



**PlaceReady**

# Your Guide to Starting Placement





# Welcome

This guide focuses on the practical steps you need to take before starting your placement, helping you feel safe, prepared and confident. It is designed to support you alongside [Your Guide to Workplace Rights, Wellbeing and Support](#).

You'll find information about your responsibilities, what to organise ahead of time, and how to make sure everything's in place for a successful start.

## Work Integrated Learning (WIL)

WIL is any activity that combines real-world work experience with what you learn at university. At La Trobe, this includes Work Based Learning.

### What is Work-Based Learning (WBL)?

WBL is a placement, internship or practice-based project (completed as part of a placement). It's part of a subject's or course's requirements and can take place online or face-to-face.



Integrating course learning with meaningful workplace experience



Learning directly from professionals in your field



Building confidence and capability in a supportive environment



Strengthening your professional network and career readiness

# Who does what?

## Understanding roles and responsibilities

Successful placements rely on shared understanding between **you**, your **host organisation**, and **La Trobe University**.

### Your role



- ➡ Be professional and communicate respectfully
- ➡ Show up on time and meet attendance requirements
- ➡ Follow privacy and confidentiality requirements
- ➡ Complete all requirements before starting
- ➡ Report issues early

### Host organisation



- ➡ Provide a safe and inclusive workspace
- ➡ Appoint a qualified supervisor or mentor
- ➡ Meet Fair Work and child safety obligations
- ➡ Provide active and supportive supervision
- ➡ Outline duties and expectations

### La Trobe University



- ➡ Approve your placement
- ➡ Ensure legal requirements are met
- ➡ Provide a contact point for you and your host
- ➡ Support you through any challenges that may arise
- ➡ Ensure academic outcomes align with your placement tasks

Learn more about the [Fair Work Act](#) and the [guidelines for student placements](#).



