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: Ensure your resume is tailored to the position description below. Create a competitive cover letter showing your interest in the host organisation and addressing the Knowledge/Skills Required section. Tip - Use the Cover Letter Builder in Career Start - swi.nu.cshe

HOST ORGANISATION DETAILS			
Name of host organisation			
Host organisation profile			
Website			
Address *(street, suburb, postcode)*			
Contact person *(for queries only)*		Title	
Contact phone		Email	

PLACEMENT DETAILS			
Placement job title			
Role reports to *(name and title)*			
Department name and profile			
Duration of placement [1*]	☐ 6 months ☐ 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	
Duties and responsibilities	

Core knowledge & technical skills˙ fYei]fYX˙hc˙dYfZcfa ˙h\]g˙fc`Y˙	
Other skills including˙hfUbgZYffUV`Y# gcZh˙g_]``g	
Any other information (*E.g. require driver's licence, Police check etc.*)	

APPLICATION DETAILS	
Application documents required	☐ Cover Letter ☐ Resume ☐ Academic Results ☐ Other: (please specify)
Application closing date[3]	
Application address to	
How to apply	**All applications must be submitted via InPlace**

OFFICE USE ONLY					
Approved by WIL Coordinator(s)	☐ Yes ☐ N/A	Name(s)		Date	

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

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

Law

- Law

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

Science

- Biochemistry
- Biotechnology
- Chemistry
- Environmental Science
- Mathematics
- Physics

Health Science

- Applied Statistics
- Biomedical Science
- Clinical Technologies
- Health Communication
- Neuroscience
- Nutrition
- Psychology & Forensic Science
- Psychology & Psychophysiology

ICT & Games

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