

## Work Based Learning (WBL) Placement Description

### Host Details

<b>Host Organisation</b>	Bendigo Kangan Institute
<b>Placement Title</b>	People and Culture Intern
<b>Number of Placements being offered</b>	1
<b>Placement Location:</b> 85 Cremorne Street, Cremorne 3121  <input type="checkbox"/> Remote <input type="checkbox"/> Onsite <input checked="" type="checkbox"/> Hybrid	
<b>Address (if onsite)</b>	85 Cremorne Street, Cremorne 3121
<b>Primary Supervisor Name</b>	Olwen Kibby
<b>Position Title</b>	Organisational Capability Consultant
<b>Host Organisation Website</b>	<a href="http://www.kangan.edu.au">www.kangan.edu.au</a>
<b>Host Organisation Background:</b>  <p>Bendigo Kangan Institute is one of Victoria's largest TAFE providers, being recognised as the 2022 Victorian Large Training Provider of the Year. We are a diverse organisation, with a strong presence across regional and metropolitan Victoria. Bendigo Kangan Institute operates 10 campuses, within which are three Centres of Excellence, providing leading-edge training in state-of-the-art facilities.</p> <p>In addition, Bendigo Kangan Institute offers vocational education and training to the Victorian prison system, delivering training at public and private prisons and a secure forensic mental health facility. As a leader in work and life skills, Bendigo Kangan Institute employs more than 1,400 staff servicing over 24,000 student enrolments each year.</p> <p>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. The TAFE is also deeply committed to employee wellbeing, as evidenced by its recent recognition as a finalist in the WorkSafe Awards for 'Commitment to Prevention of Mental Injury in the Workplace'.</p> <p>See article about the La Trobe and Kangan partnership, and students on placement: <a href="#">Empowering Tomorrow's Workforce: La Trobe Students Thrive at Bendigo Kangan Institute</a></p>	

### Placement Details

<b>Placement Semester/Term</b>	100 Hours - Semester 2, or 200 hours - Term 4/Term 5
<b>Start Date</b>	28 July 2025
<b>End Date</b>	26 October 2025
<b>Days/hours per week</b>	As discussed with Host
<b>Hours (total)</b>	Minor - 200 hours OR LTU3IND – 100 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.*

### Key Duties and Responsibilities

You will join a passionate People and Culture Team, working primarily in the Leadership and Culture space on a range of learning and organisational development projects. You will have the opportunity to work with and learn from a team of multidisciplinary professionals with expertise across learning and development, culture, leadership, performance and people operations.

You will be actively engaged in the planning and rollout of programs across the People and Culture domain. With a wide range of projects underway, there is also the opportunity to collaborate with others in the Operations portfolio (eg. The Health, Safety and Wellbeing Team).

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

- Learning Management System (LMS) maintenance
- Audit and update of our Intranet sites
- Assist in data collection to review our new Human Resource Information System (HRIS)
- Collaborate on the collation and distribution of our annual People Matter Survey data
- Support the rollout of employee development workshops, including program evaluation (in 2025 we are launching a new internal leadership development program)
- Mental health and wellbeing programs
- Diversity and Inclusion (D&I) activities

### Selection Criteria

*Essential and desirable skills, abilities, qualifications, or experience to be successful in the placement*

#### Desired Course Discipline/Background

- Business
- Management
- Human Resource Management
- Learning and Organisational Development

#### Essential:

- Effective communication skills
- Collaborative work approach
- Digital literacy (to assist when updating SharePoint sites and our LMS)

#### Desired:

- Customer service experience
- Previous experience using SharePoint and Microsoft Teams

### Pre-Placement Compliance Checks & Requirements

- ✓ Child Safe Standards Training (TSSD)
- ✓ Student Placement Deed
- ✓ Working With Children Check (WWCC)
- ✓ Police Check
- ☐ Other

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

<b>Subject Code</b>	200 hours=Term 4 - LTU2PPI, LTU3PP3, Term 5 - LTU2PP2, LTU3PP4 Or 100 hours = LTU3IND
<b>Subject Information</b>	<a href="#">LTU2PP1</a> , <a href="#">LTU3PP3</a> , <a href="#">LTU2PP2</a> , <a href="#">LTU3PP4</a> <a href="#">LTU3IND</a>
<b>Subject Prerequisites</b>	<ul style="list-style-type: none"> <li>• Completed 120 credit points of your degree</li> <li>• Have free elective space in your course plan</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• Refer to <a href="#">Handbook</a></li></ul> |
|--|---|

<b>LTU3INDHow to Apply</b>	
----------------------------	--

Application Cut Off Date: Monday the 14<sup>th</sup> of April 2025

When you are ready to apply for this placement opportunity, visit the [How to Apply](#) page and refer to Step 1 and Step 2c.

Once you have submitted an application, you will receive a confirmation email. If you are successful in moving to the next stage, you will be notified via email. Please ensure you check your La Trobe email daily for updates regarding the selection process

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