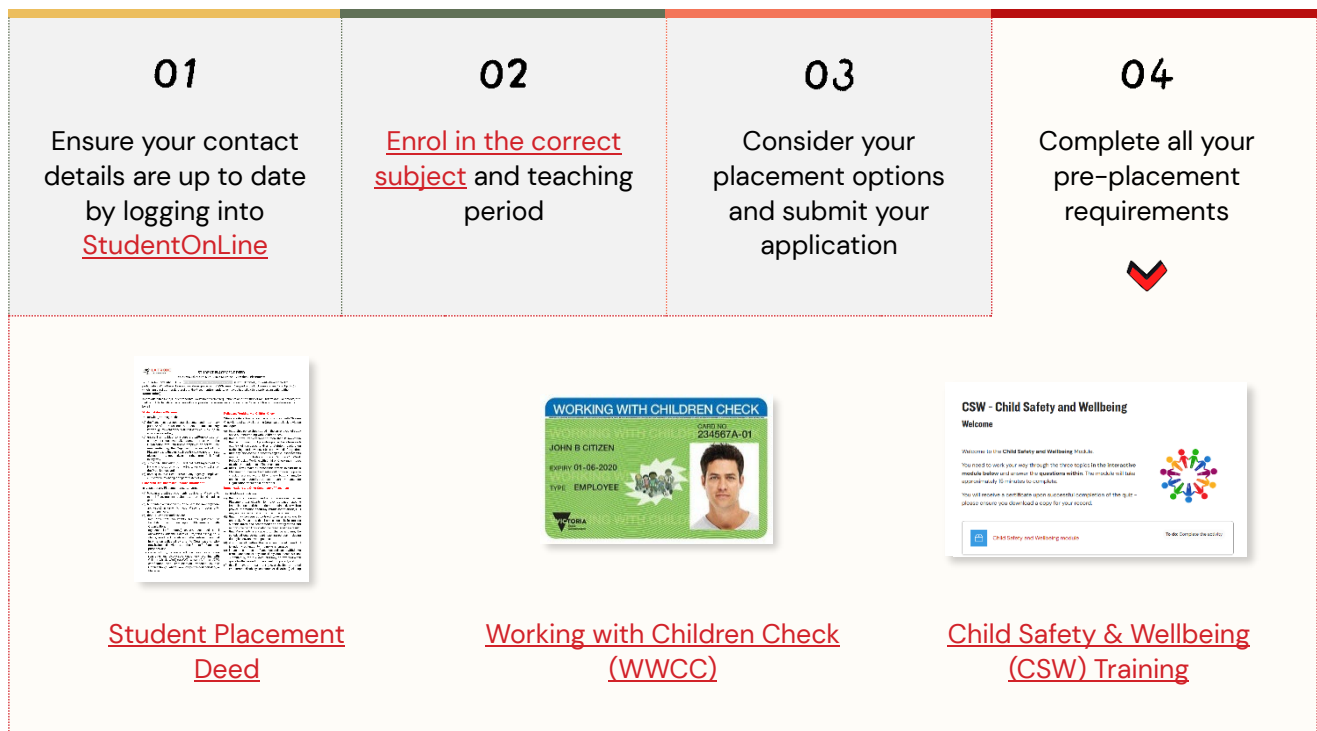
# Let's begin

## Your pre-placement requirements

Completing your pre-placement requirement steps on time ensures your placement can be approved and sets you up for a smooth start.

**Don't start your placement until everything is approved.**

You'll need formal approval from La Trobe and your pre-placement requirements must be completed and checked first.



Depending on your course and host organisation, you may need to complete a [police check](#) before commencing your placement. The WBL team will confirm exactly which checks apply to your placement. Some costs are subsidised by La Trobe for eligible students.



### La Trobe will need to:

Formally approve your placement. This ensures your experience is safe, relevant, and covered by [University insurance](#).



### Why it matters:

Without official approval, your hours won't count toward your course and may not be covered by University insurance.

# Intellectual Property, confidentiality & privacy

When working with an organisation, you may access confidential information or contribute to original work. It's important to understand how this relates to you.



## Intellectual Property (IP)

Who owns the work? Work created for coursework belongs to you; work created for your host generally belongs to them.



## Confidentiality

Respect organisational privacy and data protection.



## Agreements

You'll be asked to sign a Student Placement Deed (see pre-placement requirements) confirming your understanding of these requirements.

# Connecting your placement to your learning

Your placement is part of your enrolled subject, and it contributes to your final grade. The way it's assessed can vary, but it might include:



Reflective journals or reports



Supervisor feedback and performance evaluations



Participation in group debriefs or discussions

These assessments help you connect your placement experience to your academic learning and show how you're growing professionally.

Make sure you're familiar with the Subject Intended Learning Outcomes (SILOs) of your subject.

Check your Subject Learning Guide for SILOs. This can be found on the LMS, the [University Handbook](#) or the [online subject database](#) prior to commencing the placement.







## Staying safe on placement

Your physical and emotional safety is a top priority during your placement.

### In an emergency

- Call **000**, and once it's safe to do so,
- Call [La Trobe University Security](#) on **03 9479 2222**



### Reporting an incident

For all incidents, you should:

- ➔ Complete an incident report using the organisation's reporting process
- ➔ Complete a [La Trobe incident report form](#)
- ➔ Let your Placement Supervisor and Subject Coordinator know what happened

### If something doesn't feel right

You're entitled to a safe and respectful workplace.

Any discrimination, harassment, or unsafe practice should be reported to your host organisation through their incident reporting procedure immediately.

Read [Responding to Disclosures of Harm Risk of Harm at Your Placement](#) to understand how to respond to difficult situations and access support.



### If you're struggling

It's okay to ask for help. Unsure where to begin? [La Trobe Wellbeing Connect](#) is a great first step. They can also connect you with other services if you need more support.

### International student?

Getting help or advice won't affect your Australian visa. [Seek support and advice](#) without any impact on your visa.

## Support and contacts

You're not alone on your placement journey. La Trobe is here to help. Reach out to:



**Work-Based Learning (WBL) Placement Team** for questions about your placement, pre-placement requirements



**Subject Coordinator / Academic Supervisor** for subject specific enquiries



**Ask La Trobe** for enrolment and administrative queries



**Wellbeing Connect** if you need support



**Safer Community** to report unacceptable behaviour



## Do you need adjustments to support your placement?

If you already have a Learning Access Plan (LAP) or other accessibility requirements, your Subject Coordinator can help coordinate the necessary arrangements with your placement host.

You can apply for reasonable adjustments or a LAP through the **Accessibility and Inclusion Service**.

You're not required to share your LAP, but doing so can help ensure you receive the support you need to succeed.



## Make the most of placement

Placements are a key part of your Work Integrated Learning experience. It is designed to combine academic learning with practical experience.

Use this guide alongside **Your Guide to Workplace Rights, Wellbeing & Support** to stay informed, safe, and prepared for your placement.

### Have feedback?

We're always eager to improve our resources to better support you. If you'd like to **share your thoughts** or suggest additional topics, please let us know by submitting your response.

