

WELCOME TO CAREER HORIZONS

careerhorizons.com.au is an online work experience hub delivering fantastic benefits to your business and the local community.

This 'Australian first' website is designed to engage students with the local workforce and streamline the administration process for businesses.

This FREE service links local employers with local students. Plan your work experience opportunities to suit your individual workplace and schedule..

careerhorizons.com.au helps local students from primary, secondary and tertiary levels to gain experience either as a foundation for future career choices or as a requirement for successful completion of their qualification.



Student



www.careerhorizons.com.au

LINKS local students with local employers



Employer

Why Career Horizons works

- All local work experience opportunities are in one place online.
- Administration is streamlined for both employers and educators. Students contact the school, not your business.
- Employers can easily promote a wide variety of work opportunities to a wider audience, including primary, secondary and tertiary students.
- The website improves communication between businesses and educators.
- Students are exposed to a wide variety of career choices in their local area and can plan further study effectively.

Benefits to Business

- ★ Promotes the retention of local talent for your region's future workforce
- ★ Highlights the variety of work opportunities in your business
- ★ Saves administration time

ABOUT CAREER HORIZONS WORK EXPERIENCE HUB



An initiative of



Partnering with



Department of Education and
Early Childhood Development

An advisory group to the City of Greater Bendigo, the Bendigo Manufacturer's Group, identified the need to secure the future local workforce by engaging with and nurturing local talent through work experience.

The City of Greater Bendigo's Economic Development Unit responded to this need by establishing careerhorizons.com.au to benefit all business sectors. The website was developed in partnership with the Goldfields Local Learning & Employment Network (GLEN), Department of Education & Early Childhood Development (DEECD) and Active8.

Business identifies the need
to secure future workforce



Partnerships formed to
create a solution



careerhorizons.com.au is launched to engage and
nurture students through work experience, securing
the region's future workforce



'careerhorizons.com.au has been warmly received by the local business community'



MYER

"It's amazing what people can do, given the opportunity. Our work experience program has been easy to implement and we often find outstanding new team members for our casual pool."

Mark Forster, Myer Bendigo

"Join us in committing to nurture local talent, and together we can secure a stable future workforce"

Ken McCulloch, McCullochs Manufacturing



CAREER HORIZONS COMMUNITY CHAMPIONS



"It's a pleasure to mentor a senior secondary student aspiring towards medicine. I would like to see Damien working with Bendigo Health when he finishes his studies."

Dr John Edington, Bendigo Health



"I love to see the sense of pride the students have in making a meaningful contribution to our team."

Kellie Baines, CVGT



"It's great to give our work experience students a glimpse of the variety of career and global opportunities a multinational company offers."

Trish Mortlock, Motherson Elastomers



"Our tertiary placements this year have contributed to a wide variety of council projects. The students gain valuable skills for their resume, and make important industry connections."

Kim Ross, City of Greater Bendigo



OPTIONS TO SUIT YOUR WORKPLACE

Primary (Yrs 5-6)

★ Workplace tour

An opportunity for a group of students to tour your workplace.

★ Guest speaker

A presentation to a group of students by a representative from a business or industry.



Secondary

★ Work Experience

A short-term placement (usually 5 days) to provide insight into the industry and the workplace in which they take place.

Students are placed with employers primarily to observe and learn but do not undertake activities which require extensive training or expertise.

★ Structured workplace learning

On-the-job training by students enrolled in vocational education and training courses as part of either the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL).

★ School based apprenticeship

Combines part-time work, structured training and school studies. They are managed by apprenticeship centres such as CVGT, or VECCI. Can be undertaken in areas such as: Building and Construction, Automotive, Engineering, Community Services (Aged Care) and Hospitality.

★ Pre-apprenticeship

A pre-apprenticeship course is a stepping stone to get into the industry of the students choice.

★ Workplace tour

An opportunity for a group of students to tour your workplace.

