

MAC WORK EXPERIENCE RESOURCE BOOK 2024

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WORK EXPERIENCE OPPORTUNITIES

Below is a list of places that offer work experience opportunities. Please note that this list is not exhaustive, and students will also need to do their own research to gain a work experience placement. An application into the following areas also does not guarantee a placement therefore students are encouraged to apply for a number of places to secure something they are interested in.

AE9 students will take part in the Work Experience program at the end of the year however, some applications are required months in advance and even the year prior. Many other schools will also undertake Work Experience at the same time as MAC, therefore applications for some placements are very competitive. The deadlines are set by the companies listed and as such, like applying for a job, if you miss the deadline, you will miss out on being considered for the role. Therefore, if you are interested in a particular area, please have a look through this reference for application dates.

ANIMALS

RSPCA

RSPCA do not offer work experience or student placement opportunities however you can consider volunteering. Details: <u>http://www.rspcavic.org/volunteering/</u>

Zoos Victoria

Secondary school work experience can be an extremely valuable experience for young people. Zoos Victoria has developed a secondary school work experience program to inspire the next generation of youth to be inspired to work with wildlife. Each year, Zoos Victoria selects a limited number students as part of their work experience program to gain experience at one of Victoria's three zoos; Healesville Sanctuary, Melbourne Zoo or Werribee Open Range Zoo. Although the programs are slightly different at each property, we hope that all students finish the week with a deeper appreciation for wildlife and the environment we share with them. The program is an all-weather, full day work program (start and finish times vary per property). Successful students will be required to perform physically demanding manual labour duties under supervision. Zoos Victoria accepts applications one year in advance from interested secondary students. Who is eligible? Victorian secondary students aged over 15 years are eligible for the program. School Careers Coordinators can only endorse one student per school. Details: <u>https://www.zoo.org.au/about-us/careers-at-zoos-victoria/workexperience/secondary</u>

CONSERVATION

The Port Phillip Eco Centre

The EcoCentre provides a range of opportunities for High School Students to complete their work experience.

- Research Conducting desktop research on key areas of science or practical projects that the EcoCentre is considering.
- Citizen science data collection and analysis- Contributing to fieldwork and collecting data.
- Development of environmental education curriculum resources Creation of short environmental educational clips and handouts for use in classrooms and excursions.

Cora Graves centre 38 Blessington St, St Kilda. 3182 9525 3102 https://www.ecocentre.com/jobs/

FASHION, DESIGN & ARTS

Australian broadcasting corporation: As the national public broadcaster, the ABC has historically provided high quality training for the television, radio, new media and digital services industries. Industry and work experience has been an important component of this training. Details: http://www.abc.net.au/careers/cadetshipsandworkexperience/workexperience.htm

Melbourne Fashion Festival Details: https://vamff.com.au/volunteers/

Melbourne Fashion Week Details: <u>http://www.melbourne.vic.gov.au/arts-and-</u> <u>culture/eventspartnerships/melbourne-fashion-week/Pages/melbourne-fashion-week.aspx</u>

Melbourne Fringe Festival Details:

https://www.melbournefringe.com.au/about/jobs-and-volunteers/

Note: For other Fashion & Design opportunities not listed above you can visit their public website for contact details to make an enquiry.

Melbourne Theatre Company:

MTC offers a limited number of work experience placements each year. Students in Year 11 or 12 are assigned to an MTC production for one week to observe rehearsals and assist with small stage management tasks as required. The dates of work experience are determined in advance and students must select their preferences at the time of application. We strongly encourage students who identify as Aboriginal and/or Torres Strait Islander, those from culturally and linguistically diverse backgrounds, and those with disabilities to apply. As we receive a large number of applications each year, we are unfortunately unable to offer a place to every student who applies. Students must be 16 to apply, and preference will be given to students in Year 11.

For enquiries email education@mtc.com.au Details: http://www.mtc.com.au/education/students/work-experience/

The Academy of Interactive Entertainment (AIE): The AIE Work Experience Program is a great way for secondary school students in years 10 to 12 to learn about the interactive entertainment and digital industries. The week will open the door to the range of career possibilities in the industry and allow students to get hands-on with the tools of the trade. The Work Experience Program encompasses a range of activities including 3D animation, programming, QA testing and much more. It is offered in April, May, June and July. Places fill fast. Contact: melbourne@aie.edu.au Details: <u>http://www.aie.edu.au/StudentInformation/work-experience-melbourne</u>

The Australian Ballet

Our Work Experience Program takes place twice a year and is open to secondary school students who are ideally studying in Year 10. The program lasts one week and gives participants a hands-on experience of how The Australian Ballet operates during the hours of 9.30am – 3.00pm, Monday to Friday.

