

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 ^{1*}	<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 ³					
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.

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.

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