

25 July 2023

Dear Year 9 students, Parents and Parent liaisons,

**RE: Work Experience 2024- Monday the 24 June to Friday 28 June inclusive.**

Work Experience for school students began in the mid-1970s as a way of enabling students to explore and experience the world of work. The provision of a week “out” at work has become part of the Alphington Grammar Year 10 programme. We are very pleased to say that after the turbulence in the work place of the last few years employers are generally happy to take on work experience students as long as they follow the health protocols of the workplace.

Work Experience involves Year 10 students in short term industry placements, which broaden their experiences and understanding of the world of work and career opportunities. Placements with parents are not recommended as students gain many more benefits from meeting new challenges in new environments. In general, students observe different aspects within an industry and assist with tasks allocated by their supervisor. It is favourable to offer the placement to another student of their cohort if applicable.

Work Experience students are assessed / evaluated by the school according to school-based criteria. The employers are also asked to give feedback on the performance of the students in the workplace.

In 2024 the students will be going out on work experience as a block during the last week of term 2, from Monday the 24 June to Friday 28 June inclusive.

We will meet with the students in order to go through the requirements and procedures needed to secure a placement for work experience.

It is essential to remember that good jobs are difficult to find if left to the last minute. So start now.

The legislation covering work experience requires all students to complete work on **Occupational Health and Safety** knowledge prior to students attending their placement. They must also pass an “on-line” test on OH&S before they are allowed to attend work experience.

Each student will be contacted by a teacher from Alphington Grammar while out on placement.

As part of the Year 10 course - Semester 1, each student is required to secure a work experience placement for this time as soon as possible. Many Year 10 and 11 students from most schools in Victoria also participate in Work Experience during this popular time, workplace positions and as such job placements are very competitive, so you need to apply as early as possible to as many places as you can to secure your first preference. Do not feel dejected when a few of your applications are not accepted, but persevere.

## **In preparation for your placement you will be required to complete the following tasks.**

- A Resume / CV
- A letter of application/Covering letter
- [Safe@work](#) general module
- [Look Out For It](#) by Work Safe, student work book
- Online Test at [www.sofweb.vic.edu.au/safe@work](http://www.sofweb.vic.edu.au/safe@work)
- Submit to me the [Award of Attainment](#) to be signed and stamped.
- Complete the Work Experience agreement form
- Complete the Extra Covid safe agreement form

Feel free to contact me at [hm@ags.vic.edu.au](mailto:hm@ags.vic.edu.au) for any further information regarding Work Experience and Careers.

Work experience is invaluable some tips to Assist in your research and application for work experience:-

### **Try before you buy.**

Work experience is a great way to develop and enhance your skills within an actual workplace setting, as well as learn what to expect if you have never worked before.

If you're unsure about your career direction and have a curiosity about a particular role/industry, work experience can also allow you to see if it's the right move for you.

Work experience allows people to gain valuable transferable skills and experience. Voluntary work opportunities are valuable for anyone, particularly if it allows you to get your foot in the door to a new industry/role.

### **Be organised and apply early.**

If you are interested in a particular company try sending your prepared resume and cover letter introducing yourself. Call the company before you send your resume to find out whether they have any opportunities and to find out the name of the person to whom you should send your details. (Work Experience coordinator or just to HR)

Some companies do not offer work experience placements so remember not to take it personally if you get a knock back.

### **Use your contacts.**

The best way to score great work experience is to contact companies directly. Ask people in your network of contacts to see whether they know of any companies or people you could speak to. You can also go to your local council website and see whether they have listings of possible voluntary work experience opportunities.

Work experience opportunities will probably not be advertised so these methods are probably the best.  
**Work out the details.**

Generally work experience is unpaid. But remember that the work experience you are gaining is valuable and will support you in portraying relevant and transferable skills to a future employer.

As you are doing your work experience through school then your placement shouldn't run for more than one week. If you seek voluntary opportunities outside of school, the placements will probably be determined by the organisation. Please feel free to arrange more work experience during your holidays.

### **Make a good impression**

Work experience is your chance to impress. Dress appropriately; listen carefully to instructions; work diligently; show initiative and the ability to learn quickly; perform tasks promptly. If you do all these things you should wow your supervisor and score a good reference while you're at it.

