**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 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. If you have any questions regarding the role please contact employers@swin.edu.au and the Professional Placements 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 | *List information here about the size, footprint, financial impact of the organisation, the type of work the organisation is involved in that the student can relate to – does it sound like an interesting organisation to work for? This gives the applicant a sense of stability and capability to provide a rich learning environment. Other information re the organisation - supports diversity, CSR, professional development opportunities, mentor programs etc. Many students are keen to know about how the organisation impacts and benefits society. If possible, include testimonials from current/past placement.* |
| 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 a briefed industry supervisor who has relevant knowledge and skills to mentor and guide the student throughout the placement.* |
| Supervisor support to student/s | *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.* |
| Department name and profile | *Describe the department’s structure, responsibilities and team culture. And, how the department: supports the student placement; ensures the work is relevant and meaningful; and provides a positive learning experience.* |
| Onboarding/induction process | *List the onboarding/induction activities and describe how the team and supervisor support the student’s onboarding process.* |
| 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 in and responsible for and who they will be supporting.* |
| Core knowledge & technical skills required to perform this role | *Please distinguish whether it is an “Essential” or a “Desirable” skill you wish for the student to have. Note that students may not have all essential or desired knowledge/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 licence, Police check, vaccination etc.)* |    |
| **APPLICATION DETAILS** |
| 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 of these 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) |