



## Interested in increasing your employability?

An Industry Based Learning (IBL) placement may be what you're looking for.

The Faculty of Life and Social Sciences IBL program is:

- ▶ an opportunity to develop as an emerging professional
- ▶ a subject for which you get paid
- ▶ a chance to clarify career plans
- ▶ a full-time on-the-job learning experience
- ▶ well-regarded by employers
- ▶ an optional program offered to undergraduates within the Faculty of Life and Social Sciences

*Note: The optional year of Industry-Based Learning in Australia is not available to international students without permanent resident status. Placements are subject to employer supply/demand*

## How to apply

1. **Inform yourself!** Find out more at [www.swin.edu.au/lss](http://www.swin.edu.au/lss) and complete an online "Expression of Interest" form before you become eligible. Information is also available at IBL Information Sessions, held in March and August (check website for details)
2. **Once approved**, you'll get access to an IBL Pre-placement intranet site on Blackboard
3. **Submit** applications for positions online – available placements are advertised from September until February on the IBL Pre-placement subject site; limited placements may be available midyear

## If successful

- ▶ Get ready to enjoy a new challenge!
- ▶ Amend your enrolment to an IBL subject
- ▶ Complete any required documents (this may be an Employment Contract issued by your host employer, or an IBL Scholarship Agreement)
- ▶ A Swinburne supervisor will be appointed to oversee your placement
- ▶ Be aware of confidentiality issues and assessment requirements
- ▶ Students usually return to study full-time or combine part-time study with employment following placement
- ▶ Add all the new knowledge and skills you acquire to your resume, ready to promote yourself when applying for graduate positions

**Cooperative Education Office**

Faculty of Life and Social Sciences

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## Tips and advice

- ▶ Check the IBL Pre-placement site regularly for placements and application closing dates. The Cooperative Education Office has a number of well-established links with organisations.
- ▶ Research potential placements – seek the assistance of staff, previous employers, your networks and check advertisements for entry level positions.
- ▶ Talk to the Cooperative Education Manager if you have sourced potential placements and read the handout 'Sourcing Placements' available from the IBL Office.
- ▶ Use the skills you have gained from the Careers in the Curriculum subject.
- ▶ Upgrade your resume – use the free daily resume checking service available at the Careers and Employment office at 20 Swinburne Place West between 1.30 and 2.30pm.
- ▶ Think of strong examples of how you meet Key Selection Criteria so you can elaborate on your answers.
- ▶ Check your application for correct spelling, accurate course name, and correct referee details – ask someone else to check it over.
- ▶ Make sure you check interview location and time – be on time at the right place! Don't forget to research the organisation.
- ▶ Be enthusiastic and don't worry about giving the 'correct answer' - employers are trying to get to know your skills and personality.
- ▶ Remain positive! The experience of preparing for placement, undertaking interviews and reflecting on your career path is worthwhile. If you miss out on a placement, keep applying for positions, or look for other opportunities and further advice.



*Bachelor of Science (Biotechnology) student Amy Distiller on her Industry-Based Learning placement at Peter MacCallum Cancer Centre*

## Sample IBL placements

- ▶ **Media & Multimedia**— games developer, 3D artist, Unreal Script programmer, communications officer and web designer
- ▶ **Health Science**—environmental health officer, health promotion and health education officers
- ▶ **Arts & Humanities**—media assistant, researcher and analyst
- ▶ **Psychology**—trainee organisational consultant, research officer and HR assistant
- ▶ **Science**—chemistry technician, research assistant, trainee respiratory/ cardiac scientist and neurophysiology technologist
- ▶ **Social Science**—workforce analyst, researcher, survey developer/administrator

Further advice is available from the Cooperative Education Office and Careers and Employment staff

[www.swin.edu.au/lss](http://www.swin.edu.au/lss)

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