

Interested in increasing your employability?

AN INDUSTRY-BASED LEARNING (IBL) PLACEMENT
MAY BE WHAT YOU'RE LOOKING FOR.

Key features

The Faculty of Life and Social Sciences IBL program is:

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

Note: 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

Step 1

Inform yourself!

Find out more at 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).

Step 2

Access pre-placement info

Once approved, you'll get access to an IBL Pre-placement intranet site on Blackboard in the semester prior to becoming eligible.

Step 3

Submit applications for positions online

Available placements are usually advertised from September until February on the IBL Pre-placement unit site; limited placements may be available mid-year.

If successful

- Get ready to enjoy a new challenge!
- Amend your enrolment to an IBL unit
- 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

Faculty of Life and Social Sciences Industry-Based Learning placements

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 unit.
- Upgrade your resume – use the free daily resume checking service available at the Careers and Employment office at 20 Swinburne Place West, Hawthorn campus, 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.

Sample IBL placements

Media and 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 and 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 or visit our website: www.swinburne.edu.au/lss

Amy Distiller
Bachelor of Science
(Biotechnology)

On her Industry-Based Learning placement at the Peter MacCallum Cancer Centre



Simon Andriessen
Bachelor of Health Science
(Public and Environmental Health)

Went to the Northern Territory for his Industry-Based Learning placement



Further information

The Cooperative Education Office
Faculty of Life and Social Sciences
Email: lssibl@swin.edu.au
Phone: (03) 9214 8753

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



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The information contained in this flyer was correct at the time of printing (March 2010) but is subject to alteration of amendment without notice by Swinburne.

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Jessamy Gleeson
Bachelor of Arts
(Media and Communications)

On Industry-Based Learning Placement with Swinburne Professional Learning

