

Frankston City Council (Council) offers Work Experience and Placement opportunities to secondary and tertiary students currently studying at a registered training organisation or educational institution.

Council recognises the importance of Work Experience and Placement and the benefits they provide to both the students and Council. Our Program helps students meet their educational requirements and enhance their skills and knowledge, while being exposed to a real working environment. Students are placed within Council primarily to observe and learn rather than undertake activities which require extensive training or experience.

Work Experience

Council offers Work Experience and Placements in a variety of work and operational areas.

Council has a Work Experience Program for Year 10 Students which provides them with the opportunity to work in a variety of Departments during their period of Work Experience. Students may learn:

- how Libraries operate and the programs they offer
- how the Arts Centre organises and manages events, productions and artists
- Council's financial and business planning process
- how Council manages its contracts and property portfolio
- Council's process of collecting annual rates and how this income is used to provide services
- employees' rights under the Fair Work Act and the National Employment Standards
- Human Resources and Payroll processes
- the role of our Marketing and Economic Development teams in our local community
- how our Customer Relations team operates and the services they offer the community
- the variety of services Council's Family Health Support Services provide to the community
- how major building projects are managed
- how Council manages its records and incoming correspondence
- the role Council has in community safety
- Council's animal management programs.

Work Placement

Council provides tertiary students (students enrolled in TAFE, Colleges, schools for students with disabilities, and Universities) with work placements relevant to their area of study to ensure that students meet their specific educational requirements.

Eligibility to Apply

To be eligible to undertake Work Experience and Placement students must:

- be at least 15 years of age

- have a requirement as part of their studies to undertake a period of Work Experience or Placement
- provide a completed Work Experience or Placement Arrangement Form from their registered training or educational institution
- have their personal injury insurance covered by their training or educational institution.

How to Request Work Experience and Placement with Frankston City Council

Please provide Council with at least five (5) weeks' notice of your interest in undertaking Work Experience or Placement. The likelihood of a placement is increased if sufficient notice is given.

To apply for Work Experience or Placement:

1. Complete all details in the Work Experience and Placement Expression of Interest Form
2. Attach your cover letter and resume
3. Provide any introductory letters from your registered training or educational institution including confirmation of personal injury insurance
4. Send your request to:

Email hrenquiries@frankston.vic.gov.au

Post Human Resources Department
PO Box 490
Frankston VIC 3199

Applicants should note that, while every effort is made to place students, due to high demand, particularly at peak times of the year such as June and November, we may not be able to accommodate all students. Priority is given to students who are currently living and/or studying within the Frankston municipality.