



Work Experience Program FAQ

How do we apply?

Students must submit a Work Experience Application Form available on the WDHS website and email this to work.experience@wdhs.net or post to People & Culture, Western District Health Service, PO Box 283, Hamilton VIC 3300.

Due to the popularity of the WDHS work experience program and limit on the number of students we can accept at one time it is advised that only students with a genuine interest in a career within Health (or other program areas available) apply.

Once an application has been assessed the student will be contacted to advise whether their application has been successful, usually within a couple of weeks.

Who is eligible to apply?

Students must be enrolled at a Victorian secondary school, be a minimum of 15 years of age at the time of placement and completing Year 10 or above. To be considered students must also comply with WDHS policy regarding mandatory vaccinations including being able to provide evidence of at least two doses of the COVID-19 vaccine (or that a valid exemption applies) and seasonal flu vaccine depending on the time of year of their placement.

What areas within WDHS are available for work experience placements?

There are some limitations on the areas within WDHS that are suitable and able to accept work experience placements. We currently offer the following programs:

- Allied Health – includes one day each in Occupational Therapy, Speech Pathology, Dietetics, Pharmacy and Physiotherapy.
- Nursing – includes one day each in District Nursing, Medical Unit, Diversional Therapy, Surgical Unit and Social Support Group.
- Office Administration – includes one day each in Finance, Business Improvement & Innovation, Executive Offices, Education Centre and People & Culture.
- Maintenance/Trade – available in Plumbing, Electrical or Carpentry.
- Farmer and Community Services – includes one day each in National Centre for Farmer Health, Community Liaison, Volunteer Services, Community Health Promotion and Youth Services.

Do you accept applications from students and schools outside the Hamilton area?

Preference is given where possible to supporting students from within the local area to undertake work experience at WDHS however we do consider applications from students from other Victorian secondary schools, particularly those from rural or regional areas. In addition reciprocal arrangements exist for students from New South Wales and South Australia to undertake work experience within Victoria. Students from schools outside our local area should please contact us first and we will discuss your application.

Why can't you accept more than one student in each program at a time?

Due to nature of the work undertaken at the health service and the level of supervision required in order to provide a safe and meaningful experience for the student we are only able to accept one student at a time in each program on offer.

Can you accommodate a student with a disability?

WDHS is committed to ensuring people of all genders, ages, religions, disability, sexual orientation, family and caring responsibilities and cultures including people of Aboriginal and Torres Strait Islander heritage are treated equally. Please advise the WDHS Work Experience Coordinator if there are any reasonable adjustments required in order for the student to complete the placement.

What happens once a student is confirmed for a placement?

Once a student has been advised that their application was successful they will be notified what other paperwork needs to be completed and returned prior to their placement. This will include the Education Department Work Experience Arrangement form, WDHS Privacy & Confidentiality form, Payment donation form, and sighting of evidence of current vaccination status.

Why does a student need to comply with WDHS vaccination policy?

The Mandatory Vaccination of HCWs Act amendment 2020 requires that people employed or engaged by the hospital need to be vaccinated against or prove immunity to specified diseases, at WDHS this includes students undertaking work experience onsite.

Students who are under 18 years of age will need to show evidence of two doses of the COVID-19 vaccine or evidence that a valid exemption applies. During the winter months this requirement may also include seasonal flu vaccine. Where a student is unable to or refuses to provide evidence of vaccination status WDHS cannot allow them to enter the premises for the purposes of performing work/completing their placement.

Why does a student not get paid to undertake work experience at WDHS?

Work experience at WDHS is not remunerated as outlined in the Education and Training Reform Act 2006, as the Health Service is an organisation conducted not for profit. Students are asked to voluntarily donate their payment back to WDHS by providing written consent

from their parent/guardian. If a student or the parent/guardian is not prepared to accept this condition, then it is their choice whether to proceed with the placement.

Who should students contact regarding their placement?

The work experience program is coordinated by the People & Culture department who can be contacted on 5551 8225 or email work.experience@wdhs.net for more information.

Please note:

- ❖ Confidentiality & Privacy is of utmost importance in a Health Service and students will be asked to read and sign a Privacy, Confidentiality and Security agreement which outlines their obligations whilst undertaking work experience.
- ❖ Students are expected to wear comfortable, neat clothes, not jeans. Comfortable shoes with closed toes should be worn. Students are expected to look neat and tidy. Visitor identification badge supplied must be worn while in the hospital and returned to their supervisor on the last day.
- ❖ Students will be required to comply with any Occupational Health & Safety policies relevant to the area of their placement. This may include the need to wear a face mask at all times when they are within designated areas of the hospital or may include other infection control practices such as wearing protective gear (ie. Scrubs, gowns, hats etc) over their clothes in designated areas.
- ❖ Due to safety and confidentiality requirements there may be some activities and areas of the hospital that are not suitable for students (for example witnessing certain medical procedures etc). Should a student have any concerns or be uncomfortable at any time during their placement they are encouraged to advise their supervisor or they can come and speak to the Work Experience Coordinator in the People & Culture department at any time.
- ❖ Students are encouraged to bring their lunch with them or alternatively they are welcome to purchase food and drinks from the hospital cafeteria during their allocated breaks.