

THE PROGRAM

The Herald and Weekly Times offers a short work experience program for Victorian secondary school students from Year 10 onwards. Placements are offered in a variety of areas within the Company and are designed to give students a range of experiences. Areas of work experience include:

- Editorial
- Photography*
- Graphic Design**
- Advertising
- Newspaper Circulation
- Human Resources
- Information Technology
- Library Systems
- Finance

Photography* - include 2 photographs of your choice with application and essay/article (see below.)

Graphic Design** - include 1 A4 size sample of your work and essay/article (see below)

These positions are offered across Herald and Weekly Times Ltd publications - The *Herald Sun*, The *Sunday Herald Sun*, mX and *The Weekly Times*. Students may find themselves working in a number of areas during their work experience. **Work experience is for one week's duration between March and December** each year.

CLOSING DATE FOR RECEIPT OF COMPLETED APPLICATIONS IS 1st DECEMBER

HOW TO APPLY

1. Complete the Application for Work Experience Form;
2. Compose a short essay on **either** of the following:
 - a) I want to complete my Work Experience at the Herald & Weekly Times Ltd because.....

OR
 - b) Write a newspaper article on a current news topic in your area of interest eg. Sport, Features, News etc. You may include graphics but the article cannot be more than one A4 page.

NB. Essay/ Article must be typed. 12pt font on one A4 size paper. Max 600 words.

Work experience placements are assigned by the **end of February** each year. Only students who have submitted a completed Work Experience Application Form and the proper essay/article will be considered.

No other written information is required and will not be considered as part of the application.

In the event that you do not wish us to retain your application please advise us in writing.

Availability is limited. Receipt of application does not guarantee selection.

Applications are individually assessed and placement is assigned based on merit.

Please send applications to:

Loretta Solomon

Work Experience Coordinator

Human Resources Department

The Herald and Weekly Times Pty Ltd

PO Box 14774

MELBOURNE CITY MC VIC 8001

9292 1042

Email: solomonl@hwt.com.au