★ Guest speaker

A presentation to a group of students by a representative from a business or industry.

Tertiary

★ Work Experience

In alignment with the course requirements of the tertiary institution.

★ Workplace tour

An opportunity for a group of students to tour your workplace.

★ Guest speaker

A presentation to a group of students by a representative from a business or industry.

★ Community Door (Committee / Board Involvement)

Introduce a young person to your local committee or board.



"I really enjoy giving talks to year 10-11 students interested in a career in mechanical engineering."

Mitch Curtis, Young Industry Ambassador, Bendigo Health

PLAN YOUR PLACEMENT TO SUIT YOUR BUSINESS

Consider these points to maximise the benefits of placing a student in your business.

Do you already have a documented placement program? YES NO

If NO, contact us now for assistance.

What area/s of your business will be able to support a student undertaking a work placement?

NOTES:

What type of placement/s best suit your operational needs?

NOTES:

Do you have a structure of supervision that will support the placement?

NOTES:

PLANNING THE BEST TIME FOR YOUR CALENDAR

All primary, secondary and tertiary education providers for Greater Bendigo, Central Goldfields and Mount Alexander regions have access to careerhorizons.com.au.

careerhorizons.com.au gives you the opportunity to plan your placements around your annual business work flows, whilst providing insight into the scheduling requirements of students.

Primary

Primary schools welcome employer participation at any time during the school terms.

Secondary

Secondary schools welcome employer participation within their school curriculum work experience time frame, and stagger this schedule in cooperation with other schools (see calendar on following page).

(There are further opportunities with secondary and trade schools for one-day a week placements for a specific period.)

Tertiary

Tertiary institutions are able to place students at any time over the year.

"It's a great opportunity for students to explore a career in media production and journalism."

Ashley Fritsch, Bendigo Advertiser

Bendigo Advertiser



"We are proud of our structured workplace programs to help local students with their future study choices."

Andrea Noonan, Bendigo Health



2014 CALENDAR

The dates highlighted in **green** are best suited to our regions secondary students. Primary and Tertiary students are open to opportunities throughout the academic year.

JANUARY

M	T	W	T	F	S	S
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FEBRUARY

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31						

APRIL

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

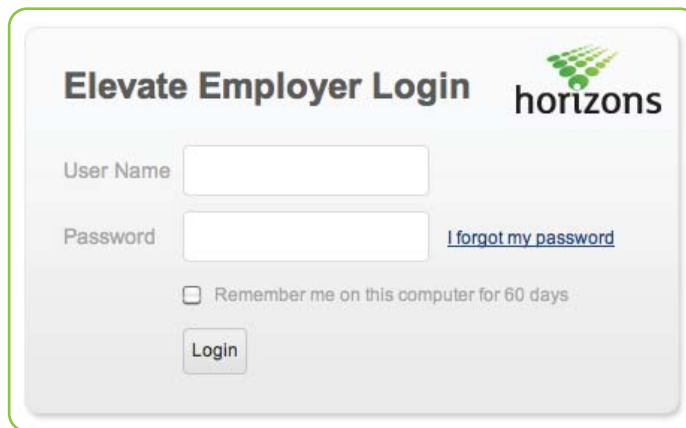
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29	30	31				

SETTING UP YOUR EMPLOYER PROFILE

Your employer profile contains information about your business, your available work experience placements and your contact details for the educator. You can add text and images to showcase the variety of opportunities your workplace offers. You can also upload brochures and documents.

TO ACCESS YOUR LOGIN

- Go to www.careerhorizons.com.au
- **Select** 'Employers'
- **Select** 'Register for password'
- Fill in employer details
- **Click** on 'Submit'
- You will receive your employer login and password from the Career Horizons Officer, generally within 3 working days



Posting your available placements:

- **Login** to the employer page
- Press **Add an Opp**
- You are now able to post your placements online

**Need Help??
View the
'How to' Video**

Found at the top left of
the Employer page

