|  |  |
| --- | --- |
| **Position Number**  *(La Trobe office use only)* |  |

# 

WORK INTEGRATED LEARNING (WIL)

Placement/Project Description

The La Trobe Work Integrated Learning (WIL) program aims to support students in the transition from university to working life and support career planning. Students who participate in this program will be able to apply the theory they have learnt at University in the real world, develop professional skills and gain industry insights.

If you are a student interested in applying for this opportunity, please complete and email this form to [industryplacements@latrobe.edu.au](mailto:industryplacements@latrobe.edu.au) OR apply at the following link:  
  
<https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/industry-placement-subjects/how-to-apply>

**Organisation details**

|  |  |  |
| --- | --- | --- |
| Organisation name:  Neurodiversity Project La Trobe University | Key contact name:  Beth Radulski  Neurodiversity Project Officer | Has the key contact graduated from a course at La Trobe?  Yes  No |
| Address: Cnr Plenty Road and Kingsbury Drive, Bundoora 3086 | | |
| Email address:  [Neurodiversity@latrobe.edu.au](mailto:Neurodiversity@latrobe.edu.au) | Telephone: n/a | |
|  |  | |

**Work Integrated Learning (WIL) opportunity details**

|  |  |
| --- | --- |
| **Student title (s) while on placement (e.g Marketing Officer):**  Intern: Neurodiversity Project | **Number of placements being offered:**  Up to 10 (flexible) |
| **Location of placement:**  La Trobe University (Campus Independent) OR La Trobe University (Bundoora)  **Placement Subject:**  LTU3IND  Please note this placement subject can be taken as a standalone and/or elective placement subject via LTU3IND; or it can be completed via LTU3IND as a part of the Industry Placements Minor. In both cases this is a 100-hour placement equivalent to 15 CP / 1 full-time subject towards the completion of your degree.  **Time of Placement:**  12 weeks across Semester 1 2023  **Hours of Placement:**  TBD | |
| **Host supervisor name:** Beth Radulski | **Host supervisor position title:** Neurodiversity Project Officer |
| **Host supervisor email address:** [Neurodiversity@latrobe.edu.au](mailto:Neurodiversity@latrobe.edu.au) | **Host telephone:** n/a |
| **Has the supervisor graduated from a course at La Trobe?:**  Yes  No |  |

**Organisational Background** (What is the key business/activity of the host organisation)

The La Trobe Neurodiversity Project collaborates with the Deputy Vice Chancellor Students portfolio to advise on best practice recommendations to support the needs of Neurodiverse staff and student cohorts (i.e. those who identify as Autistic, ADHD, Dyslexic, etc.). The Neurodiversity Project is situated within the AccessAbility Hub, under the Student Health, Wellbeing, and Inclusion division. Key activities include: developing student-facing support programs and services for Neurominority cohorts; working towards cultural change and strengths-based inclusion for Neurodiversity at La Trobe; and creating resources aimed at educating staff and students on Neurodiversity friendly practices.

*Position Description located below*

**Placement/Project Purpose** (What is the key deliverable? What is the main issue this project/placement is addressing? Why does this need to be addressed?)

Please note: you **Do NOT** need do demonstrate prior CV experience in the below areas to be eligible for this role.

We **strongly** encourage applicants who identify as a Neurominority/Neurodivergent (Autistic, ADHD, Dyslexic, or otherwise). We are very willing to work with you to ensure that your inclusion and accessibility needs are met, and your supervisor will have lived experience as a Neurominority/Neurodivergent professional. We can support you with the flexibility to work from home when required, manage sensory processing differences, and work with your strengths to customize the role to you.

The overall aim of the placement is as follows: Research shows that Neurominority students and employees often experience discrimination in educational and workplace settings, and corresponding difficulties with achieving good outcomes in these areas (i.e. graduating from university, finding employment, etc.). The La Trobe Neurodiversity Project aims to improve educational and professional outcomes for these cohorts at La Trobe through creating cultural, policy, and structural change at the university to make it more inclusive.

This placement is customizable depending on your discipline (i.e. your course/major) and your future career goals. Here are some examples of key activities you could be involved in depending on your goals:

**(1) Participate in community consultation and engagement to shape the LTU Neurodiversity Project by:**

* Working with the Neurodiversity Project Officer to help set and achieve project goals
* Sitting on the Neurodiversity Working Group in the AccessAbility Hub team
* Collaborating with our university’s teams to suggest ways to improve Neurodiversity accessibility

**(2) Learn how to advocate for neurodiversity inclusion in universities and workplaces by:**

* Requesting or providing reasonable adjustments for Disability at school or work
* Understanding and/or reviewing Disability policy and law
* Creating cultural change to improve allyship on behalf of other employees/peers

**(3) Gain general workplace skills necessary to find employment after graduation by:**

* Managing an e-mail inbox by responding to e-mails from your supervisor and other staff
* Planning events (i.e. helping to organise Neurodiversity study groups, online events, etc.)
* Using MS Teams and Zoom create meetings, invite colleagues, and conduct business
* Developing general administrative skills (i.e. taking meeting minutes, proof reading, etc.)

You do not already need to have all the skills listed here to be eligible to apply. This is an opportunity for you to develop these skills, and/or deepen your knowledge in these areas, so that you can list these experiences on your CV when you graduate and enter the workforce.

**Key duties and responsibilities** **of the placement/project** (Please specify the tasks the student will be undertaking)

We encourage you to co-design a placement plan with the placement supervisor (the Neurodiversity Project Officer) that helps you reach your career goals, and positively contributes to your education in your chosen field. Please note that the key duties and responsibilities of this position will change depending on your own preferences. Here are some examples of the types of placements we can offer.

