



VICTORIA POLICE

## Victoria Police Work Experience Program FAQ

### How do we apply?

Nominations for work experience are to be submitted through Careers teachers only. Students are not to apply directly. Each school can nominate one student per year (unless stated otherwise). Due to the limited number of work experience placements available, it is strongly advised that only students with a genuine interest in Victoria Police are nominated for the program.

Please note that nomination of a student does not guarantee a placement with Victoria Police.

### Who is eligible to apply?

Students must be enrolled at a Victorian secondary school and be a minimum of 15 years of age at the time of placement and completing Year 10 or above. Students who currently reside outside of Victoria are not eligible to apply.

### How do we nominate a student and where do we submit the application?

All schools on our distribution list will be given access via email to the online application portal, once applications are open. This portal will enable careers teachers to submit an application on behalf of their student electronically. Applications will only be accepted if they are submitted via the online portal.

### What areas within Victoria Police are available for work experience placements?

Students are placed at participating police stations and department units. A full list of placement locations will be available during the application process. Please be advised that placement locations may change.

### How can we confirm that our school is on your distribution list and how do we update our schools contact information?

Please contact us directly via email at: [vpsrecruitmentprojects-mgr@police.vic.gov.au](mailto:vpsrecruitmentprojects-mgr@police.vic.gov.au) with any change in contact information or if you would like to be added to our distribution list.

### Our school has multiple campuses across various locations; can we nominate one student per campus?

Yes, each individual campus is allowed to nominate one student (per campus).

### Why can't we nominate more than one student?

Due to the popularity of the program and to ensure fairness to all schools and students, Victoria Police will only allow one student per school per calendar year.

### **When will we be advised if the student has been successful or unsuccessful?**

Careers teachers will receive an email notification in the first week of term four (4) advising of the status of the application.

### **Our student has a disability can you accommodate them?**

Victoria Police 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 Victoria Police 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?**

Careers teachers will receive an email from us containing further information regarding the placement. Work experience arrangement forms and instructions for obtaining a police check will be provided directly to careers teacher after placements are confirmed.

### **Who should students should contact regarding their placement week?**

Students should speak with their careers teachers directly to confirm the details of their placement. Once placements are confirmed, careers teachers will also be provided with the contact details for the workplace supervisor should they have any further questions. Students should contact their workplace supervisor at least one week prior to commencing placement to confirm.

### **Our chosen student has just advised that they are leaving the school. What happens to the placement that was arranged?**

If a student is changing schools, the placement will stay with the student and they will complete their work experience as arranged at their new school. Unfortunately careers teachers will not be able to nominate another student to take the students placement.

If however a student has decided to leave school, please advise the Victoria Police Work Experience Coordinator as soon as possible.

### **What should students expect from the program?**

Students placed at a police station may have the opportunity to:

- Provide administrative assistance including data entry, managing files, updating photo books, assisting the Property Officer and observing the back end of policing i.e. paperwork, filing;
- Learn about the work of different units;
- Inspect the different areas of a police station;
- Listen to interview and pursuit tapes;
- Look at the Victoria Police Intranet;
- Observe court proceedings;
- Listen to the police radio,



**Please note:** It is highly likely that the placement will be mainly within the administrative units of a police station. Visits to other areas, police stations, places of interest such as courts, the Police Academy and specialised units are heavily dependent on the workload of the station that you are placed in. Due to safety and confidentiality requirements, there are some activities that are prohibited for students. These include:

- Accompanying police on foot or on vehicle patrols;
- Handling weapons or ammunition;
- Attending interviews of suspects;
- Observing fingerprinting of offenders or suspects;
- Attending traffic operations or 'booze bus' activities;

Please also be advised that some areas of the police station may also be inaccessible to students.

