

Dear Industry Partner

Re: Industry Placement subject LTU3IND, La Trobe University

You are invited to partner with La Trobe University by hosting a student to undertake a 100-hour placement within your organisation. This information is being provided for organisations who have been approached by students to source a placement as part of La Trobe's Industry Placement subject LTU3IND.

The Industry Placement subject LTU3IND is a university-wide elective placement subject, 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 LTU3IND 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.

Students are required to complete 100 placement hours, along with other university 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 subject LTU3IND 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

La Trobe students who undertake this subject, typically undertake 1-2 days or approximately 8-16 hours per week. Suitable schedules can be negotiated between the workplace supervisor and the student. This subject is offered across 3 x 12-week semesters 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
Semester 1, 2025	3 March – 30 May	Friday 14 February 2025
Semester 2, 2025	28 July – 24 October	Friday 11 July 2025
Summer, 2025	17 November – 15 February	Friday 31 October 2025

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 [Placement Description](#) and 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](#)
- Hosts are expected to have Public and Products Liability to the value of at least 10 million dollars
- Upon placement confirmation, all hosts will receive subject specific **Guidelines for Placement Supervisors** and more information about assessment is available within

Industry Supervisors can also access the [Work Based Learning Host Organisation](#) Guide 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.

La Trobe Industry Placements Team Email: industryplacements@latrobe.edu.au	Subject Coordinator – LTU3IND Clare Lade Academic Lead Industry Placements Email: Clare.Lade@latrobe.edu.au
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