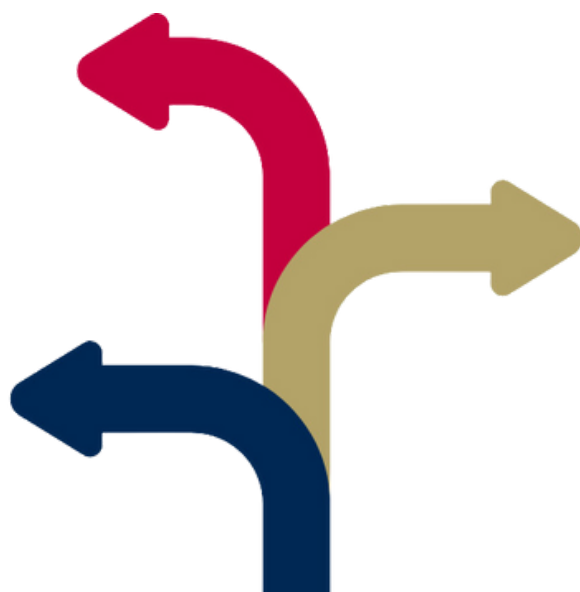


Year 10 Work Experience Guide

2025

How to choose placement; write an effective cover letter and a strong C.V.

Future Pathways Scotch College



What is Work Experience?

Next year, you may choose to participate in a week of work experience. This is an excellent opportunity for you to experience the world of full-time work in an area of interest to you. It will provide you with the chance to experience certain aspects of professional life and therefore, make a more informed choice about an area or style of work you may like to be involved in later in life.

As part of your work experience you will need to pass a series of Occupational Health and Safety Tests for your chosen industry to ensure that you will be safe in the workplace. During the set work experience week, you will attend work each day as an employee of the organisation, and you will perform various duties related to the area of work. If at any stage, you feel unsafe or unsure please do not hesitate to ask your employer for further direction and assistance.

You will be paid a nominal small amount (unless you are working for a government agency or a not-for-profit organisation) to acknowledge your work. This is likely to be paid to you at the end of the week. You may like to consider giving this back to your employer as a gesture of thanks. Ideally, you should also organise a written record of your time and a reference. You can then use this as part of your work folio for future applications.

How do I find a placement?

As part of the program, you will need to **independently** find and negotiate a placement, attending each day under the supervision of your employer.

Ideally, you will organise a placement in an area of interest for you however, you should remember that any experience is a good one. Often, it is difficult to find placements because places are limited and demand is high. So, get started early and be patient.

Work Experience takes place in the Term 3 holiday break. You may not participate in work experience during term time, or any other holiday break period.

Step One

- Write a list of the areas you are interested in.
- Research companies in these areas and create a shortlist of companies which you may like to apply to. Remember to consider the location- try to apply for companies which you can access on public transport etc. easily for the week.
- Consider who you know- are there any family friends who are involved in your area of interest?

Step Two

- First, check the websites for the companies on your shortlist and see if you can access information about work experience on the site. If you cannot find it, ring through to the company and ask who is in charge of W.E. and what the application process is. Remember, always be professional with whoever you speak to- often, everyone has an influence over whether you are chosen. Make sure you get the W.E. contact person's name spelt correctly.
- Work out what each company requires from applicants and when you contact them make sure you have prepared all of the relevant materials. Large companies may accept online applications. Make sure you check due dates and ensure you don't miss the deadline.
- Remember, placements at large companies are in high demand, especially in the medical field, so start early!

Step Three

- Prepare your résumé and cover letters for chosen companies.
- Contact the employers you would like to work for. It is likely that you will have to call the company and speak to the person in charge of Work Experience, or as mentioned, some larger companies may prefer you to apply directly online. It is best if you contact them by phone first and follow up with an email/ fax and written application only if asked to. Ask the employer which method (fax, e-mail or post) they would prefer.
- Note that some employers may ask you to attend an interview for selection into their program. However, it is not common. If so, make sure you have a good knowledge of the company and its role. See the Job Application section for possible questions.

Term 3 holidays: week commencing September 22nd – September 26th, 2025.

If you want to participate in the program then you must have completed 4 or 5 full day's work experience by the beginning of Term 4, 2025.

How do I make sure my phone calls are professional?

- Be clear, courteous and speak slowly.
- Have a clear idea of what you will say before you pick up the phone and dial. You may like to practice your introduction.
- Be patient, you may need to be transferred to several different people. Remember each person you speak with is an important point of contact and will make a range of assumptions about you based on your phone manner.
- Be prepared to leave a voicemail message with the relevant details. Repeat your contact number slowly and clearly twice at the end of the message.

After someone answers the phone, the caller should give his name before asking for the person desired.

When you talk on the telephone, remember:

- Your voice quality (tone). Keep it light and formal.
- Express yourself clearly and concisely
- The person at the other end of the phone cannot see your facial expressions or gestures and the impression he receives depends on what she hears. The telephone carries your voice at its natural volume and pitch. Try not to shout but speak clearly and distinctly.
- Make sure that your conversations with busy people are as brief as possible.
- Time your calls so as not to interfere with the work schedule of those you call.
- Make business calls well before the close of the office hours. Avoid calling during lunch hours.

See this link for a video of tips: http://www.ehow.com/video_4401595_phone-etiquette-making-call.html

Some tips for communicating successfully by e-mail and fax:

- Remember that e-mails may be viewed by others and are considered legal documents.
- Watch your tone. Make sure you maintain a formal and courteous tone and include the usual greeting and sign-off that you would use in a letter.

- Be clear and concise. Choose your wording carefully, don't use CAPS for the body and keep it brief.
- Make sure you explain what any of your attachments are in the body of the e-mail.
- Make sure you proof-read carefully before you send it.
- If you are sending a fax, make sure the communication is clearly addressed to reach the recipient and include the number of pages (i.e. page one of one, or page three of six). Try to keep faxes under six pages.

JOB APPLICATION SECTION

When applying for a work experience position you may also be asked to supply a C.V. / résumé in support of your application. See the following for some presentation and content tips and samples.

How do I layout my cover letter/ letter of application?

- Keep your language clear, concise and professional.
- Your letter of application should not exceed one page.
- See the link below for assistance.

How do I layout my résumé?

- Your résumé should not exceed one page.
- See the link below for assistance.

How do I present myself at an interview?

- Make sure you are neatly and appropriately dressed.
- Ensure you have allowed enough time to get to your interview promptly.
- Try to relax, take a deep breath and make sure you maintain a professional tone throughout.
- See the link below for assistance.

See <https://www.scotch.vic.edu.au/my-scotch-students/course-and-careers-services/job-applications.aspx> for examples.