**PROFESSIONAL PLACEMENTS**

**Position Description**

 **This placement is only available to Swinburne students who are eligible for Professional
Placements program.**

**A Professional Placement** is a 6 or 12 months full-time paid placement for undergraduate students
who have completed at least half of their degree with a credit average.

**Host organisations:** Please complete a Position Description highlighting the benefits of the placement
from the student’s point of view and being as detailed as possible.

**Students:** Ensure your resume is tailored to the position description below. Create a competitive Cover Letter and Resume showing your interest in the host organisation and addressing the Knowledge/Skills Required section. Be careful to follow instructions and submit a transcript of results if requested. We also recommend you utilise all of our resources on [Cover Letters](https://swinburne.careercentre.me/Resources/CustomPage/CustomPage2.aspx?CustomPageId=2344) and [Interviews](https://swinburne.careercentre.me/Resources/imodule/M8.aspx)prior to applying.

If you have any questions regarding the role, please contact profplacements@swin.edu.au. and the Employability team will reach out to the host organisation on your behalf.

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| **HOST ORGANISATION DETAILS** |
| Name of host organisation |  |
| Host organisation profile | *Include information here about:** *Why a student would want to do a placement with your organisation.*
* *The type of work the organisation is involved in that the student can relate to – does it sound like an interesting organisation to undertake a placement? This gives the applicant a sense of stability and capability that you will provide a rich learning environment.*
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| Host organisation values | * *Organisational values are the guiding principles that provide an organisation with purpose and direction.*
* *Other information re the organisation - supports diversity, Corporate Social Responsibility (CSR), etc. Many students are keen to know about how the organisation impacts and benefits society. (Please note that brief statements in this section will support details in other sections of the PD that attract interest from students with equity backgrounds).*
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| ABN |  |
| Website |  |
| Address *(street, suburb, postcode)* |  |
| **PLACEMENT DETAILS** |
| Placement job title | *Example: Site Engineer, Marketing Assistant, Trainee Scientist etc.* |
| Role reports to *(name and title)* | *Please appoint an industry supervisor who has the relevant skills and expertise to mentor and guide the student throughout the placement.*  |
| Supervisor support to students | *Describe what structures are in place to support the student throughout the placement. This could include a mentoring or buddy system, weekly catch ups, a structured induction program etc.**Explain how you will provide a safe space for students to learn about the way the workplace operates and how they can fit themselves into it.* |
| Department name and profile | *Department name.**How does the department or organisational team impact upon the overall progress of the organisation?* |
| Onboarding/induction process | *Explain how onboarding processes will meet each student’s individual needs to help them perform well in the role.**Reference existing policy to give examples of support that enables individual performance such as:** *OH&S*
* *Disability Awareness Plan*
* *Accessibility communities*
* *Diversity Awareness Plan*
* *Ergonomic assessments*
* *Reconciliation Action Plan*

*We recommend mentioning the interview will contain opportunities for candidates to explain how they do their best work.*  |
| Work arrangement | [ ] on-site [ ] remote/working from home [ ] hybrid  |
| Duration of placement 1\* | [ ] 6 mths [ ] 12 mths | Weekly working hours (38/40) |   |
| Preferred start date (DD-MM-YYYY) |   |
| Payment: annual salary (excluding super)2 |   | Number of students required  |   |
| Is this opportunity exclusive to Swinburne?  | [ ] Yes [ ] No |
| **ROLE DETAILS** |
| Duties and responsibilities  | *List the primary duties the student will be involved with and responsible for and who they will be supporting.* |
| Core knowledge & technical skills required to perform this role | *We recommend acknowledging that recruitment decisions are influenced by the way people use their skills.**Please avoid listing mandatory skills such as “exceptional communication skills” unless the position description explains why it is an inherent requirement of this role.**Note that students may not have all the require or desired skills but please keep in mind a student’s capacity to learn a skill in the role.* |
| Other skills including transferable/soft skills |  |
| Any other information (*E.g. require driver’s license, Police check, vaccination etc.)* |  |
| **APPLICATION DETAILS** |
| Equity information | We encourage applicants from diverse backgrounds to apply. We are committed to making our recruitment and placement arrangements fair and equitable. If you would like to discuss specific accessibility or support requirements to help you demonstrate your ability during the recruitment process or do your best work if you are placed with us, please contact **<insert email address>** for a private discussion. |
| Application documents required | ☒ Cover Letter ☒ Resume ☒ Academic Results [ ]  Other: (please specify) |
| Other Application documents required (*E.g. Portfolio)* |  |
| Application closing date 3 |   |
| Application address to | *Name and title of Host contact that applications should be addressed to.*  |
| How to apply | **All applications must be submitted via InPlace** |

