

V/Line Internship Program

Frequently Asked Questions

1. What is the Internship Program?

Our internship program offers participants the opportunity to gain hands-on experience, develop their skills, and work closely with professionals in their field of interest. Interns contribute to meaningful projects and tasks at V/Line, whilst being valued as a member of the team.

2. Who is eligible to apply?

The internship is open to:

- High School students aged 15 or over, in years 10, 11 or 12 at a Victorian High School, Flexible Learning Centre or Virtual Schools Victoria
- TAFE & University students undertaking a course at a Victorian institute which requires Work Integrated Learning (WIL)/ practical placement and have approved work experience placement insurance from their institute
- NDIS Participants who are with a registered employment agency that has approved work experience insurance for their agency participants.

All applicants must be a Victorian resident and Australian Citizen.

3. What are the maximum hours of work experience available to participants?

Hours will vary and are outlined below:

- High School Students – 5 days, 9.30am – 3.30pm
- University & TAFE students – 120 hours, days and times will vary to suit study timetable
- NDIS Participants – 10 business days across a two-week period, 10am – 2pm

Participants are unable to exceed the maximum hours in any given calendar year.

4. Can I apply again if I have participated in the program before?

You are welcome to re-apply for the program if you have previously been part of our Intern program. However, priority is given to applicants who have not yet had the opportunity to participate.

5. What if I don't meet the eligibility criteria?

Unfortunately, we do not offer any other work experience or volunteer opportunities at V/Line.

6. When does the internship program run?

Our program runs annually from March to October across a variety of dates, flexible to suit participant preferences and/or study schedule

Our NDIS program runs between August and September each year.

7. How many participants do you accept into the program?

Our program is very competitive, with a high volume of applicants each year. We do have a limit on how many participants we accept into the program, to maintain a high-quality learning experience.

On average, we have the following places available each year:

- 14 places for high school students
- 4 places for University and TAFE students
- 2 places for NDIS participants

8. Are the internships paid?

No, this is an unpaid internship.

Our interns will receive free public transport for the duration of their program, expert mentoring from professionals in their field of interest and access to future recruitment support.

9. Does this program have paid employment opportunities?

No, it does not. Our program is designed to support learning and development needs of our participants and there is no employment opportunities connected to this program.

Our employment pathways are merit-based, and information about our paid opportunities can be found on the V/Line careers page.

10. How do I apply?

Applications for our program open the first Monday in November each year for the following years' program. Applications are open for approx. 4-weeks via our web page: <https://corporate.vline.com.au/Careers/Getting-your-dream-job-at-V-Line>

11. What should I include in my application?

A strong application typically includes:

- Detailed responses to each of the application questions
- Demonstrated passion for careers in the rail industry
- Up to date resume

12. When will I hear back after applying?

You can expect to hear back within 2–4 weeks of the application deadline.

13. Do you offer placement for students enrolled in the Certificate II Rail Infrastructure program?

This program does not have a Work Integrated Learning requirement, and therefore students will not have appropriate insurance to cover placement from the RTO.

If you are a student of this program, and still attending high school, you can speak to your careers department about applying as a high school student.

14. What kind of work will I be doing as an intern?

Intern responsibilities vary by department; however, we will ensure your experience is tailored to align with your career goals. You'll have the chance to collaborate with full-time staff, attend team meetings, and contribute to real company initiatives.

15. Where will I undertake my placement?

As part of our interview process, we ask candidates to select their preferred work experience sites, such as specific V/Line stations or our regional or city offices. We do our best to honour preferences however this is not guaranteed due to the nature of our business.

16. What should I do if I have a disability or special learning request?

We are an inclusive and diverse community and will ensure that necessary adjustments are made to provide you with a meaningful experience at V/Line. Successful candidates will have their individual needs understood and accommodated. If you need extra support with the application process, please email earlycareer@vline.com.au

17. How does the NDIS Program work?

- The NDIS program is available for young adults aged 18 – 28 years who would like to develop their employability skills
- Participants complete up to 10 days work experience at one or multiple V/Line locations to enhance their skills and knowledge in the industry
- The placement locations and work activities are designed to suit the individual career goals
- Applicants must be actively registered with an eligible employment agency. An eligible employment agency is one that provides appropriate Public Liability and Personal Indemnity insurance for their participants to engage in unpaid work experience. We recommend you check with your agency if they provide this before applying, to ensure you are eligible.

Please note, we do not make any recommendations relating to eligible employment agencies in Victoria.

18. I am a NDIS Participant, but I am not with a registered employment agency – can I still apply?

Unfortunately, no. Applicants need to be actively registered with an eligible employment agency to participate in the program. We do not have any other work experience or volunteering opportunities.

19. Is the internship remote or in-person?

The internship is in-person to ensure all participants have a valuable learning experience.

20. Who can I contact if I have more questions?

Feel free to reach out to earlycareer@vline.com.au for additional information or support.