Participants will meet and work alongside a diverse range of ballet employees from across our corporate, artistic and technical departments. We are one of the Australia's busiest performing arts companies, and the experiences we offer will vary depending on our programming commitments at the time.

For more details and to apply: <u>https://the-australian-ballet.breezy.hr/p/6627c5422f83-work-experience-high-school-students</u>

The Big Design Market Details: http://melbourne.thebigdesignmarket.com/

The National gallery of Victoria (NGV))

The National Gallery of Victoria offers a limited number of one week work experience placements for secondary school students. The placements range from our Education Department to Front of House, NGV Members and NGV design stores. Work experience in any one facet of the NGV cannot be guaranteed. Placements are limited and they cannot guarantee a placement for all applicants. For this reason they strongly recommend students having other work experience placement options. Due to the limited number of placements per year, they may also not be able to accommodate your nominated dates. If this is the case, please ensure that you approach your school prior to submitting your application to see if there is any flexibility available. Details:

https://www.ngv.vic.gov.au/about/people-and-careers/join-the-team/workexperience/

HOSPITALITY

For opportunities in hospitality please try your local cafes and restaurants or try visiting: https://au.indeed.com/Work-Experience-Hospitality-jobs-in-Melbourne-VIC Remember if something you are interested in is not listed above, please don't be afraid to just research online and make a direct enquiry. You never know your luck!

JOURNALISM

Herald Sun, Weekly Times and Leader Newspaper

Work experience placements within in this industry is highly sought after and extremely limited. They receive hundreds of applications for the 24 available places.

Selection is based on the questionnaire included in the application. Lodging an application does not guarantee a placement. Applications open in December the previous Year and close in January . To enquire about possible placement, email: <u>workexperiencevic@news.com.au</u>

For details and published dates vivsit: <u>http://www.heraldsun.com.au/news/specialfeatures/news-in-education/work-experience-program-at-the-herald-and-weeklytimes-how-to-apply/news-story/bf63850e5b285a28af1c87ddd8d59c9c</u>

Newscorp For details or published dates visit: http://www.newscorpaustralia.com/cadetshipsand-internships

MEDICAL AND SCIENCE PLACEMENTS

Please note that due to corona virus, many hospitals and medical opportunities have been cancelled or postponed for the time being, therefore placements are more competitive and limited in their scope.

Alfred Hospital

Work in one of three hospitals which provide varied experiences, ranging from pharmacy, vascular biology, radiology and more!

For details or published dates visit: <u>https://www.alfredhealth.org.au/careers/work-experience</u>

Austin Hospital

Work Experience program

Targeting typically year 10 students. Work experience offers the opportunity for a 'first taste' of the health industry where students can observe a workplace in action.

About our programs for 2024

COVID-19 has affected the delivery of our student placement programs since 2020. We are pleased to be able to offer limited SWL and work experience places from 2024 onwards.

Application closing date

From now until November 4th only. See: How to apply.

- 2024 secondary school student application form (PDF 614.3 KB)
- 2024 secondary school student application form (DOC 91.6 KB)

CSIRO

In 2023, the CSIRO virtual work experience program will support students to undertake work experience remotely, providing opportunities for those who may face geographic or other barriers to participating in traditional work experience. It also allows you the opportunity to experience contemporary ways of working, from homes, and with people across geographic boundaries, just as CSIRO scientists do every day.

Virtual work experience allows you to undertake collaborative, group science, technology, engineering and maths (STEM) projects, including projects linked to real-world CSIRO research and industry challenges. Instead of attending a CSIRO site, experienced CSIRO staff will supervise groups of students remotely using a secure online platform. The groups will comprise of five to ten students who may be remote from each other and who will work together to complete tasks that can be used as part of portfolios and help inform your study and career plans.

