

# La Trobe Industry Placements



# Industry Placements (work-based learning)



Industry Placements (work-based learning) helps to create work-ready graduates, assisting students to develop adaptable and relevant work skills through industry-relevant education and training. Our programs create a mutually beneficial partnership between business and students, with our industry partners benefitting in a variety of ways, including:

- **Connecting with top talent and next-generation future workforce to bring new thinking and perspectives to business**
- **Building a talent pipeline familiar with your workplace culture through access to La Trobe's 32,000 student network**
- **Providing existing staff, the opportunity to learn mentoring and management skills**
- **Developing a partnership with La Trobe**
- **Adding value through participation in research projects relevant to your organisation.**

La Trobe seeks to deliver sustainable, diverse and scalable work-based learning opportunities to embed industry experience within our student's education

## What are industry placements?

Industry placements, or sometimes referred to as internships or work-based learning, is where current La Trobe students are hosted by a business and given duties relevant to their area of study. Depending on their unit, they can complete between 100 to 240 hours of work.

It is designed as industry-led experience that integrates theory within the practice of work. Students complete activities as designed by the host business to acquire practical and industry-relevant work skills and help deliver professional tasks.

Students undertake these placements for academic credit and receive input from both their academic supervisor and their workplace supervisor during the placement. Duration of the placements are discipline-specific and can take on many forms.

Industry placements undertaken for credit are covered by La Trobe insurance policies.

## What type of work can a student/s complete for my business?

You can assign a student/s within the day-day workings of your department or to a specific campaign, project or event. Students not only observe but are engaged in professional tasks.

Additionally, La Trobe can facilitate groups of students from multi-disciplines to help with projects, pitches or complex opportunities – bringing together the best minds from various areas like business, information technology, humanities, science and more.

## How can I host a student/s?

Securing a student or multiple students for a work-based learning placement is very simple. Our Business Development – Education Team can assist you throughout the whole process from development, to advertising and signing an agreement. We're here to help! The standard process is as follows:

### • **Develop a placement description**

Create a placement description that outlines tasks, daily hours, supervision arrangements, key duties and/or specific programs or campaigns to be worked on and selection criteria.

### • **Advertise placement through La Trobe**

Connect with the Business Development – Education team who will discuss and assist with promotion of the placement to the right student cohort.

### • **Shortlist and recruitment**

Choosing the right student/s for the placement is essential. Our team will support the recruitment strategy including assisting with shortlisting or directing applications to you. It is up to the business if you would like to conduct interviews or a further screening process.

### • **Sign a work-based learning agreement**

Once you've had selected the student/s for placement there is a legal requirement to complete a Work-Based Learning agreement. The Business Development – Education team will support you through this process.

### • **Onboard your student/s**

Once the placement commences you will welcome and onboard your student as you would do with any new staff to your business.

## What are my obligations as a host?

### Supervision

- Appoint a host supervisor that is qualified, skilled or experienced in the student/s discipline with the ability to mentor and supervise the student.
- Assign the student/s to a project or duties/activities that are meaningful and commensurate with their skills and experience. Ensure the student has access to the appropriate equipment and space.
- The student is often required to complete an assessment set by La Trobe; the host may also be asked to complete an evaluation.

### Paperwork

- Complete a placement description form that outlines the expected duties and any host requirements
- Sign an overarching agreement which covers all disciplines and lasts 3-5 years
- When individual placements are confirmed, the host is required to sign a schedule for each student which outlines the student outcomes and expectations (if multiple students are assigned to the same project, one schedule can be signed).

# Key dates



Whether you need one, five or 15 students, we can connect you with the right talent who can immediately put their knowledge towards helping delivering specific projects in your workplace. We also help navigate and manage the complexity of semester-driven students in project-driven workplaces, making sure students are helping deliver projects when you need them.

