

# V/Line Internship Program

## Frequently Asked Questions



### 1. What is the Internship Program?

V/Line's 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 as valued as a member of the team.

### 2. Who is eligible to apply?

*Internships are open to:*

- High School students aged 15 or older, currently in Years 10, 11 or 12 at a:
  - Victorian High School
  - Flexible Learning Centre
  - Virtual Schools Victoria
- TAFE and university students over 18 who:
  - Are enrolled at a Victorian institute
  - Require Work Integrated Learning (WIL) or practical placement
  - Have approved work experience placement insurance from their institute

All applicants **must** be Australian citizens & permanent residents living in Victoria.

### Program limitations

While V/Line aims to support a wide range of students and participants, there are a few pathways V/Line are currently unable to support:

- The program does not currently support placements under the Vocational Major (VM) program, also known as Structured Workplace Learning (SWL).
- Due to recent Disability Employment Reforms, the NDIS stream for young adults with disabilities who are not enrolled students is no longer available.
- At this stage, alternative volunteer or work experience pathways are not available.

For those interested in employment opportunities, V/Line encourage you to explore current job vacancies listed on V/Line website.

### **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

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 V/Line Intern program. Priority will be given to applicants who have not yet had the opportunity to participate.

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

V/Line does not offer any other work experience or volunteer opportunities at V/Line.

### **6. When does the internship program run?**

V/Line's program runs annually from March to October across a variety of dates, flexible to suit participant preferences and/or study schedules.

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

V/Line's program is very competitive, with a high volume of applicants each year. V/Line do have a limit on how many participants V/Line accept into the program, to maintain a high-quality learning experience.

On average, V/Line have the following places available each year:

- 14 places for high school students
- 4 places for University and TAFE students

### **8. Are the internships paid?**

No, this is an unpaid internship.

V/Line 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. V/Line's program is designed to support learning and development needs of participants and there is no employment opportunities connected to this program.

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

### **10. How do I apply?**

Applications for V/Line program open the first Monday in November each year for the following years' program. Applications are open for approx. 4-weeks via V/Line web page: <https://corporate.vline.com.au/Careers/Getting-yV/Line-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 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, V/Line will ensure your experience is tailored to align with your career goals. You'll have the chance to collaborate with rail industry experts and contribute to real company initiatives.

## **15. Where will I undertake my placement?**

As part of the interview process, V/Line will ask candidates to select their preferred work experience sites, such as specific V/Line stations or V/Line regional or city offices. V/Line does its best to work with your preferences, however this is not guaranteed.

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

V/Line are an inclusive and diverse community and will ensure that necessary adjustments are made to provide you with a meaningful experience.

If you need extra support with the application process, please email [earlycareer@vline.com.au](mailto:earlycareer@vline.com.au).

## **17. Is the internship remote or in-person?**

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

## **18. Who can I contact if I have more questions?**

Contact [earlycareer@vline.com.au](mailto:earlycareer@vline.com.au) for additional information or support.

