

*Work experience whether paid or unpaid is highly valued by prospective employers. This is an opportunity for students to target organisations of their choice in order to obtain course-related voluntary work experience.*

## Using Your Own Contacts to Find a Placement

If you have your own contacts, simply ask at reception for the employer 'Voluntary Work Placements' leaflet which the host organisation is to complete and return for project approval to Careers and Employment.

## How to find an employer if you do not have any contacts

Visit the following web sites to apply for the position of your choice.

### 1. SwinEmploy ([www.swinburne.edu.au/careers](http://www.swinburne.edu.au/careers))

- You will now need to register before you can log in.
- Click on the **SwinEmploy image** (right side).
- Logon with your student I.D.
- Click '**Browse SwinEmploy Jobs**' (on the left) to see list of organisations by service.
- Select '**Voluntary Programs**' and click "**View All**".
- Select the job and click '**View Job**'.
- Follow the 'Application Procedure' to apply for the position.

### 2. See also the Careers and Employment website for private enterprise listing

- Go to **Student Employment** ([www.swinburne.edu.au/careers/student\\_employment.html](http://www.swinburne.edu.au/careers/student_employment.html)). Scroll down to Employment Resources.
- Click on **Employers by Occupation** This will provide a list of private enterprise organisations which you may target for a work placement. You may use the example letter on the back of this sheet and the Voluntary Work Placement leaflet (available from the Careers office) when approaching employers.

### 3. [www.volunteer.com.au](http://www.volunteer.com.au)

- Click on '**Volunteer Opportunity Search**' under Volunteer Tools.

## Process to follow once you have found a placement

- Download the **Student Off-campus Work Safety Compliance Induction form** from ([www.swinburne.edu.au/careers/WEP.html](http://www.swinburne.edu.au/careers/WEP.html)) or pick up copy from the Careers office.
- Complete and return to Careers and Employment.
- Contact the Careers Manager once you have completed the work to obtain a **Certificate of Participation**.

#### Please note:

Students undertaking approved Voluntary Work Placements are covered by Swinburne's personal injury or property insurance for the duration of their placement, provided that the following conditions are met.

- **Employer must have completed the Host Organisation Induction/Safety Agreement Form and returned to Careers and Employment**
- **The placement should be course-related and/or assist with employability skills development**
- **The placement should be undertaken on commercial premises or, if field work, performed under appropriate supervision**
- **The student must be enrolled at Swinburne for the entire duration of the placement**
- **The hours may be worked in total or on a part-time basis (40 to 80 hrs per semester)**
- **The activity placement is not considered high risk**

## Example of a letter requesting work experience

Sam Seeker  
1 Jobsville Parade  
Jobsville, 3124  
Phone: 0418 652 199  
Email: sseeker@optusnet.com

12 September 2008

Ms Regina Harris  
Graduate Recruitment Manager  
Western Health  
PO Box 867  
Greensdale, 3167

Dear Ms Harris

I am currently completing my second year of a three year degree in Social Science at Swinburne University and would like to gain some practical experience within the mental health field. 'Western Health' is of particular interest to me because of the holistic nature of the programs applied to Acute Health, Aged Care and Community Health. I am an avid supporter of this approach and would appreciate an opportunity to join your team as a volunteer.

Along with my studies in social science, I can also offer your company a high level of communication and interpersonal skills developed through my part-time position as a customer service representative at the legal firm McGraw & McGraw. In this position I have had the opportunity to communicate with a diverse range of people (both in person and by telephone) resolving conflicts and negotiating successful outcomes for all parties concerned.

Of further interest to you may be my:

- Excellent writing and research skills developed through numerous laboratory reports for which high distinctions have been consistently achieved
- Experience in a leadership role as a captain of my netball team including the winning of two premierships
- Strong work ethic which each of my referees are willing to confirm

My commitment to community involvement is best illustrated by my three year involvement as a volunteer in the Red Cross Shield Appeal. This is an experience that I found to be highly rewarding.

Please find my resume attached for your consideration.

Yours sincerely

Sam Seeker