

WORK EXPERIENCE PROGRAM (Years 10, 11 and 12)

The County Court of Victoria offers secondary students the opportunity to gain experience working in the legal environment through its Work Experience Program.

Students are able to complete **one week** placement at the Court (in Melbourne) and must allow a minimum of two weeks notice before the intended date of placement.

During the Work Experience Program, students can expect to:

- Work in the Registry section of the County Court performing office and administrative duties
- Spend time observing cases in a court room
- Learn more about the operation of the County Court

1. TO REQUEST A WORK EXPERIENCE PLACEMENT, please provide the following information:

Your name:

Your contact number:

Your email address:

Week requested for placement:

- **placements are for one week only (M - F)**
- **placements available for Court sitting weeks only**
- **placements limited to one student per week**

1st pref

2nd pref

3rd pref

Year level at time of placement:

What subject does your request relate to? e.g. legal studies, history, English, media studies

Name of your school:

Name of Work Experience Coordinator: Contact number:

2. RESERVATION OF PLACEMENT

You will receive notification via email from a Court representative advising the availability for your placement dates. If the dates requested are available they will be **tentatively reserved** until we receive the following documents from you. Documents must be received by the Court within two weeks to secure your reservation.

- Work Experience Form signed by your parents and yourself
- Covering letter, stating why you would like to participate in the Work Experience Program at the County Court
- Resumé

3. PARENT/GUARDIAN CONTACT DETAILS

Name of parent/guardian: (please print) Contact number:

Email address:

4. SENDING YOUR DOCUMENTS TO THE COUNTY COURT

- Email (scanned): workexperience@countycourt.vic.gov.au
- Post: Human Resources, County Court of Victoria, 250 William Street, Melbourne, VIC 3000

On receiving your Work Experience form a Court representative will complete the organisation section and forward your documents back to you via email. **Please ensure that you obtain you Work Experience Co-ordinator's signature from your school and forward the signed form to the County Court. Failure to do this will result in your placement being cancelled.**

5. Date form submitted: