**DEFENCE WORK EXPERIENCE PROGRAM**

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| **Service** | ARMY |
| **Area/Region** | Hobart, TAS |
| **Unit:** | Defence Force Recruiting Tasmania No. 29 Squadron - City of Hobart Navy Headquarters – Tasmania HQ  12/40 Royal Tasmania Regiment |
| **Location of Placement:** | Anglesea Barracks Davey Street,  Hobart TAS 7000  Derwent Barracks Goodwood Rd,  Glenorchy TAS 7010 |
| **Placement Reference:** | WEP/00397/19 |
| **Dates of Placement/s:** | Sunday 15 -18 September 2019 |
| **Type of Placement/s:** | Secondary Work Experience Placement |
| **Duration of Placement:** | 4 days: Sunday to Wednesday 8:00am - 3:30pm |
| **Placement Limits:** | 40 [max] |
| **Overview of Placement:** | This program gives Tasmanian students the opportunity to experience life in the Australian Defence Force.  **Please Note**: This placement will commence on Sunday 15 September with students being provided an amazing opportunity to sail on HMAS Canberra.  **DFR**:  Students will develop and put their leadership skills through a range of activities, and learn about how their skills and interests can be used in a career with the Australian Defence Force. (Anglesea Barracks)  **RAAF**:  Experience a day in the life of the Air Force. Whether you see yourself flying a fast jet, maintaining the air craft, directing traffic in the sky or making sure our people are fit to fly, there are so many different jobs in the RAAF, we can’t show you them all, but we’ll give you a quick look at just some of the many careers both in aviation and in ground support roles the Air Force have to offer. (Anglesea Barracks)  **ARMY**:  Be a soldier for a day, camouflage face paint and all. Take part in an Army weapons training simulation, set up a post out field and learn about what a day in the life of a soldier entails and put your fitness skills through a test. Whether you are testing your observations skills or creating a gourmet meal with your ration pack, the day will be full of amazing experiences. (Derwent Barracks)  **NAVY**:  Do you see yourself one day on the bridge of a warship or heading into the deep on a submarine? Few other employers offer such a great opportunity to travel the world, build amazing lifelong friendships and live and amazing lifestyle while acquiring skills and knowledge in your trade or profession. Students will get the opportunity to try their hand at a variety of maritime activities to see if life on-board one of the Royal Australian Navy’s vast fleet is for them. (Anglesea Barracks) |
| **Special Conditions of Placement:** | 1. There is no on base accommodation available for participants. 2. If you reside outside of the work experience location, (you cannot easily travel to and from home each day) you must indicate that you understand it is your or your parent/guardians responsibility to organise and fund any travel/ accommodation required for your participation. If you are under 18 years of age, the accommodation arrangements must include supervision by a responsible adult out of work experience hours. 3. This placement is primarily targeting secondary students only. |
| **Additional Requirements:** | You will be required to answer the following questions when completing your online application:  **Selection Criteria 1**  Applicants must acknowledge below that they have read and understood the 3 points in the "Special Conditions of Placement" by writing Acknowledged in the space provided. Failure to do so may have the application returned or delayed in being processed.  **Selection Criteria 2**  What is your motivation for applying for work experience with the Department of Defence? Is there a particular role/s in the Navy, Army or Air Force you are interested in? What about this role interests you.  **Selection Criteria 3**  Provide us with an example of when and how you have demonstrated leadership qualities or worked co-operatively in a team to make a positive contribution to the team performance. (Minimum 100 words). Describe the activity/event - what was your role and how did your actions influence the outcome?  **Selection Criteria 4**  Do you have any pre-existing injuries or illnesses? (You will not be excluded based on any information you provide here, rather it gives our supervisors the opportunity to modify any activities to ensure maximum participation). |
| **Point of Contact for Enquiries** | |
| **Name:** | Mr Geoff Metcalfe |
| **Phone Number:** | 07 3233 4413 |
| **Email:** | [tas.workexperience@defence.gov.au](mailto:tas.workexperience@defence.gov.au) |
| **Address:** | Victoria Barracks Building C3 Petrie Terrace BRISBANE c/-Gallipoli Barracks MC ENOGGERA 4051 QLD |

**Application Instructions**

**IMPORTANT INFORMATION:** Applications **must be** submitted through the **online application system** (eRecruit) prior to the closing date.

When registering on eRecruit and submitting an application, **you must use your own email account** (preferably your school/education email address if you have one) and not one registered to another person/relative or family member.

**To submit an application:**

1. Find a Defence Work Experience placement that interests you, and that you are able to attend.
2. Complete the online Defence Work Experience Application Form.
3. Submit the completed application form online.

**Note:** The Work Experience Application Form **is not** an agreement to a work experience placement with Defence. A placement can only be confirmed once a Work Experience Agreement Form has been agreed to by all parties and signed by Defence authorised approver.

**What happens next?**

1. Once the application is received, a system-generated acknowledgement e-mail will be sent to you.

1. The Work Experience Liaison Officer administering the placement will advise your School Work Experience Coordinator if your application for placement is successful. This is usually done after applications have closed on the website.
2. If successful, you will receive a Work Experience Placement Agreement form either sent directly to you or via your school’s work experience coordinator. To accept the placement offer:
   * complete the Agreement form
   * have it signed by yourself, your parent/guardian (if you are under the age of 18) and your school principal and
   * return it to your Work Experience Coordinator.
3. Your School Work Experience Coordinator will submit your Work Experience Placement Agreement to Defence for approval and signing.
4. Once the Agreement is approved and signed by Defence, your school will be provided with a copy of the approved Work Experience Placement Agreement. You will also be provided with further information about the work experience placement.

**Note:** Contact your School Work Experience Coordinator with any queries related to your application.

**Editing your application:**

* During the application process you can save your application and log out, then log in again at a later time and access your application to complete it.
* Once you have submitted your application you will be able to edit it up until the closing date.
* If you withdraw your application for any reason, you will not be able to re-submit it, nor create a new application for the same position.

**Withdrawing an application:**

If you have submitted an application and no longer wish to be considered for the Work Experience Program, you must:

* Withdraw your application in eRecruit **and**
* Inform the Work Experience Program via email at [Defence.WorkExperienceProgram@defence.gov.au](mailto:Defence.WorkExperienceProgram@defence.gov.au)

**IMPORTANT: Do not withdraw your application for editing. Once your application is withdrawn in eRecruit you can NOT re-submit and you will not be able to submit a new application for the same work placement.**

For further information refer to the [eRecruit Applicant User Guide](http://www.defence.gov.au/apscareers/infoforapplicants/Applicant%20User%20Guide.pdf).

**Don’t have a computer?**

If you do not have access to a home computer to complete your application for placement, the [APSCareers@Defence](http://www.defence.gov.au/apscareers/) website has a list of [internet café locations](http://www.defence.gov.au/apscareers/documents/Internet%20Cafe%20locations.pdf) where you can find computers with internet access.