

LACEY ARMSTRONG

BUSINESS ADMINISTRATION TRAINEESHIP WESTMONT AGED CARE

Why did you decide to undertake a gap year traineeship? I chose to take a gap year because I was unsure of what I would like to study at university or even if university was something that I wanted to do. I also chose a gap year because if I did go to university I had to support myself so I wanted to have money behind me so I could cope. Traineeships also give you a great qualification, you make friends, can stay at home a little longer with friends and family and looks awesome on your resume.

How did you find out about the traineeship and what was the application

method? I found out about my traineeship at Westmont Aged Care in Administration through Sandie, she sent out an email to all year 12 students and I chose to apply. The application process was very straightforward, I emailed through my resume and cover letter and a couple of weeks later I was called in for a job interview.

What do you typically do on a day to day basis in your job? First point of call when you enter the Homestead reception; Help Residents and family members with questions and queries; Answer phone calls from family members, residents, contractors and staff; Admissions and discharges; Work one weekend a month – Apartment rounds – checking that residents are okay; General office duties; Archiving, filing, storage and disposal of documentation; Mail merges, emails, reports and letters; Help residents with anything and everything.

What are the great things about your traineeship? I love the residents – they are the best. I didn't realise how much fun this traineeship would be, how funny the residents are and how great the staff are. It is the best traineeship. There is always jobs to be done so you never get bored. Doing fun and crafty things for activities staff is always fun. Working closely with EN's and RN's is great and always interesting. Learning heaps every day from the senior staff that I work with is really good too.

Has completing this traineeship strengthened or changed your career/course

choice for 2018? Yes, it has changed what I wanted to do in 2018. I really had no idea what to do at university and I got into Health Promotion at Deakin Burwood. But now $\frac{3}{4}$ of the way through my traineeship I have now enrolled for a Bachelor of Nursing at Deakin Geelong. I chose to change because I wanted a more specific degree. Working closely with RN's I have seen how interesting their job is. I feel that I now understand the skills required to complete the degree. I think it is a great eye opener doing a traineeship because when you are straight out of school you have no idea what it will be like and jumping into a university degree, when you are not sure if it is something that you want to do would be so hard. Doing a traineeship helps you decide what you want while earning money and being with friends and family for another year. Its great!

2018: Bachelor of Nursing, Deakin University