For more information and to apply: <u>https://www.csiro.au/en/careers/Scholarships-student-opportunities/work-experience/CSIRO-Virtual-Work-Experience-opportunities</u>

Epworth Hospital

For details for the published dates visit: <u>http://www.epworth.org.au/About-Us/Pages/Contact-Us.aspx</u>

Gene Technology Access Centre (GTAC)

GTAC is proud to offer an engaging and rewarding work experience program for Victorian students. The program, known as our Science Immersion Research Experience (SIRE) program, provides students the opportunity to work within the GTAC team. This can involve using research grade equipment to conduct cutting edge science experiments, pursuing small research projects, tours of world class science research facilities such as CSL and The Walter and Eliza Hall Institute of Medical Research, and assisting team members in preparing and delivering educational programs.

Expressions of interest for Intakes 1 and 2 will close on Friday 10th March 2023

Students in years 9 & 10 are invited to contribute to authentic research projects through participation in one of our 4-day Science Immersion Research Experience (SIRE) programs. Students collaborate with practicing scientists to contribute results that inform the scientist's research program. Groups of students from schools or individual work experience students can participate in this program. **For more information and to apply:** <u>https://gtac.edu.au/students/work-experience-at-gtac/</u>

Monash Health

The Monash Health Work Experience Program provides secondary students with the opportunity to gain insight into Monash Health as an organisation and gain experience in the healthcare industry. The program is open to year 10 students who, as a part of their school curriculum, are required to undertake work experience for a period of one week (five consecutive working days). Students are placed within departments to observe and learn. Students are able to participate in activities as appropriate according to the training or expertise they require.

For details of published dates visit: https://monashhealth.org/careers/work-experience/

Peter Macmillan

Prospective radiation therapy students are invited to contact us to organise a tour of one of our five radiation therapy campuses at <u>Bendigo</u>, <u>Box Hill</u>, <u>Melbourne</u>, <u>Moorabbin</u> or <u>Sunshine</u>. Peter Mac offers a work experience program for students in Years 11 and 12 who are undertaking maths and physics subjects, and who are interested in a radiation therapy career. The program can run from two days to one week and may be at any of our five campuses. Spaces for work experience are limited, so please contact us for more details. **For more information and to apply:** <u>https://www.petermac.org/education/radiation-therapy-education/prospective-students</u>

Applications close on 9th April

Royal Women's Hospital.

The Women's Secondary School Work Experience Program provides Year 10 students with an opportunity to gain insight into the healthcare industry.

Students participating in the program are given the opportunity to spend five days working within available departments to observe and participate in daily activities. A typical day on

the program will include ward observations in the morning and attending a 'day in the life' presentation in the afternoon, where you will be able to meet and discuss the roles and experiences of different healthcare professionals.

At the end of the program, you should have a good understanding of what it is like to work in a hospital and leave you inspired to train and become tomorrow's leaders in health. The Women's strongly promotes involvement in the program and encourages students from all areas of Victoria to apply. Year 10 Work Experience will only be available to students who can participate in the program on the available dates offered by the Women's Hospital. Applications for the program open in November each year and are advertised on <u>our Careers</u> web page.

Unfortunately, due to exceptional circumstances, our Work Experience Program has been suspended for the near future. We apologise and hope to get this program up and running when it is feasible to do so.

The Flory institute

We're passionate about developing the next generation of neuroscientists and researchers and offer a work experience program to years 10–12 students. Work experience at The Florey is a great way for students to observe researchers directly in a laboratory or clinical setting, and in a range of locations and fields.

Due to a high level of demand, applications for the 2024 work experience program should be made during 2023. Please <u>contact the Student Support team</u> for queries or use our form below.

https://florey.edu.au/careers-and-study/

https://florey.edu.au/about/contact/

Walter and Eliza Institute (WEHI)

The program will give students direct experience working in medical research. As well as hands-on experience in the lab, the program also includes group workshops devoted to laboratory skills and safety, research ethics and science communication.

Up to 24 students will be selected for each of two week-long intakes (19–23 June and 11–15 September). The program is capped at 24 students for each intake to maximise access to key lab equipment and deliver a quality learning experience.

The program will take place at the WEHI Parkville campus.

Students will be expected to attend the entire program, approximately 9am – 4pm daily. All students will need to arrange their own transport to Parkville each day, as well as any necessary accommodation. Students will be paid \$10 per day as part of the program.

