Vacation Work, Internships and Work Experience

What are they?

Getting first-hand experience in an organisation or industry area you are interested in is a fantastic way for you to network, learn new skills and apply your knowledge.

Formal vacation work, internships and other types of work experience programs are usually offered to students entering their penultimate or final year of study. Some are offered over the summer break, but other organisations may offer them during the course of the year. Many employers now use the period of work experience you have with them as an indicator of your employability. As a result, many students are successful in gaining full-time graduate employment after their vacation work or internship.

- Vacation Work – degree-related work undertaken by students at the end of their 2nd or 3rd year, usually offered over winter & summer uni breaks. Sometimes paid.
- Internships – supervised work placement in an industry relevant to area of study. Can range from a few weeks part time, to several full time stints. Sometimes paid.
- Work experience – student initiated work that provides students with experience in a real working environment. Usually unpaid.
- Clerkships – the term used to describe vacation work in the legal industry.

Where are they advertised?

Most programs occur within larger Australian and multi-national organisations who advertise their opportunities widely. Information can be sourced through the annual publication Graduate Opportunities, Uni Grad and Grad Connection (see links at end of factsheet).

As well as applying to formal work experience programs, you can also approach relevant organisations 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. Start by researching local organisations/companies you are interested in – think about any networks you can call to introduce you to a contact within the organisation.

Why should I undertake work experience?

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, learn about new advancements and see practical application of your academic studies. Some courses require students to undertake a period of professional placement as part of the course requirements, which is different to vacation/internship/work experience opportunities discussed here.
What are the application processes?
Applying for internship/vacation/cadetship opportunities is very similar to the process of applying for a job.

Information that may be required includes:
- a cover letter
- your current resume
- academic transcript
- selection criteria responses

Ensure the information in your resume and cover letter targets the requirements of the role so make sure you research the organisation well.

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.

Note: Some programs are not open to non-Australian Residents – do your research!

Post application
Short listing may include:
- Psychometric testing – verbal reasoning, numerical skills, personality profile
- Phone interview
- Assessment centre – can include several activities & tests
- Individual panel interview

Do I get paid?
Unpaid work experience and unpaid internships that are not vocational placements are okay as long as the person isn’t in an employment relationship. For further advice, please go to:


Insurance
The University of Tasmania’s insurance program provides cover for students whilst undertaking unpaid Work Integrated Learning placements approved by the University.

Further reading and resources
Graduate Opportunities - www.graduateopportunities.com/
Graduate Connection - www.gradconnection.com.au/

Contact us
Student Leadership, Career Development and Employment offer support across all UTAS campuses.

You can contact us by email or phone
Email: Careers.Service@utas.edu.au
Phone: 03 6226 2511
Web: www.utas.edu.au/students/careers
www.facebook.com/UtasCareers

Insurance
The University of Tasmania’s insurance program provides cover for students whilst undertaking unpaid Work Integrated Learning placements approved by the University.

Further reading and resources
Graduate Opportunities - www.graduateopportunities.com/
Graduate Connection - www.gradconnection.com.au/

Contact us
Student Leadership, Career Development and Employment offer support across all UTAS campuses.

You can contact us by email or phone
Email: Careers.Service@utas.edu.au
Phone: 03 6226 2511
Web: www.utas.edu.au/students/careers
www.facebook.com/UtasCareers

© University of Tasmania February 2016
Reorder Code – SC CDE 05

What are the application processes?
Applying for internship/vacation/cadetship opportunities is very similar to the process of applying for a job.

Information that may be required includes:
- a cover letter
- your current resume
- academic transcript
- selection criteria responses

Ensure the information in your resume and cover letter targets the requirements of the role so make sure you research the organisation well.

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.

Note: Some programs are not open to non-Australian Residents – do your research!

Post application
Short listing may include:
- Psychometric testing – verbal reasoning, numerical skills, personality profile
- Phone interview
- Assessment centre – can include several activities & tests
- Individual panel interview

Do I get paid?
Unpaid work experience and unpaid internships that are not vocational placements are okay as long as the person isn’t in an employment relationship. For further advice, please go to:


Insurance
The University of Tasmania’s insurance program provides cover for students whilst undertaking unpaid Work Integrated Learning placements approved by the University.

Further reading and resources
Graduate Opportunities - www.graduateopportunities.com/
Graduate Connection - www.gradconnection.com.au/

Contact us
Student Leadership, Career Development and Employment offer support across all UTAS campuses.

You can contact us by email or phone
Email: Careers.Service@utas.edu.au
Phone: 03 6226 2511
Web: www.utas.edu.au/students/careers
www.facebook.com/UtasCareers

© University of Tasmania February 2016
Reorder Code – SC CDE 05