We hope to provide a customizable experience to support your career goals, but please note that all placements must carry a focus on contributing to the Neurodiversity Project at La Trobe.

*Please note: a placement only includes the scale/volume of responsibilities in 1 (not all) of the below:*

*Example 1 – Business Student or Other Student who wants to work in a corporate setting*

***Key duties:***

* Help to conceptualise and plan a Neurodiversity event for staff and students
* Learn business skills needed to reach these goals (i.e. professional communication, event planning, minute-taking, teleconferencing, planning and executing a long-term project)
* Participate in the Neurodiversity Working Group to help guide the Neurodiversity Project

*Example 2 – Student interested in Social Justice (i.e. Social Sciences, Law, Legal Studies, activism, etc.)*

***Key duties:***

* Development of effective advocacy/activist skills in the Neurodiversity sphere
* Researching/advising on gaps in policy or cultural support for Neurodiversity at LTU
* Make recommendations for improvements to Neurodiversity support by writing a report or developing a community change proposal (for example, advocating for a sensory room).

*Example 3 – Psychology student or Student interested in Disability support work*

***Key duties:***

* Learning how to provide Neurodiversity affirming support
* Identifying areas the university can improve in its approach to Neurodiversity support
* Design and create a resource aimed at Disability support workers / counsellors at La Trobe that encourages a Neurodiversity friendly approach (i.e. ‘how to respond to a disclosure’, etc.)

The above options are just examples, and the placement can be customizable depending on your preferences, disciplinary background, career goals, lived experience, and accessibility support needs.

**Selection Criteria** (Essential & Desired)

What skills and abilities are needed to perform the role? Does the student need any particular qualifications or experience? (Preferred degree type, interests, drivers’ license, Working with children check, Police Check. Required skills – including computer software.

**Essential:**

* Working with Children Check

**Desired:**

* Preferred disciplinary backgrounds include fields which have relevance to Neurodiversity, i.e.:
  + Social Sciences (sociology, anthropology, gender, sexuality & diversity studies, etc.)
  + Law and/or Legal Studies
  + Psychology
  + Business
  + Public Health fields (Occupational therapy, speech pathology, etc.)
  + Disability studies

Note: If you are applying to this position as a person identifying as a Neurominority, and your degree or discipline is not on this list, please contact the host supervisor Beth Radulski at [Neurodiversity@latrobe.edu.au](mailto:Neurodiversity@latrobe.edu.au)   
 You should include the name of your current course and majors/minors, and identify any corresponding professional/educational skills which can benefit this role alongside your lived experience. In addition, you may want to consider any extracurricular interests in neurodiversity that can benefit your role (i.e. activism, advocacy, volunteer, or research interests or career goals that relate to neurodiversity).

**Estimated start and completion dates**

Common La Trobe placement periods are: Semester 1 (March-May); Semester 2 (August – October) or Summer (November – February)

|  |  |
| --- | --- |
| **Estimated starting date:** 27th February 2023 (Semester 1 Week 1) | **Estimated completion date:**  18th June 2023 (Final project must be submitted by Semester 1 Exam Period Completion Date) |

**Application deadline** When would you like interested students to apply by?

Allow at least 6 weeks between the student application deadline and the beginning of placement.

**Semester 1 2023 Intake:** Applications due by February 1 2023 (depending on numbers, positions may be competitive and/or first-come-first-serve so please apply as soon as possible)

**Other requirements (compliance and payment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick to indicate compliance required of students:** | Police Check | Working with children check | Other (please specify) |
| **Will you be paying the students (not required)** | Yes | No |  |

**Neurodiversity Project**

**Work Integrated Learning Placement**

*Placement Plan Draft*

Thank you for considering a Work Integrated Learning Placement on the La Trobe Neurodiversity Project! This form will help you to understand what your placement might look like, and whether this is the right opportunity to help support your career goals.

Please fill out this form and submit to Beth Radulski at [Neurodiversity@latrobe.edu.au](mailto:Neurodiversity@latrobe.edu.au) alongside your application. You may also send any questions to this e-mail address.

**What course are you currently studying?** *Please include any majors/minors.*

**Why are you interested in learning about Neurodiversity during your degree?**

**What is one of your biggest career goals?** *(i.e. a job or a skillset you would like to have someday. If you’re unsure how to answer, you can write about why you came to university)*

**Which of the following activities would help you to reach your career goals?***If you tick multiple boxes, please also add a number in all ticked boxes in order of priority*

|  |  |
| --- | --- |
| **Activity** *These are the types of jobs you could do during your placement on the Neurodiversity Project. Please only nominate the skillsets that you’d most like to have on your CV when searching for work after graduation.* | **Preference**  *Please tick all activities that will benefit your CV (we will match you with 1-3 total)* |
| Research reports (i.e. using research to inform the neurodiversity project) |  |
| Developing digital resources (i.e. templates, PDF flyers/posters, videos, etc) |  |
| Planning events (i.e. study groups, online seminars, guest speakers, etc) |  |
| Policy review and reports (i.e. view our Disability policies/suggest changes ) |  |
| Creating community (i.e. set up/run a campus Neurodiversity group, etc.) |  |
| Shadowing (i.e. Attending meetings, events, etc. with ND Project Officer) |  |
| Business admin (i.e. minute-taking, executive assistance, e-mails, etc.) |  |
| Public Communications (i.e. making blogs, vlogs, or articles for LTU media) |  |
| Other (please specify):  *Please note that we are open to creative ideas that support he Neurodiversity Project’s goals, but the Neurodiversity Project Officer may decline activities that do not do so.* |  |