- Applications open: Wednesday 1 February 2023.
- Applications close: 5pm Wednesday 15 March 2023
- Successful student applicants notified: Early April 2023
 - Program intake weeks: 19–23 June 2023

Western Health

The Western Health Year 10 Work Experience Program provides students with an opportunity to gain an insight into the healthcare industry. This program will provide a variety of experience which is **administrative based only.** The program is coordinated by the People & Culture department at Footscray Hospital.

Our Work Experience vacancy is available to students undertaking Year 10 in 2024 **only**. Students are given the opportunity to spend five working days in departments/wards across Western Health sites. If you are interested, please apply.

Western Health is in a period of rapid growth. Our services comprise of four acute public hospitals: Footscray Hospital, Sunshine Hospital (including Joan Kirner Women's and Children's), Williamstown Hospital and Bacchus Marsh & Melton Hospital. We also operate Sunbury Day Hospital, Hazeldean, Grant Lodge Residential Aged Care, as well as community health centres in Melton, Caroline Springs and Bacchus Marsh and a range of community-based services. We care for a diverse community of more than 1 million people with complex care needs ranging from Neonates to Geriatrics.

For details of published dates visit: <u>https://www.westernhealth.org.au/Careers/Pages/Secondary-School-Work-Experience-Program.aspx</u>

Moonee Valley City Council

We believe the opportunities and real-life experiences provided at Moonee Valley City Council are endless, allowing our students and employees to write their own career story. During your placement with us, you will be paired one on one with a mentor who has a wealth of knowledge and expertise, receive support from the team and have access to our employee community to ensure your success. We offer placements for both secondary students and tertiary students throughout the year. For more information about work experience, call our Human Resources team on (03) 9243 1122. Work experience placements are available in a variety of work areas including:

- Local Libraries
- Municipal Laws
- Administration and Finance
- Engineering
- Media and Communications
- Human Resources
- Information Technology
- Health and Fitness
- Parks and Gardens

If you are interested in experiencing a range of community-focused work and want to jump-start your career, please complete our work experience interest form at the bottom of the page: https://mvcc.vic.gov.au/work/my-career/work-with-us-2/

For more information about work experience, call our Human Resources team on (03) 9243 1122.

Details: http://www.melbourne.vic.gov.au/careers/Pages/work-experience.aspx

RESOURCES FOR EARLY CAREER PRACTITIONERS IN FILM

Film Victoria works closely with Open Channel, Victoria's independent screen industry skills centre, which provides events, development and networking opportunities for emerging and early career filmmakers. Many great organisations in Victoria provide learning opportunities for working in the film, television and games industries, and offer specialist courses for practitioners to further develop industry skills. Open Channel regularly runs short courses, seminars and specialist courses for all experience levels. They also run a young filmmakers school designed specifically for teenagers during school holidays. Details: https://www.film.vic.gov.au/funding/early-career/resources-for-practitioners

LIBRARIES State Library of Victoria

Our work experience program for students in Years 10 and 11 is currently under review, and we are not accepting applications for 2017. Details: <u>https://www.slv.vic.gov.au/about-us/work-with-us</u>

LAW, LEGAL AND DEFENCE Australian Defence Force (ADF)

Defence is committed to providing a national work experience program designed to:

- Demonstrate the wide variety of interesting careers available within Defence
- Ease the transition of students into the workplace
- Contribute to the development of the skills of young people.

Please Note: The Defence Work Experience Program offers unpaid work experience for students residing in Australia. See the exciting work experience placements that are on offer. If you have any queries or feedback in relation to the Defence Work Experience Program please send them to the following address: Email: Defence.WorkExperienceProgram@defence.gov.au Details: http://www.defence.gov.au/WorkExperience/ Including Aviation roles, Army Technical, Navy Musician (4 places) E.G Participants for the Navy Musician will have the opportunity to observe the diverse roles of a Naval Musician and to experience a range of music related activities under the close supervision of highly professional Naval personnel. Experience of concert band, ceremonial parade band, big band and chamber, rock & jazz ensemble rehearsals & performances are offered.

Victoria Police

The Victoria Police Work Experience Program provides a fantastic opportunity for high school students considering a career within Victoria Police. Students are placed at participating police stations and department units where they will have the opportunity to observe and learn from our Police Officers, Protective Services Officers, Protective Custody Officers and VPS personnel. Victoria Police offers placements to students who are enrolled at Victorian Secondary schools. Students must be a minimum of 15 years of age at the time of placement and completing Year 10 or above. The program runs from March until November each year, placements outside these dates will not be arranged.

