



Work Experience Handbook

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Procedure

RCM Staff Procedure for Students interested in or seeking work experience at the RCM.

Communicate immediately with the Head of your Department.

- Student Name
- Year at School
- School
- Contact Phone Numbers
- Approximate dates for work experience

Direct the student requesting work experience at RCM to:

- Complete an application for work experience: forms available on the RCM's website (www.rivconmusic.org.au/workexperience) or at the RCM's Admin office.
- Return form to RCM office or Head of Department or scan and email to admin@rivconmusic.org.au

HOD or Work Experience Co-ordinator or Schools Co-ordinator

- Liaise with work experience student and school
- Discuss with RCM staff and arrange a suitable timetable
- Supervise completion of forms

Riverina Conservatorium of Music Work Experience Program

Student Responsibilities

- Your duties will include a range of activities including teaching practice study and administration.
- Dress neatly and modestly
- Be punctual arrive 5 minutes before the block of lessons you are observing
- Complete the various tasks in listed your diary and on your timetable.
- Take notes and write any questions down at end of the lesson or lesson block- do not write the names of students down in your diary
- Follow directions from staff politely.
- Do not repeat comments you hear or that are made in relation to students or staff at the RCM.
- Do not interrupt lessons, if you need to leave, leave quietly

RCM Teacher Responsibilities

- Introduce the visiting work experience person to other staff, administration team, and instrumental students
- Assist with completion of assigned tasks
- Answer questions about teaching, performing and the study of music

RCM Work Experience Coordinator

- Send letters to all parents whose children will be observed as part of the work experience program
- Provide guided tour of buildings related to RCM Activities
- Provide suitable timetable, which should include practice and administration duties.
- Provide and supervise the completion of Work Experience Diary
- Complete any relevant paper work and liaise with the school careers advisor.

Suggested activities for work experience students

- Observe teaching across a range of instrumental areas
- Practice instrument daily
- Compose music and research theory of music
- Participate in classes, and relevant ensembles and band programs
- Assist with workshops, recitals and concerts that may occur during the work experience week
- Assist with suitable administration duties, such as photocopying, book covering, poster delivery

Student Application for Work Experience

Riverina Conservatorium of Music Work Experience Program

Student Name: _____

Address _____ Contact Phone: _____

Email _____ Student Mobile Phone _____

RCM Teacher/s _____

Instrument and areas of Study at RCM _____

School Contact Details: _____

School Work Experience Coordinator _____

School Music Coordinator _____

Proposed Days/ Dates/Times for Work experience: _____

Why do you wish to do work experience at the RCM?

Please tick the areas in which you are interested.

Instrumental lessons

Band Rehearsals

Ensembles-Flute/ Saxophone/ Clarinet/ Recorder

Choirs- Junior/ Senior/ Sweet Adelines/ Cantilena Singers

String Groups/ RCC

Classes: Musicianship/ HSC AURAL Classes/ Composition Classes

Workshops/Concerts

Administration Duties: Library/ Copying/ Mail/ Other Duties

Other _____.

Application for Work Experience Student to attend RCM School Program

Name: _____

School in which program is based: _____

School Contact Details: _____

School Work Experience Coordinator _____

School Music Coordinator _____

Proposed Days/ Dates/Times for Work experience: _____

Student Information and Contact Details:

Email _____ Phone _____

RCM Teacher Responsible for Work Experience Student at School Based Programs:

Reasons for attending school based teaching program

Permission given to attend school based program Yes/ No

Date: _____ Day: _____

Time: _____

RCM Teacher Responsible: _____

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Permission given:

School Music Director

School Principal

RCM HOD/ Work Experience Coordinator

Example Work Experience Time Table

Include

- Time for orientation and explanation of tasks
- Curriculum and Planning of lessons
- Timetable practice/ study time
- Allow flexible hours eg: some days start at 2pm work until 8pm
- Variety of tasks including observation of teaching, interviews with teachers, administration duties, practice time, music theory time.

Sample time table sent to school, parent/s and student.

Day	Time	Activity	Location	Teacher
Monday 26/3/07	9:30	Administration Duties/ Practice	RCM	Joanne Burrows
	11:30- 1:00	Recorder Ensemble	WWCC	Joanne Burrows
	1:00-2:00	Aural Coaching HSC Observations	RCM	Joanne Burrows
	2:00-3:00	Practice	RCM	
Tuesday 27/3/07	3:45- 4:45	Junior Flutes	Upstairs Classroom	Morwenna Collet
	12:00	Practice and theory	RCM	Joanne Burrows
	2:30	Administration Duties & Practice	RCM	Admin staff
	5:00	Lessons- observe and interview teachers	RCM	Morwenna Collet
	7:00	Riverina Concert band	RCM	Craig Walton
	10:30	Administration Duties & Practice & Lesson	RCM	Admin Staff
Wednesday 28/3/07	5:00	Musicianship Lesson- assist & observe		Teacher...

Lesson Observations.

Work experience students write comments on at least two lessons from at least THREE different teachers.

What did the teacher do at the start of the lesson?

How did the teacher encourage the student?

What did the teacher do to address, fix, correct or solve problems that the student was having with the piece?

How did the teacher introduce and explain new ideas?

Outline the structure of the Lesson: EG: technique: scales/arpeggios/ aural/ reading/ theory/ pieces/ new works/

Did the teacher use a student and or teacher diary? If so, how was this used?

Work Experience Student Interview of an RCM Staff Member.

Ask RCM Music Teachers about their Education

Where did you study?

How long did you study?

What qualifications do you have?

What are the best places to study music?

What do I need to audition or to study music at a tertiary level?

Ask RCM Music Teachers about their Experience

How long have you been teaching/ performing?

Where have you taught before?

Have you taught class room music?

What performances have you given?

Ask RCM Music Teachers about teaching and performing

Why do you teach? Do you like teaching?

Why do you perform? Would you prefer to do more performing?

What other performing do you do? EG: Orchestras, bands, jazz groups.

Ask RCM Music Teachers about their Skills

Do you write or compose music?

Do you conduct bands, choirs, or orchestras ?

Do you play in ensembles, or orchestras, or sing in bands or groups as a professional?

How much practice would you do each day? Over a week?

Do you still practice scales and arpeggios?

Record of Lessons and Additional Lessons

Teacher's Name: _____

Comments on technique:

Comments on pieces

Practice Suggestions

RCM STAFF REPORTS



Website: rivconmusic.org.au
 PO Box 7290, **Mount Austin**, NSW 2650
 Phone/Fax: 0269 253 522 / 0269 254 120

Work Experience Report

Date:

Student Name:

Conduct	Needs Attention	Satisfactory	Above Average	Excellent
Dress: appropriate dress				
Behavior: polite, courteous				
Punctuality: arrived on time				
Initiative: able to self direct				
Work ethic: Completion of tasks				
Organizational Skills				
Duties	Needs Attention	Satisfactory	Above Average	Excellent
Practice				
Lessons				
Observation				
Questions				
Participation				
Other Set Tasks	Needs Attention	Satisfactory	Above Average	Excellent

Comments:

Director/HOD _____ Signed _____