

# 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 one and half years 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:** Read the Position Description carefully and address the relevant details in your application.

HOST ORGANISATION DETAILS			
Name of host organisation			
Host organisation profile			
Website			
Address ( <i>street, suburb, postcode</i> )			
Contact person ( <i>for queries only</i> )		Title	
Contact phone		Email	
PLACEMENT DETAILS			
Placement job title			
Role reports to ( <i>name and title</i> )			
Department name and profile			
Duration of placement <sup>1*</sup>	<input type="checkbox"/> 6 months <input type="checkbox"/> 12 months	Weekly working hours (38/40)	
Preferred start date (DD-MM-YYYY)			
Annual Salary (Excluding Super)		Number of students required	

ROLE DETAILS

Duties and responsibilities

Core knowledge & technical skills fYei jfYX'hc'dYfZcfa 'h\lg'fc`Y`					
Other skills including 'hfUbgZYffUV`Y# gcZhig_]`g					
Any other information (E.g. require driver's licence, Police check etc.)					
APPLICATION DETAILS					
Application documents required	<input type="checkbox"/> Cover Letter <input type="checkbox"/> Resume <input type="checkbox"/> Academic Results <input type="checkbox"/> Other: (please specify)				
Application closing date <sup>3</sup>					
Application address to					
How to apply	All applications must be submitted via InPlace				
OFFICE USE ONLY					
Approved by WIL Coordinator(s)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Name(s)		Date	

\*Placements **must be** of a duration of 12 or 6 months exactly.

<sup>1</sup> International Students can only undertake a 12 month placement.

<sup>2</sup> 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.

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

## 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 of these units, your placement with the host organisation will be automatically terminated.

## DISCIPLINE(S) RELATED TO THE ROLE

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

### Arts & Humanities

Criminology  
International Relations  
Social Science  
History/Philosophy  
Politics

### Business

Accounting  
Commercial Law  
Human Resource  
International Business  
Management  
Marketing  
Logistics & Supply Chain  
Management  
Entrepreneurship  
Finance

### Communications

Advertising  
Creative/Professional  
Writing  
Digital Advertising/  
Marketing  
Film & Animation  
Film & TV  
Journalism  
Media  
Public Relations  
Social Media

### Design

Architecture  
Branded  
Environments  
Communication/  
Graphic Design  
Digital Media Design  
Industrial Design  
Interaction Design/UX

### Engineering

Aviation Management  
Biomedical Engineering  
Product Design  
Engineering  
Electrical and  
Electronics  
Robotics/Mechatronics  
Civil Engineering  
Mechanical Engineering

### Health Science

Biomedical Science  
Forensic Science  
Health Communication  
Neuroscience  
Nutrition  
Psychology  
Psychophysiology  
Public & Environmental  
Health

### Science

Biochemistry  
Biotechnology  
Chemistry  
Environmental Science  
Mathematics  
Physics  
  
Law  
  
Law

### ICT & Games

Business Analysis  
Computer Science  
Cybersecurity  
Information Systems  
Games and Interactivity  
Software  
Telecommunications  
Networking  
Web Development