Please note, placements take place for one week only (five (5) consecutive business days). **Nominations are to be submitted through Careers teachers only.** Each school can nominate one student per year (unless stated otherwise). Schools with multiple campuses across various suburbs may nominate one student per campus.

Applications are not to be submitted directly to any police station or department unit; no placements will be arranged outside the program. Please be advised that a nomination of a student does not automatically guarantee a placement. Applications will only be considered if all required forms are completed correctly and signed accordingly.

Schools will be notified when the applications open for the following year

The Supreme Court of Victoria

The Supreme Court of Victoria is committed to providing a range of educational opportunities throughout the community and being actively involved with community groups to enhance its status as an employer. The Court aims to provide an enriching environment that supports secondary school students in obtaining practical and worthwhile experiences in potential field of study or interest. In doing so, the Supreme Court of Victoria offers secondary school students, in Year 10 or above and of the age of 15 years or over, the opportunity to participate in the Work Experience Program. During a Work Experience placement, students can expect to undertake a range of activities, these include:

- Spend time observing cases in a court room
- Experience working in different areas of the Court
- Learn about the operation of the Court; and
- Observe the inner workings of the Court

How to apply: Further enquiries regarding the program may be sent to the Human Resources Services Unit at hr@supremecourt.vic.gov.au. Details:

http://www.supremecourt.vic.gov.au/home/about+the+court/careers/work+experience+and+volun teering/

RADIO STATIONS

There are number of great stations in Melbourne for both music and current affairs and behind the scenes. Google the ones that interest you the most, such as

3RRR - 102.7 FM

221 Nicholson St (Cnr Nicholson & Blyth) Brunswick East 3057 Phone 9388 1027 https://www.rrr.org.au/

PBS 106.7FM

B1 & B2 Collingwood Yards, 35 Johnston Street Collingwood, 3066 Phone 8415 1067 https://www.pbsfm.org.au/

VICTORIAN GOVERNMENT & OTHER ORGANISATIONS (Melbourne Water& many more)

Discover a range of Victorian government services.

Details: http://www.vic.gov.au/services/education.html?page=10

Riding Develops Abilities (RDA)

Details: http://www.rdav.asn.au/how-to-help/volunteers/

Melbourne Sports and Aquatic Centre General enquiry:

https://www.melbournesportshub.com.au/mshub-contact-us/ Note: For other Sports opportunities not listed above you can visit their public website for contact details or try your local clubs.

Moonee Valley City Council

We believe the opportunities and real-life experiences provided at Moonee Valley City Council are endless, allowing our students and employees to write their own career story. During your placement with us, you will be paired one on one with a mentor who has a wealth of knowledge and expertise, receive support from the team and have access to our employee community to ensure your success. We offer placements for both secondary students and tertiary students throughout the year. For more information about work experience, call our Human Resources team on (03) 9243 1122. **Work experience placements are available in a variety of work areas including:**

- Local Libraries
- Municipal Laws
- Administration and Finance
- Engineering

- Media and Communications
- Human Resources
- Information Technology
- Health and Fitness
- Parks and Gardens

If you are interested in experiencing a range of community-focused work and want to jump-start your career, please complete our work experience interest form at the bottom of the page: https://mvcc.vic.gov.au/work/my-career/work-with-us-2/

For more information about work experience, call our Human Resources team on (03) 9243 1122.

Details: http://www.melbourne.vic.gov.au/careers/Pages/work-experience.aspx

Parliament of Victoria

Whether you're interested in politics, planting trees, law-making or baking, your work experience placement at the Parliament of Victoria will be an experience you'll remember. This is a unique opportunity to undertake a one-week placement in either a Parliamentary Sitting or Parliamentary Services program.

Submit your expression of interest

Parliamentary Sitting placements provide the opportunity to see the law-making process up close. Students will go behind the scenes with the staff who directly support Parliament sittings, to get a deeper understanding of our democratic processes.

Find out more

Parliamentary Services placements offer a variety of opportunities that can be matched with a broad range of student interests and career goals. Students will have the option to work with staff in one of the many professional service areas that support the day-to-day business of Parliament.