## Key dates

Activity	Approximate timing
<b>Summer and/or Semester 1*</b>	
Placement descriptions from Host required	End of August
Placement opportunity advertised to students	September
Host reviews and interviews candidates from short list provided	Early to mid-October
Host to confirm student selection	Mid-October
Host on-boards student	Summer – Late November Semester 1 – Early March
<b>Semester 2**</b>	
Placement description from Host required	Mid-April
Placement opportunity advertised to students	Mid-April to mid-May
Host reviews and interviews candidates from short list provided	Mid-May to mid-June
Host to confirm student selection	Mid-June
Host on-boards student	Mid-July

\*Timings will vary slightly each year depending on semester dates.

\*\* Other non-standard periods may be available, depending on the students' area of study.

## Learn more

For more information about how to secure students for work-based learning placements in your business visit [latrobe.edu.au/industry](https://latrobe.edu.au/industry)

# Areas of work (disciplines)



Our La Trobe students are exceptional, they study across a multitude of disciplines like business, engineering, humanities, agriculture, psychology, and bring translatable roles and skills to the workplace.



2nd in Victoria.  
Our graduates have  
an overall employer  
satisfaction rating of 87.8  
per cent<sup>1</sup>



Most adaptive grads.  
Employers ranking our  
graduates the best in  
Victoria for their ability  
to adapt, apply skills and  
knowledge and work  
independently<sup>2</sup>



High employability.  
86.5 per cent of our  
undergraduates found  
employment within four  
months of graduation<sup>3</sup>

## Business

<b>Accounting</b> Bookkeeping, accounts payable, accounts receivable, tax, internal and external auditing, financial reporting, balance sheet reconciliations.	<b>Business analytics</b> SAS, PowerBI, IBM Cognos, Excel, SQL and R, developing data-based solutions. Artificial intelligence, data science, digital health.	<b>Economics</b> Policy analysis, data analysis, desktop research, investment analysis, planning and strategy, evaluate risk.	<b>Supply chain</b> Procurement functions, order fulfillment, inventory management and reporting, process mapping of customers supply chain, customer onboarding processes.
<b>Banking and finance</b> Financial planning, advisory & consulting, client services, risk and compliance, investment banking, mergers & acquisitions admin, auditing & financial compliance, lending, business analysis.	<b>Human resources</b> Screening applications, review/create process maps for key HR processes, Develop tools and materials (including learning materials), work with HR systems, recruitment campaigns, reporting, assist with recruitment and onboarding processes.	<b>Marketing</b> Web optimisation, data analytics, marketing strategy, buyer behaviour analysis, google search analytics, social media and digital marketing, web optimisation.	<b>Sports management</b> Community engagement, business development, sponsorship assistance, sales
<b>Tourism, hospitality &amp; events</b> Hotel and restaurant business operations, marketing, assisting with events and campaigns.	<b>Management</b> Project management, operations, events		

1. Quality Indicators for Learning and Teaching (QILT) 2022, 2021 Employer Satisfaction Survey

2. Quality Indicators for Learning and Teaching (QILT) 2022, 2021 Employer Satisfaction Survey

3. Quality Indicators for Learning and Teaching (QILT) 2021, ComparED: Overall undergraduate results for La Trobe University

## Computing, engineering and mathematical sciences

Computer science and IT	Data science, maths & statistics	Engineering
Web development, programming, business analysis, network support, help-desk, data analysis & data science, cyber security, UX/UI, SQL database maintenance, Javascript, design/test code, desktop services, Hardware/Software tech support, install, configuration, development work.	Analysis of big data, predictive analytics to train a model and verify performance using test data, produce reports of aggregated quantities of interest from large data sets, effect of model violations on the analysis of repeated measures, data visualisation, using statistical software packages to model data arising from complex study designs , applying advanced statistical techniques to modern business problems, utilisation of modern machine learning algorithms	Mechanical, electronics, project management, telecommunications and network engineering, chemical, materials, civil, renewable, medical, mechatronics, aerospace, electrical, manufacturing.  <i>*Engineering placements are undertaken through a different model and are completed in 6 month blocks.</i>

