

# Information Pack 2020



## For Students and Careers Adviser

### Are you interested in a career working with animals and tourism?

Taronga Zoo offers a work experience program for school students in Years 10, 11 or 12 who have expressed a keen interest in pursuing a career in zoo keeping, animal care, guest services/education or zoo horticulture. Work experience at Taronga Zoo is voluntary and unpaid. It caters for students from Government, Catholic Systemic and Independent schools in New South Wales. Work Experience is only available to students who have not previously done work experience at Taronga Zoo Sydney or Taronga Western Plains Zoo.

### Taronga Zoo Work Experience

Work experience at Taronga Zoo allows students to:

- \* Observe a variety of work being done in the fields of zoo keeping, animal care, zoo horticulture or guest services and education.
- \* Undertake supervised work appropriate to the student's skill level.
- \* Ask questions about a zoo workplace.
- \* Gain skills related to being at work at the zoo.
- \* Investigate training and zoo employment opportunities.

Although work experience duties vary between zoo divisions, students will be exposed to a wide range of duties from the very interesting to the very routine.

Duties may include:

- \* Cleaning (including windows, food utensils, faeces, exhibits, etc)
- \* Preparing and distributing food
- \* Observing and recording animal behavioural information
- \* Minor exhibit modification and refurbishment
- \* Assisting with public presentations or keeper talks
- \* General administrative duties

Students are not permitted to administer medication or undertake training or conditioning of animals. Students will undertake work duties in accordance with Taronga Conservation Society Australia Workplace Health and Safety (WHS) procedures.

### Work Education Student Outcomes and Assessment

Taronga Zoo's work experience is a curriculum-based program and meets the requirements mandated by the NSW Work Education Years 7-10 Syllabus. Student assessment is based on observed student achievements and performance on a variety of tasks in relation to the syllabus outcomes in a fair and challenging work environment.

**Indigenous Students:** Taronga Zoo employs an Aboriginal Education Officer who contributes to creating a welcoming and supportive learning environment for Indigenous students.

**Students with Special Needs:** Taronga Zoo accepts students with special needs, providing schools identify and communicate the reasonable adjustments and accommodations required to support students with disabilities. Schools must ensure that the necessary support is available, and students are suitable for particular zoo work areas. Due to the nature of Taronga Zoo's site, steep terrain and confined spaces, students' divisional choices may be limited.

### NOTE TO PARENTS

The Taronga Zoo work experience program provides placements for hundreds of students each year. In order to manage the administrative burden, we ask that you direct enquires to your school or careers advisers. Ultimately, the school is responsible for selecting the most suitable candidate and is generally best placed to answer any questions you may have. We will endeavour to respond promptly to all careers advisers to ensure an efficient service. We thank you for your understanding and cooperation with this request.

## Application Procedures 2020

Application forms are to be scanned and emailed to: [vocedtz@zoo.nsw.gov.au](mailto:vocedtz@zoo.nsw.gov.au) with **Work Experience Application 2020** as the email subject line.

**One successful applicant per school** will be allocated a zoo division for a period of five days (Monday – Friday) excluding the Bank Holiday, public holidays and school holidays. The first week of the program commences **Monday 10<sup>th</sup> February 2020** and the final week of the program commences **Monday 30<sup>th</sup> November 2020**. Students are only permitted **one** placement at either Taronga Zoo Sydney **OR** Taronga Western Plains Zoo. Students who have already had a week of work experience are asked not to apply a second time to avoid disappointment.

**Applications will be processed in order of receipt and must be received before the closing date on 28th February 2020.**

Students are required to complete all sections of the Taronga Zoo work experience application form, including the NSW Department of Education Student Placement Record. Application forms must be downloaded from the Taronga Zoo website as the required host details are pre-filled on these forms. Incomplete application forms may not be accepted and could jeopardise the students' chances of securing a placement. Schools must approve and endorse the student's application by completing the relevant sections on the application form. Students under the age of 18 years require parent or guardian signatures on their applications.

Receipt of an application does not automatically confirm a work experience placement. Applications that meet all the necessary requirements will be processed and successful applicants will be allocated placements based on indicated preferences and availability. Successful applicants and their careers adviser will be notified via a confirmation email indicating placement dates and allocated divisions together with other relevant program details. Although every effort is made to accommodate divisional preferences, this is not always possible.

### Electronic Correspondence

Electronic correspondence will be the main channel of communication, so please ensure student, parent and careers adviser email addresses are correct and legible.

**Please remember to notify us of any change to your contact or email details. To avoid Taronga emails ending up in the SPAM or JUNK mail folder, add us to your trusted senders list.**

**All students must have public liability and personal accident insurance cover.** When insurance is not issued by the school, the student must provide their own insurance cover and show a copy of the policy before commencing work experience. Past students have used companies such as "AON" and "ACE". Taronga Zoo does not have any commercial relationship with these companies. Parents and students are advised to consider their own circumstances before selecting their insurance cover.

### Important message to Principals and Careers Advisers

The Department of Education's "Student Placement Record" forms part of the application and must be sent through **completed and signed** at the time of application. You will be notified with a confirmation email if your placement is successful. Please print the confirmation letter for your records. Unsuccessful applicants will be notified at the end of the application period. **Please keep the original application forms for your records.**

### General Information for students

**Hours** Monday - Friday 8.00am – 3.00pm

**Clothing** Practical and comfortable clothing (no midriffs), closed shoes, hat or cap, wet weather gear (e.g. raincoat, spray jacket, not umbrellas)

**Induction** Students will participate in an induction session upon arrival on their first day.