Parks Victoria

Parks Victoria at times provides work experience opportunities for secondary school students. Such opportunities offer benefits both to Parks Victoria and students. We welcome the opportunity to educate students on the work we do and to assist school students in making decisions about a career path. Work experience is an arrangement that exists between schools and Parks Victoria, and we ensure that we comply with all relevant legislation when implementing such arrangements.

How to apply? To submit a work experience enquiry, please complete this form. (MSWord) Application deadlines. All requests for work experience placements must be made by the following dates:

• For placements April to August the application must be in by 2 February. • For placements September to November the application must be in 2 July. Late applications cannot be accepted. Allow approximately 4 weeks for a response to your query. Please note: Parks Victoria cannot guarantee placements and recommends that students submit work experience applications with other organisations as well.

Details: http://parkweb.vic.gov.au/learn/work-experience

Vicroads

Each year VicRoads provides work experience opportunities for secondary school students. VicRoads work experience placements give students the opportunity to experience the relationship between school studies and the world of work, develop a greater awareness of their abilities and help them make appropriate career choices.

We offer work experience in areas such as:

- Engineering
- Finance / Accounting
- Human Resources
- Legal
- Media / Communications
- Information Technology

We work with the student and their secondary school to agree appropriate work experience for the required period. Students will experience different aspects of work within their area of interest and be responsible for work allocated by their supervisor. The supervisor will set a structured learning plan in conjunction with the student and provide feedback to the student and school upon completion of the work experience. The school is responsible for providing the appropriate documentation before any placement can commence. Students will be advised of the outcome of their application within 2 weeks of applications closing. Details:

https://www.vicroads.vic.gov.au/careers/employment-programsandtraineeships/work-experience

YMCA

If you're interested in a career in aquatics, health and fitness, camping and outdoor education, student accommodation, youth services, children's programs, community development, management, OHS, marketing or administration services, we can assist you to discover a career full of diversity.

Work experience and student placement opportunities vary between YMCA centres.

Please contact your nearest YMCA to ask about work experience opportunities. Details: http://victoria.ymca.org.au/about/careers/work-experience.html SPORT Cricket Victoria General enquiry: http://www.cricketvictoria.com.au/contact

UNIVERSITY PLACEMENTS

Monash University

About our program:

Each year, more than 50 secondary school students are taken into our laboratories for a week-long placement to experience what the life of a research scientist is really like. These placements enable secondary students (15 years of age or older) to gain an insight into careers in biomedical research by allowing them to observe and participate (subject to safety considerations) in the activities of a research laboratory.

The Monash Biomedicine Discovery Institute is a research-intensive institute and our scientists focus on fundamental research questions surrounding health and disease. Consequently, students who can show a passion for science and future careers in research will be viewed favourably. *Students who are interested in medical/clinical practice or would like experience in a hospital setting should seek work experience under the Faculty of Medicine, Nursing and Health Sciences or at a medical facility such as the Monash Hospital.*

2024 Dates have not been published as yet

For information and how to apply: https://www.monash.edu/discovery-institute/engage/schoolsand-community-outreach/work-experience-for-secondary-students

Swinburne University

At Swinburne, we welcome students in Year 9 and 10 to participate in work experience at the university. These one-week placements give students the opportunity to:

- develop employability skills.
- explore possible career options.
- understand employer expectations.
- build self-understanding, maturity, independence and self-confidence.

Work Experience areas

- Applied Mathematics
- Astronomy and astrophysics
- Biotechnology and Biochemistry

Work experience applications open at the beginning of the year.

For more information and how to apply visit: https://www.swinburne.edu.au/collaboration-partnerships/school-programs/work-experience/

University Of Melbourne

Want to know what it would be like to be a scientist? During the Faculty of Science Year 10 Work Experience Program, you will participate in workshops and activities in a STEM discipline of your choice. You will meet new friends and scientific role models, as well as get a taste of university life. Places are limited.

Program streams

- Bioscience
- Chemistry
- Ecosystem, Forestry, Agriculture and Food sciences

- Engineering
- Geography, Earth and Atmospheric Sciences
- Information Technology

Work Experience applications open before the beginning of Term 1, 2024

For more information and to apply visit: https://science.unimelb.edu.au/engage/science-in-

schools/year-10-work-experience