



Workplace Learning Coordinator Program Work Placement Data Base Details

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| Name of Business: Waranga Hostel Goulburn Valley Health | Phone: 5851 8050 |
| Contact Name: Pauline Holt | Fax: 5856 1145 |
| Title: Supervisor | Mobile: |
| Employer Address: High Street, Rushworth VIC | Post code: 3612 |
| Email: Pauline.holt@gvhealth.org.au | Website: |
| Business bio: | |

Type of placement:

- Structured Workplace Learning (SWL) ✓
- Work Experience ✓
- School Based Apprenticeship/Traineeship (SBAT) ✓

What duties could someone on a work placement do?

Workplace Learning Opportunity 1: Hotel Services/Environmental

Kitchen operations and cleaning processes

Workplace Learning Opportunity 2: Administration

Workplace Learning Opportunity 3: Maintenance

General maintenance including lawn mowing and gardening

Workplace Learning Opportunity 4: Lifestyle

Assistance with excursions, craft and general activities. Talking and listening.

Position requirements (e.g. CI Card, RSA. Clothing etc.):

Clothing: As per instructed by employers

Lunch: Bring your own or take away nearby

Hours of work:

To be confirmed by the employer

Best time of the year:

Duration (1 week, 2 weeks, days per week):

One day per week

Employer requirements (e.g. written application, interview, phone contact etc.)

If you would like to do a placement with us, please follow the following procedure:

- Contact administration and make an appointment to see Pauline.
- Treat this appointment as an interview for a 'real' job (be punctual, dress appropriately etc).
- Bring in a current resume (or at least an indication of previous school/work experience).
- Identify which department you would like to work in (Hotel Services/Environmental; Administration, Maintenance, Lifestyle).
- Have a think about the placement. Why do you want to do the placement? What do you want to do to get out of it? You will be asked these questions during your initial interview.