



## Information Package

### For Students and Career Advisers

Are you interested in a career working in the zoo industry?

**Taronga Western Plains 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 the zoo industry. Work experience at **Taronga Western Plains Zoo** is voluntary and unpaid, catering for students from Government, Catholic and Independent schools in New South Wales. Work Experience is only available to students who have not previously done work experience at Taronga Zoo or Taronga Western Plains Zoo.

### Taronga Western Plains Zoo Work Experience 2019

Work experience at **Taronga Western Plains Zoo** allows students to:

- observe a variety of work performed in the fields of either zookeeping, animal care and tourism
- observe a variety of work performed in the retail / catering outlets
- 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

Work experience duties vary between zoo divisions. Generally the student assists zookeepers in the total care of animals and maintaining landscape. Students work within the Work Health and Safety procedures of the Taronga Conservation Society.

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
- carrying out administration duties
- assisting in our retail and catering outlets.

### *Work Education Student Outcomes and Assessment*

**Taronga Western Plains Zoo's** work experience is a curriculum based program and meets with the requirements mandated by the NSW Board of Studies, 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.

### *Students with Special Needs*

**Taronga Western Plains Zoo** accepts students with special needs, providing any necessary support is available and students are suitable for particular zoo work. Due to the nature of zoo work student participation in the program may be limited.

## Application Procedure



**One successful applicant per school** will be assigned for one week's duration (Monday – Friday) excluding public holidays and school holidays.

The first week of the program commences Monday 12<sup>th</sup> February 2019. The final week of the program commences Monday 3<sup>rd</sup> December 2019.

### **Important information Application Submission**

Please be aware that Taronga Conservation Australia Work Experience selection panel will only accept one Application for either Taronga Zoo Sydney or Taronga Western Plains Zoo Dubbo.

Students are advised to apply for their preferred site only. Any duplicate submission will void your application.

Students are permitted **one week only** and are **not permitted** to undertake work experience at both Taronga Zoo (Sydney) and Taronga Western Plains Zoo (Dubbo). Students who have already had a week of work experience are asked not to apply a second time to avoid disappointment.

Eligible students are required to complete The **Taronga Western Plains Zoo** Work Experience Application Form. This must include:

- School and student information
- Two date preferences
- Completed Selection Criteria
- Careers Advisor comments on student suitability
- Students under the age of 18 years require their parent or guardian to sign their application.

**The Selection Criteria on page 5 of the application document must be included with your application form.**

**All students must be insured.** Where this is not covered by the school, the student must provide their own insurance cover and show a copy of the policy before commencing work experience.

General Information for students:

**Hours** Monday (or first day of work experience) 9:00am – 4:45pm  
Tuesday to Friday 8:10am – 4:45pm

**Breaks** 10:50am – 11:09am & 1:15pm – 2:00pm

**Clothing** Practical, respectful and comfortable neutral coloured clothing (no midriiffs), closed shoes (e.g. boots or runners), hat or cap, wet weather gear (e.g. raincoat, spray jacket). Umbrellas cannot be used whilst working near animal exhibits. Sunscreen is available for students at each Zoo Division. Youth at the Zoo students are not to wear their Y@TZ uniform.

**Induction** All students will participate in a safety and site induction session upon arrival on their first day.

### **Important message to Principals and Careers Advisers**

The Department of Education's "Student Placement Record" is included in the Application Form.

### **SECTION 3 – Host Employer Statement**

A signed and dated version of section 3 will be generated for the successful applicant and forwarded to the Careers Adviser and Student via email. Please print the confirmation letter for your records.

**Please do not send the school 'version' as it will not be returned.**

Mail the completed Application Form to:

Taronga Western Plains Zoo Education Centre Obley Road PO Box 831 Dubbo NSW 2830  
T 02 6881 1433 F 02 6884 4530 E wpzedcentre@zoo.nsw.gov.au www.taronga.org.au



Education Centre  
Taronga Western Plains Zoo  
PO Box 831, DUBBO NSW 2830

*Faxed or emailed applications will not be accepted.*

**Closing Date:** Monday 10<sup>th</sup> December 2018.

### Electronic Correspondence

Once we have received your application form, all further correspondence will be electronic. Student/Parent and Careers Adviser email addresses must be included on the application form.

***Incomplete application forms will not be accepted. Please ensure you notify us of any change to your electronic details and always check your spam folder for stray emails.***

Applications that meet all the necessary requirements will be processed based upon the Careers Adviser's recommendations and student's Selection Criteria response. Receipt of an application does not automatically confirm a work experience placement. **Taronga Western Plains Zoo's** work experience coordinator will determine successful students' placements in a fair and equitable manner and the decision will be final.

The school Careers Adviser and student will both be notified by email regarding the student's acceptance or non-acceptance. Successful applicants will also receive all relevant work experience information. Zoo placement is only conditional and may change in the event of unforeseen circumstances.

### Student / Careers Advisor Checklist – Before sending

- Work Experience Information Package has been read and understood.
- Work Experience Application Form as been completed.
- Selection Criteria completed by student.