok to try again at a later time, (if in person – also shake their hand, look them in the eye and smile).
4. If they say YES, then ask: “Can you please tell me if there any particular dates which work best for your business and who is the best person to speak with for future conversations?”

Make sure you write down the name and contact details of the person who you will be communicating with. If the employer asks if Preshil provides insurance, you can say yes, and you can download the **Certificate of Currency** and either print and take to the business in person or download and email to the best person within the business. I can provide you with this document.

You will need to get your paperwork signed and returned to me ASAP, and **MUST BE BEFORE** you commence your work experience, otherwise you WILL NOT be covered for insurance in case of any incident or accident. Please download your forms from Compass or the Preshil Careers Website, Here: <https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/careers/work/WEarrangefrmamended.pdf>

5. Find out what you have to wear, what time you are required to start and finish and are there any special instructions. Those details and more **MUST** be on your completed work experience form, which you give to me ASAP or before your work experience commences.

After you have finished your work experience

1. At the end of your work experience days or week, thank them with a letter or email and thank them in person by name and shake their hand.
2. Complete your student Feedback and reflection and return to me, which I will then scan for my Career Program records and give back to you.

Remember that first impressions are vital so be well mannered, organised and confident. **If you have impressed the business and you are in 10, you may like to ask if they would be interested in talking about employing you as a School Based Apprentice or Trainee. If they say yes, please ask if your**

Careers Counsellor can call them to discuss how this program works. If you are year 12, you may like to ask if they would be interested in talking about employing you as a Gap Year student or as a Casual or Part Time Employee while you are studying at University, or ask if they may be interested in giving you work or an internship while you are on your University holidays if their workplace is closely linked to your University interests.