## Humanities and social sciences

Crime, justice and legal	Archaeology	International relations, sociology	Interpreting and translating
Desktop research and analysis, writing reports, policy development, program evaluation, case work, client advocacy	Geophysical survey, geographic information systems (GIS), Archaeomagnetic dating , ancient DNA, ethical heritage management, excavations (e.g. Metro Tunnel project)	International security, global governance, foreign policy, research policy development, round table event, coordination survey creation, fundraising support, community engagement and advocacy	Review and edit documents, interpret spoken language, translate written language, client liaison

Media, comms & journalism	Planning	History	Languages, linguistics
Social Media, marketing strategies, event planning and promotion, content writing, digital marketing, video journalism, video editing, report writing, podcasts	Urban design, sustainable development, planning policy and law	Digitisation of Images/artifacts, research, visual analysis, archiving, digital content creation	Program frameworks syllabus, content creation, grant application, writing, policy research, editorial content, copy editing

## Agriculture, biomedicine and environment

General science	Health sciences	Agriculture
Routine scientific and technical procedures, data collection, collation and analysis, research and data analysis, science education and communication market research, desktop research, literature review	Data collection, collation and analysis, research and data analysis, health science education and communication, market research, desktop research, literature review	Animal and plant production, pest and disease management, plant biotechnology laboratory support, research and data analysis, science education and communication, desktop research, literature review

Environment and conservation	Biomedical science	Animal science
Flora and fauna surveys, research and data analysis, science education and communication, desktop research, literature review	Laboratory technical support, routine scientific and technical procedures, data collection, collation and analysis, allied health support services, research and data analysis, science education and communication, desktop research, literature review	General animal husbandry, assisting tours or education programs, research and data analysis, science education and communication, desktop research, literature review

Biological sciences
Laboratory technical support, flora and fauna surveys, data collection, collation and analysis, research and data analysis, science education and communication, desktop research, literature review

# Areas of work (disciplines)



## Public health and psychology

Public health, health promotion, rehabilitation counselling	Psychology and psychological sciences
<p>Support a range of clients to develop return to work skills. Research and evaluation projects (e.g., designing and conducting surveys; collecting, collating and analysing data for service/community plans such as a Disability Services Plan, Indigenous and Multicultural Action Plan, or Community Transport Survey). Planning and organising health promotion and public health activities (e.g., Diabetes Education Day; Mental Health week). Assisting in organising community development activities (e.g., community forums; consumer meetings). Developing health literacy resources and grant applications. Designing and delivering health-focused programs (e.g., healthy eating and physical activity)</p>	<p>Psychology undergraduate students can undertake a wide variety of non-clinical placements, including but not limited to: research design, data collection, and analysis, program evaluation, integrating evidence to answer a question/solve a problem, developing/delivering educational materials relating to human behaviour, report writing/case notes</p> <p>Current placements involve working in the community services sector, in areas such as: child protection, housing, professional practice, human resources</p>

## Law

Laws (Honours) & Juris Doctor	Laws - double degrees	Criminology
<p>Our students are interested in a range of hosts where a law degree is relevant. They value observation, participation and developing skills and confidence. Examples include; private firms, barristers, public interest law, corporate counsel, inhouse legal teams, dispute resolution services, legal technology, legal research, government, policy development.</p>	<p>Our students combine their Bachelor of Laws with a wide range of disciplines such as Criminology, Biomedicine, Business, Media &amp; Communication, Psychology and Humanities.</p> <p>Our students are keen to experience the use of their double degree in settings where the combination of their two skill sets is valuable; hospitals, media, government, business, accounting organisations.</p>	<p>This degree produces graduates capable of working across a broad range of sectors. Many of our students undertake a double degree, combining with Psychology or Law. Relevant areas are; case management, client support, service &amp; advocacy, paralegal work, research and analysis, policy development, program evaluation</p> <p>Not confined to the criminal justice sector, our students are keen for both clinical and non clinical placements to gain experience, confidence and skills.</p>

## Learn more

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## For further enquiries

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CRICOS Provider 00115M. Published by La Trobe University, July 2022

[latrobe.edu.au](http://latrobe.edu.au)