



Vacation Work and Work Experience

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WHAT IS IT?

Vacation work is offered by a number of firms around Australia, usually to students entering their penultimate or final year of study. Vacation work programs enable you to undertake up to 12 weeks of work during the summer vacation and allow you to gain relevant course-related experience. They can also be an important way for you to access full-time graduate employment.

Work experience may be available through any firm and allows you to gain relevant experience in the workforce whilst studying.

HOW DO I FIND IT?

Most vacation programs occur with the larger Australian and multinational organisations. Visit the Student Services website and follow the links to Career Development and Employment Services for further links to many of the major graduate employers. In addition, vacation work is regularly advertised on the website, click on 'Graduate Recruitment' for details.

Information can also be sourced through the annual publication Graduate Opportunities available from Student Services at each campus from March each year. (Note that many firms close applications during the July and August period each year).

Work experience can be gained by approaching relevant firms with a proposal to undertake a period of work. This

may involve a set period such as a couple of weeks during the semester break/s, or some sort of ongoing arrangement suited to study requirements.

WHY SHOULD I UNDERTAKE IT?

Although in most instances the work is unpaid, the experiences that you gain are very beneficial to your overall studies; allowing you to gain a real picture of the world of work, and particularly the area in which you are most likely to end up working.

Many students also find that both work experience and vacation work can lead to employment opportunities following graduation, with some firms only hiring graduates who have completed vacation employment with them.

Some courses need students to undertake professional placements as part of the course requirements. If this is the case you should contact your course coordinator – these programs are not coordinated through Student Services.

WHAT DO I NEED TO DO?

It is important that you have a portfolio you can show to prospective employers. The material in a professional portfolio will show what makes one student different from others applying for vacation work or work experience.

Information that may be included:

- an application letter
- your resume
- an official transcript
- a fact sheet – an explanation of the skills/experience in your resume relevant to the position or organisation you are applying to
- references

In the case of online applications for vacation work, you may be asked to attach one or all of these components at the end of an on-line application process, or to an email.

In the case of work experience you can present this portfolio to a number of targeted firms you would like to work for. The success of finding a suitable placement will be enhanced if you are able to use your existing network of contacts (family, friends, current employers, University lecturers) who may be able to open some doors for you.

Before undertaking any kind of work experience, you should ensure you have some form of personal insurance. Insurance for work experience can be obtained through either the Student Association on the Launceston campus or the Tasmania University Union on the Hobart campus.

WHO DO I CONTACT?

Hobart

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