

**Dear Industry Partner**

**Re: Industry Placement Minor, La Trobe University**

Your organisation is invited to partner with La Trobe University by hosting a student to undertake a placement within your organisation. This information is being provided for industry partners who have been approached by students to source a placement as part of La Trobe's Industry Placement Minor.

The Industry Placement Minor is a university-wide elective placement minor (4 subjects), offered at La Trobe University as part of a degree, supporting students to become career and life capable graduates. Students in any degree may undertake the Industry Placement Minor if they have enough elective space in their degree. It is designed to enhance the academic program by bridging the gap between theory and practice with a focus on learning through their placement experience.

It is a unique program that allows considerable flexibility to students to immerse themselves in Industry through placements of more than 100 hours and up to 400 hours (in 100-hour increments). Students can choose to enrol in 2, 3 or 4 subjects of the Minor depending on the number of electives available in their course plan. Each subject requires students to complete 100 placement hours, along with other assessment requirements that support their employability and career development learning.

**Benefits to Industry include:**

- The contribution of a motivated student who can offer new theoretical approaches, practice, or ideas which you can screen to fit your organisational culture
- Industry partners can connect with and identify students in a range of degrees including Business, Science and Arts that may be a fit for the organisation and offer a pathway to employment
- The capacity to develop the mentoring and leadership skills of the organisation's staff
- Opportunities to strengthen partnerships with La Trobe University to support placement across the business according to organisation's needs
- Having a student undertake a project that has been on hold due to lack of resources

In addition to the above direct benefits, your organisation would be contributing to its corporate citizenship profile and the student's professional development by supporting them to apply and extend their knowledge in the world of work. Participation in the program is highly valued by La Trobe University whilst we seek to develop long-term mutually beneficial partnerships with local Victorian organisations.

**The Industry Placement Minor aims to:**

- Enhance the academic program by bridging the gap between theory and practice
- Create opportunities for students to carry out meaningful and structured practical workplace participation and projects
- Challenge students to apply and extend their employability skills and knowledge that they have learned in a disciplinary context to solve authentic problems in an organisational context

- Engage in activities to identify and research information, issues, and trends that can be used to make informed career decisions

### Placement Hours

Over the 6-week term, students typically undertake 2 days a week or approximately 16 hours. Suitable schedules can be negotiated between the workplace supervisor and the students. The Industry Placement Minor is offered in 6 weeks terms across the [La Trobe Academic Calendar](#). Please note that students may have other class commitments during the term that they undertake their placement hours.

Teaching period	Semester/Term dates	Application closing date
Term 6, 2023	6 November - 15 December	Wednesday 25 October 2023
Term 1, 2024	8 January – 16 February	Wednesday 13 December 2023
Term 2, 2024	4 March - 12 April	Wednesday 21 February 2024
Term 3, 2024	22 April - 31 May	Wednesday 10 April 2024
Term 4, 2024	29 July - 6 September	Wednesday 17 July 2024
Term 5, 2024	16 September - 25 October	Wednesday 4 September 2024
Term 6, 2024	4 November - 13 December	Wednesday 23 October 2024

### Expectations of Host Organisations include:

- Allocation of a dedicated supervisor who has agreed to participate in the program and will provide some ongoing mentoring, be a contact point, coordinate project and day-to-day tasks, participate to support student placement learning goals and providing feedback at the end of placement
- The recruitment process involves finalising a placement description, review of student applications and an interview with students to confirm suitability
- A placement can be onsite or virtual or a combination of both
- A placement can be unpaid or paid
- A general Work Based Learning (WBL) agreement must be completed at the beginning of the placement to confirm proposed start and end dates, tasks and contact details of the supervisor and any other special conditions of the placement.
- La Trobe provides student placement insurance and more information is available through the La Trobe website: <https://www.latrobe.edu.au/insurance/local-placements,-fieldwork-and-work-based-learning>
- Hosts are expected to have Public and Products Liability to the value of at least 10 million dollars
- All Hosts will receive subject specific **Guidelines for Placement Supervisors** and more information about assessment is available within

Industry Supervisors can also access the [La Trobe Organisation Guide to Work Based Learning](#) as an introduction to the university's expectations of the organisation hosting students on placement.

For further support, please reach out to a member of the Industry Placements team.

<b>La Trobe Industry Placements Team</b>  Email: <a href="mailto:industryplacements@latrobe.edu.au">industryplacements@latrobe.edu.au</a>	<b>Subject Coordinator – Industry Placement Minor</b>  Rachael Baron Lecturer, Industry Placements Email: <a href="mailto:r.baron@latrobe.edu.au">r.baron@latrobe.edu.au</a>
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