*\*Placements commencing in August/September will need to be less than 12 or 6 months in duration to ensure the students will be able to return to their studies in the following semester/year.*

*1 International Students can only undertake a 12-month placement.*

2 *Professional placements are paid as a direct hire arrangement, and the host organisation and the student enter into a full-time fixed term employment contract for the duration of the placement. The host organisation agrees that the student is paid within regulatory requirements of all State and Federal legislation pertaining to the Fair Work Commission.*

*3 Students should apply via InPlace earlier rather than later, as applicants may be interviewed and appointed before the application closing date.*

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| **NOTE TO STUDENTS** |
| **What happens if you get an offer?**Students should not continue to apply for placement opportunities once they have accepted an offer. Once a student receives and accepts an offer, the expectation is that you will honour that agreement and advise any other organisations you have secured an interview with that you have obtained another placement. If you are unsure whether the opportunity is right for you, or if you are waiting to hear back from another interview, you may like to consider asking the organisation making the offer for 48-hours to consider their proposal. Students should factor in the risk of being perceived as not interested when deciding if asking for additional time to consider the offer is in their best interests. A Professional Placement is an academic program, and it is a requirement that a student on a placement must be enrolled in the two Professional Placement academic units of study each semester (Integrated Professional Placement and Work Experience in Industry) which are delivered online. If you withdraw from one or both units, your placement with the host organisation will be automatically terminated.  |

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| **OFFICE USE ONLY** |
| Approved by WIL Coordinator(s) | [ ]  Yes [ ]  N/A | Name(s) |   | Date |   |

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| **DISCIPLINE(S) RELATED TO THE ROLE** |

**The following section is to be completed by the Swinburne Academic WIL Coordinator**

[**Arts and Humanities**](http://www.swinburne.edu.au/study/find-a-course/arts-social-sciences/)

[ ]  Criminology

[ ]  History/ Philosophy

[ ]  International Relations

[ ]  Politics

[ ]  Social Science

[**Business**](http://www.swinburne.edu.au/study/find-a-course/business-management/)

[ ]  Accounting

[ ]  Commercial Law

[ ]  Entrepreneurship

[ ]  Finance

[ ]  Human Resource

[ ]  International Business

[ ]  Management

[ ]  Marketing

[ ]  Logistics & Supply Chain Management

[**Communications**](http://www.swinburne.edu.au/study/find-a-course/media-communications/)

[ ]  Advertising

[ ]  Creative/Professional Writing

[ ]  Digital Advertising/Marketing

[ ]  Film & Animation

[ ]  Film & TV

[ ]  Journalism

[ ]  Media

[ ]  Public Relations

[ ]  Social Media

[**Design**](http://www.swinburne.edu.au/study/find-a-course/design/)

[ ]  Architecture

[ ]  Branded Environments

[ ]  Communication/Graphic Design

[ ]  Digital Media Design

[ ]  Industrial Design

[ ]  Interaction Design/UX

[ ]  Interior Architecture

[ ]  Photomedia

*Please note: Interior Architecture & Industrial Design are honours programs only- contact us for more details.*

[**Engineering**](http://www.swinburne.edu.au/study/find-a-course/engineering/)

[ ]  Aviation Management

[ ]  Biomedical Engineering

[ ]  Product Design Engineering

[ ]  Electrical and Electronics

[ ]  Robotics/Mechatronics

[ ]  Civil Engineering

[ ]  Mechanical Engineering

[**Science**](http://www.swinburne.edu.au/study/find-a-course/science/)

[ ]  Biochemistry

[ ]  Biotechnology

[ ]  Chemistry

[ ]  Environmental Science

[ ]  Mathematics

[ ]  Physics

[**Health Science**](http://www.swinburne.edu.au/study/find-a-course/health/)

[ ]  Applied Statistics

[ ]  Biomedical Science

[ ]  Clinical Technologies

[ ]  Health Communication

[ ]  Neuroscience

[ ]  Nutrition

[ ]  Psychology & Forensic Science

[ ]  Psychology & Psychophysiology

[**Information Communication Technologies**](http://www.swinburne.edu.au/study/find-a-course/information-communication-technologies/http%3A/www.swinburne.edu.au/study/find-a-course/information-communication-technologies/) **and** [**Games**](http://www.swinburne.edu.au/study/find-a-course/games-animation/)

[ ]  Business Analysis

[ ]  Computer Science

[ ]  Cybersecurity

[ ]  Information Systems

[ ]  Games and Interactivity

[ ]  Software Development

[ ]  Software Engineering

[ ]  Telecommunications

[ ]  Networking

[ ]  Web Development

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| [ ]  [**Law**](http://www.swinburne.edu.au/study/find-a-course/law/) [ ]  Other: (Please specify) |