

## **Work Experience**

As a community partner, Strathbogie Shire Council recognises the importance of on the job practical experience in developing the career direction of students within the region.

Where possible, within the constraints of available resources, we encourage our Departments to participate in work experience programs by undertaking placements, and providing the required workplace education and supervision of students.

### **Applying for work experience**

#### **Step 1:**

Forward a letter requesting work experience to our Human Resource Coordinator outlining your study or career objectives and why you are interested in carrying out work experience with a particular Council Department. Please indicate the dates and times of when you wish to conduct work experience.

This letter can be emailed to [info@strathbogie.vic.gov.au](mailto:info@strathbogie.vic.gov.au); hand-delivered to **Reception at 109A Binney St, Euroa**; or posted to:

**Human Resource Coordinator  
Strathbogie Shire Council  
PO Box 177  
Euroa  
VIC 3666**

#### **Step 2:**

The Human Resource Coordinator will forward your expression of interest to the Manager or Coordinator of your preferred Department. You will be advised within a reasonable timeframe of receiving the request whether or not the Council can accommodate your request to undertake a work experience student placement.

#### **Step 3:**

If we can accommodate work experience, the educational institution (School, TAFE institution or University) must forward a work experience agreement to our Human Resources Coordinator.

#### **PLEASE NOTE:**

*In order to increase the likelihood of us accommodating your request for work experience, you should send an expression of interest at least three months before you wish to commence your placement. This will give Council Departments an opportunity to plan tasks and/or projects to assign to the student, making the work experience placement valuable and meaningful.*

*Placements for tertiary students will only be considered where it is a course requirement of the relevant tertiary institution. Applicants may be required to attend an interview at Council as part of the selection process. A placement is not confirmed until the appropriate work documentation has been provided to Council by the school or tertiary institution.*

#### **Insurance**

Workers compensation cover is held by the Department of Education to cover students on placement and/or work experience. This includes students from secondary schools, TAFE institutions, universities and community colleges.

The details of this cover will be outlined in the student's work experience agreement form provided by their educational institution.

The student cannot commence their placement without this form being completed and returned to our Human Resources team.