

Victorian Secondary School Work Experience Placement Role Description



Role Description

Work experience students will assist in the daily responsibilities of various employees. This may include manual work such as maintaining and cleaning animal areas, food preparation, routine health checks, animal observation, training and socialisation.

Students will be placed under the supervision of several staff members.

Work Experience placements start at 9.00am 3:00 pm Monday-Friday

Prerequisite/Eligibility:

- Students must be 15+ years of age at the time of their placement and currently enrolled in a Victorian secondary school.
- Students must provide their own appropriate clothing and footwear suitable for working outdoors in all weather conditions. (Gumboots, long pants and long sleeve top)
- Students must be able to perform physically demanding manual labour and participate in all aspects of the week's placement.

Placements:

- Secondary school work experience placement dates do not include Victorian Government School holiday periods.
- Students and schools need to be flexible with placement dates offered as they may be outside of your school's preferred work experience placement dates.

Selection Procedures:

- Applications must be submitted online by the student and their school Careers Coordinator.
- Applications submitted by students cannot be considered without Careers Coordinators endorsement.



Cover-letter Format:

Please read and address the criteria below and attach this document as your cover letter.

At the beginning of your cover letter state the following:

- Your name
- Your date of birth
- Your personal contact details (after hours phone number and email)
- Your current year level
- Your school's name/ address
- Your Careers Coordinator's contact details (name, phone number and email)

Please list three preferred weeks you would be able to do a placement.

These must be during 2023 and outside of Victorian Government school holiday periods.

Complete the Experience with Animals Form:

Print and complete the [Department of Education and Training's Proposed Work Experience with Animals Form](#).

This form should be completed by the student, signed by their parent or guardian, and provided to the school's Careers Coordinator to enable them to make an informed decision about their suitability for work experience with animals.

Ensure that you answer:

1. What is your experience (paid work and/or voluntary) involving animals
2. What personal skills or attributes do you have that would make you suitable for working with animals in an animal welfare organisation?
3. Which career path might you choose after completing secondary school?
4. Why do you think animal welfare in breeding facilities is so important?

If the Careers Coordinator is satisfied with the student's suitability, please sign, scan and with the form with your cover letter.