

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Bendigo Kangan Institute
<b>Placement Title</b>	Learning and Development Intern
<b>Placement Location</b>	Hybrid
<b>Address (if onsite)</b>	85 Cremorne Street, Richmond, VIC 3121
<b>Primary Supervisor Name</b>	Andrea Travers
<b>Position Title</b>	Learning and organizational Development Manager
<b>Host Organisation Website</b>	www.kangan.edu.au

### Host Organisation Background:

Bendigo Kangan Institute is recognized as the Australian Training Provider of 2022 and is a leading educational institute in the VET sector. We are a diverse organization located with significant footprints in regional and metropolitan areas. As part of its TAFE activity, it operates 10 campuses, within which are three Centres of Excellence, providing leading-edge training in state-of-the-art facilities.

In addition, Bendigo Kangan Institute is among three TAFE providers offering vocational education and training to the Victorian prison system, delivering training at public and private prisons and a secure forensic mental health facility. There are also two Skills and Jobs Centres at the Bendigo and Broadmeadows campuses.

As a leader in work and life skills, Bendigo Kangan Institute employs more than 1,300 staff servicing over 24,000 student enrolments each year. The organisation is committed to minimising its environmental impact and supporting social initiatives that benefit local communities, while providing quality training and development programs to both local and international students.

### Placement Details

<b>Placement Semester/Term</b>	Semester 2 2024
<b>Start Date</b>	29 July 2024
<b>End Date</b>	25 October 2024
<b>Days/hours per week</b>	2 or 3 days per week
<b>Hours (total)</b>	200 hours
<b>Placement Type</b>	Unpaid

*The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.*

### Desired Course Discipline/Background

#### Preferred degree/areas of study:

Human Resources / Business interests in learning & leadership / Psychology

### Key Duties and Responsibilities

You will join a passionate Learning and Organisational Development team, working with the team on a range of organisational development projects. The team consists of multidisciplinary professionals with a range of expertise including learning and development, culture, leadership, and performance.

You will be directly involved in the design, planning, and rollout of our projects and programs. With the wide range of projects that are currently underway, there is also an opportunity to coordinate with a range of teams within the People, Brand and Strategy portfolio.

Depending on your interest areas there are a variety of exciting projects to get involved in including:

- Learning Management System reporting
- Learning content curation
- Content development and support to develop our Intranet sites
- Support for workshops and activities relating to employee development
- Opportunities to develop online learning courses
- Mental health and wellbeing programs
- Occupational health and safety activities
- Diversity and Inclusion (D&I) activities

Key outcomes from this placement include:

- Support coordination of workshops and other learning activities
- Assist in the roll-out of leadership programs, including program evaluation
- Support development of learning content for different staff groups based on their development needs
- Meet with key stakeholders to build relationships, understand needs, and deliver outcomes
- Support with staff and student D&I and wellbeing initiatives and events

### Selection Criteria

**Essential:**

- Collaborative work approach
- Excel skills
- Digital literacy eg. to assist when building SharePoint pages and LMS management

**Desired:**

- Creativity
- SharePoint or Content Management System (CMS) skills
- Previous experience using Microsoft Teams

### Pre-Placement Compliance Checks & Requirements

Police Check

Working With Children Check (WWCC)

Other (Please Specify)

None

### Work Based Learning (WBL) – Subject Information and Requirements

<b>Subject Code</b>	Two of the Professional Placements subjects, likely LTU2PP1 and LTU2PP2
<b>Subject Information</b>	
<b>Subject Prerequisites</b>	<ul style="list-style-type: none"> <li>• Completed 120 credit points of your degree</li> <li>• Have 2 elective spaces in your course plan</li> </ul>

## How to Apply

**Application Deadline: 22 May 2024**

**Application Instructions:**

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

*Thank you for considering a Work Based Learning Placement!*