Many big companies offer specialised work experience opportunities. Make sure you apply early to avoid missing out; most programs have already opened applications for next year.

Yours Sincerely,



Mrs. Mallis  
Careers Practitioner and Work Experience Coordinator.

## Preparation for Work Experience: Preparing a Resume or Curriculum Vitae and Covering Letter

Focus on what you are good at and consequently the career direction you should taking.

When preparing a resume it assists you to understand which of your skills / competencies you wish to concentrate on and develop.

Regard it as a ticket to entering the job race.

To beat the competition.

Identify any gaps that may appear

Resume:

- Customer focused
- You have 100% control of what is written
- It is a competitive document
- You can only sell yourself once you know yourself
- Fashion item
- Recruiters eat what you feed them
- The Resume is an Art form – An image not a picture is created and it reveals the real you.

Remember the following:

- Tell the truth: Present yourself in the best light possible, omissions are ok but no Fiction.
- Start fresh: for each job freshen up if need be
- Write, write, write and rewrite: like writing a film your first draft is rarely the best
- Be perfect: Nothing to make the reader reject you, like poor spelling grammar
- Be user friendly: Not too difficult to read- layout, length, content
- No irrelevant information: Sharp focussed slick- like a good advertisement short and sharp!
- Be brief
- Use short sentences 12 to 16 words in a sentence.

“Millers Law” psychologist: states that the magic number is 7 plus or minus 2,

As humans we can remember 7 concepts at any one time, if you are very clever up to 9 or it can go to as low as 5. So 7 – 9 skills, 7 – 9 achievements.

- Delete first person “I” ( Organised, not, I organised, Designed not I designed)
- Use past tense because it gives the impression that you have actually done something it has been achieved and completed
- Listing and rank order- always start with competitive activities then followed by social eg Not Knitting, Reading, Socialising Squash BUT Squash, Socialising, Reading Knitting.

**Template:**

Name  
Address / Postcode  
Telephone/ mob. And fax  
Email  
Career Objective Statement

Career achievements:

Training  
Education  
Interests  
Personal Details: – traits/ personal data  
Referees

(Reverse Chronological rule.)

**Setting Out:**

Left to Right  
Language- immediate past tense of the verb:  
Managed      Management  
Improved      Improvement  
Designed      Designing  
Analysed      analysing  
Directed      Directing

No gimmicks  
No photos  
No questions of Salary  
No references attached but rather    Supplied on request

White A4 paper    NO colour

**Font – nothing fancy**

**DON'T OVERUSE CAPITALS**

***Avoid italics***

**Don't underline**

**Minimise bold type**

No clip art

Check where your paper folds!

## **Structure of the Covering Letter**

The purpose of the covering letter is very simple; it is to get the recipient to read your resume – as obvious as this is many letters are:

- Too long
- Repeat the content of the resume
- Are written from the applicants point of view
- Contain negative information.
- Contain spelling and grammatical errors

You only need three (3) paragraphs:

**1<sup>st</sup> Paragraph** : From the recipients point of view, stating a benefit for the employer, or giving your reason for writing eg for work experience, eg:

- ‘Your advertisement was of great interest...’
- ‘Your company enjoys an excellent reputation....’

**2<sup>nd</sup> Paragraph**: To customise your resume and direct the reader to some unique selling point that meets or hits a specific need of the potential employer. Eg:

- ‘You will see from my enclosed resume....’
- ‘Customer services has been my main .....’
- ‘Being a ..... specialist who is fluent in ....’

**3<sup>rd</sup> Paragraph**: the purpose of this paragraph is to ask for the interview. As interviews are ‘work’ for the human resource people we translate the word ‘interview’ with ‘discussion’, or ‘meeting’. Eg;

- ‘the opportunity of a discussion...’
- ‘the chance to meet with you....’ Or add confidence ;
- ‘Perhaps I may telephone your office to see how you wish to proceed...’and finish with
- ‘I look forward to hearing from you’

Happy endings –

‘Yours truly’ or ‘Regards’

Mrs Mallis  
Careers Practitioner  
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