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# Work Experience Workshop

Curtin Careers Centre  
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# Learning objectives



- 
- **differentiate** between productive and unproductive work experience;
  - **explain** the importance of well-organised work experience to a potential placement provider;
  - **identify** strategies and resources that will assist you to locate an appropriate work experience placement;
  - **understand** why you may need to obtain work experience insurance and how you can access the free insurance service provided by the Careers Centre.

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# What work experience can do for you



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- 
- Exposure to your field of interest
  - Narrow and clarify your career goals
  - Make contacts and expand your networks
  - Learn what it is like to work for a specific organisation
  - Increase confidence and professionalism
  - Increase your skills and technical knowledge
  - Increase your marketability

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# Types of work experience



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## Advertised work experience

- Generally larger companies with resources to support a structured program
- Opportunity will be advertised
- Competitive

## Unadvertised work experience

- More common
- Requires initiative and a proactive approach
- Need to research the employer and be prepared to cold call

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# Curtin Graduate Attributes

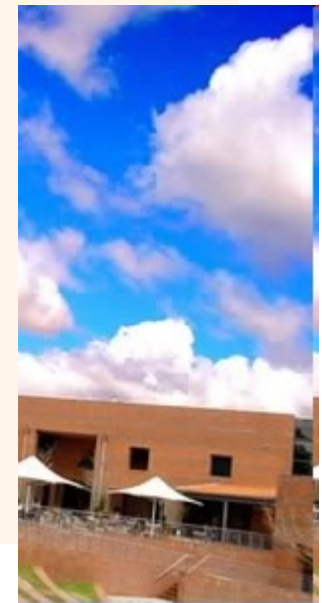


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- Apply discipline knowledge, principles and concepts
- Think critically, creatively and reflectively
- Access, evaluate and synthesise information
- Communicate effectively
- Use technology appropriately
- Utilise lifelong learning skills
- Recognise and apply international perspectives
- Demonstrate intercultural awareness and understanding
- Apply professional skills

[http://otl.curtin.edu.au/teaching\\_learning/attributes.cfm](http://otl.curtin.edu.au/teaching_learning/attributes.cfm)



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## 8 Employability Skills:

- Communication
- Team Work
- Problem Solving
- Self Management
- Planning and Organising
- Technology
- Learning
- Initiative and Enterprise

Can you think of examples where you have shown your employability skills?

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# It all starts with research!



- 
- What do graduate recruiters want?
  - What competencies have you not had the opportunity to develop?
  - Company websites
  - Job advertisements
  - Job descriptions/ selection criteria
  - Professional association competencies
  - Job outlook Australia

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## What do you want to develop?



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- What do you want to achieve from a work experience placement?
  - What technical skills?
  - What employability skills or graduate attributes?

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## Understanding your options



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- 
- What position or role would you like to gain work experience in?
  - Specialisations of interest
  - Do you know of any companies that employ people in this role?
  - Using common job search websites will broaden your awareness of who is employing in your field
  - Research the company's website

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- Accessing the hidden job market

## **What to ask**

- Can you recommend a company?
- Can you provide a referral to a person who can help me further?
- Do you know what opportunities are arising in the near future?
- What key skills and qualities does the employer seek?
- Do they have advertised programs and if so what time of year do they advertise?

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# Informational interviewing



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- 
- Involves interviewing people within the industry/ discipline that you are interested in
  - Advice and feedback on your objective to gain work experience
  - Clarify you are searching for useful information
  
  - Broaden and build you current networks
  - Inside information to transition into the industry
  - Learn about current labour market trends and employment growth areas
  - Who offers work experience opportunities
  - Understand any key skills or knowledge that are essential to the industry/ discipline

# Approaching companies



	Email	Cold calling
Positive	<ul style="list-style-type: none"><li>•Easy</li><li>•Employer can respond when they have full attend to your enquiry</li></ul>	<ul style="list-style-type: none"><li>•Proactive approach</li><li>•Telephoning a company to ask for an opportunity</li><li>•Identify who is the best person to speak to</li></ul>
Negative	<ul style="list-style-type: none"><li>•Passive- employer may choose to neglect email or slow to respond</li><li>•Not effective in you are not sure who is the best person to contact</li></ul>	<ul style="list-style-type: none"><li>•Requires additional preparation</li><li>•May not be able to speak to the person immediately</li></ul>

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# Personal accident insurance



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## Found your own placement?

- Not paid
- Not for course credit
- Related to your course of study
- 75 hours of less

**Get work experience insurance through the Curtin  
Careers Centre**

Register to receive work experience insurance through **Jobs  
and Events Connect**

Your placement provider will also need to fill out a form on  
Jobs and Events Connect

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# Develop your sales pitch



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- **Who you are**

My name is Mark Duffy and I am a second year student at Curtin university studying public relations and marketing.

- **What you are looking for (be specific and keep it simple)**

I am keen to gain practical experience with a dynamic events management company, where within the marketing department.

- **Why this organisation**

Having spoken to public relations and marketing professionals at PRIA events, I have been advised that your company is a market leader in events management within Western Australia

- **What do you want to happen**

Does your company host university students for work experience placements and if so how would be the best person within the company to speak to about this?

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# Negotiating your placement



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- Pre-placement meeting
  - Establish employer expectations
  - Communicate your placement goals
  - Be broad minded and prepared to negotiate

## Key tips for negotiating with your placement provider

- Know your rights
- Focus on solving the placement providers problems, before solving your own
- If your short term goals are not being met, think about how it may assist with achieving your long term goals
- If you are not happy, you do not have to proceed

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# Before and during



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## Before commencing

- Who you will be reporting to and what their role is
- Hours of work
- Start and finish dates
- Some roles you may be doing

## During the placement

- Make a good impression and be positive
- Be pro-active and show initiative
- Record your roles and responsibilities

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# After the placement



- 
- Post placement interview
  - Future referees
  - Express gratitude

## **Displaying your experience in future job applications**

- Add new evidence to your resume shortly after completing your placement
- Display in the “relevant work history,” “work experience” or “other employment” section
- List roles, responsibilities and achievements/outcomes
- Use active words
- Interview and selection criteria

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# What did you learn today?



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- 
- Share two key points you learnt today
  - What follow up action will you take as a result of attending today's workshop?
  - Where your expectations of today's session met?



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