# Professional Placement Plan

This placement information and plan will support students to plan their enrolment for Professional Placement subjects that aligns with their career aspiration and/or course. It provides relevant information and contacts for students to source and finalise University approved placements in preparation for the beginning of the enrolled Term.

**If you have already sourced your own placement and completed a Placement Description, please submit your application to** [How to apply](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/industry-placement-subjects/how-to-apply)**.**

**If you need advice to support your placement sourcing, complete this form before making an appointment with the Professional Placement Program Coordinator.**

**Part 1: Placement Overview**

Placement offers a valuable opportunity to apply your course learning, develop a sense of the workplace, add experience to your resume and find your passion! Students can utilise their electives to complete up to 400 hours of placement across 6 Terms of the [La Trobe Term Academic Calendar](https://www.latrobe.edu.au/calendar/academic-calendar)

Designed with flexibility in mind, the suite of Professional Placement subjects (**LTU2PP1, LTU2PP2, LTU3PP3 and LTU3PP4**) allow students a range of placement options depending on how many electives are in a student’s course plan.

* One elective subject for 100 hours of placement
* Two elective subjects for 2X 100 hours placement OR 1X 200 hours placement
* Three elective subjects for up to 300 hours of placement
* Four elective subjects for up to 400 hours of placement

Placements are usually sourced by students with some placements available through University Partners. Placement start and end dates should generally align to the dates of the enrolled term with some flexibility where required. This means that you will generally be expected to undertake approx. 15 hour/ week of placement.

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| --- | --- | --- | --- |
| 2026 Term | Dates | Subject offering | Placement Application closing dates |
| Term 1 | 5 January - 13 February | LTU2PP2 | Friday 28 November 2025 |
| Term 2 | 2 March - 17 April | LTU2PP1 & LTU3PP3 | Friday 13 February 2026 |
| Term 3 | 4 May - 12 June | LTU2PP2 & LTU3PP4 | Friday 20 April 2026 |
| Term 4 | 13 July - 21 August | LTU2PP1 & LTU3PP3 | 2 weeks prior to start of Term |
| Term 5 | 7 September - 16 October | LTU2PP2 & LTU3PP4 | 2 weeks prior to start of Term |
| Term 6 | 2 November - 11 December | LTU3PP3 | 2 weeks prior to start of Term |

\*\*\*Note: Please note Professional Placement subjects will be available for enrolment only till the end of 2026.

**Part 2: Your plan for Professional Placement subject enrolment.**

Please complete following information about yourself and your placement plans. This can be changed in the future but provides a starting point for discussion and advice, as needed with the Professional Placement Coordinator.

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| --- | --- |
| STUDENT INFORMATION | ANSWER |
| Student Name |  |
| Student ID | Click or tap here to enter text. |
| Email address (La Trobe only) | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Course Name | Click or tap here to enter text. |
| No of credit points completed |  |
| Expected course completion date |  |
| Average course result (WAM) |  |
| Campus | Melbourne |
| Date form completed |  |

1. Outline how the Professional Placement subjects will support you to achieve your career aspirations or align with your course?
2. Outline the number of elective subjects you have in your course plan for placement?

* 1
* 2
* 3
* 4

1. Have you done a placement subject before as part of your degree?
   1. Subject name: Semester taken:
2. Please outline your plan for placement in the following table:

|  |  |  |
| --- | --- | --- |
| PLANNED SUBJECT,  Enrolment term & year | NAME OF ORGANISATION  OR  TYPE OF ORGANISATION AND ROLE | OTHER NOTES OR DETAILS ABOUT PLACEMENT IF AVAILABLE |
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**Part 3: Checklist, getting support and making a placement application**

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| ☐ Visited [Professional Placement webpages](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/professional-placement-subjects)  ☐ Reviewed subject information in Handbook  ☐ Checked eligibility requirements  ☐ Explore the [Student sourcing checklist](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/Sourcing-your-own-placement_Checklist_2025.pdf)  ☐ Reviewed resources for [student-sourced placements](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/student-sourced-industry-placements) | ☐ Reviewed your course plan for elective space  ☐ Researched potential placement organisations and roles  ☐ Prepared a resume for placement applications  ☐ **Met with the Professional Placement Program Coordinator especially if you are undertaking more than 1 placement subject.** |

**Student-Sourced Placements – Application process.**

1. Consult with the Professional Placement Program Coordinator
2. Pre-enrol into the Professional Placement subject/s
3. Discuss placement details with your host including duties, hours, dates, location, and any specific compliance requirements your host may have
4. In consultation with your host, complete the [**Student Sourced Placement Description**](https://www.latrobe.edu.au/__data/assets/word_doc/0014/1303700/Student-Sourced-Placement-Description-2025.docx)
5. Download a free copy of your [**unofficial academic transcript**](https://latrobe-current.custhelp.com/app/answers/detail/a_id/1770)
6. Complete the [**Industry Placement Application Form**](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/industry-placement-subjects/how-to-apply/industry-placement-application-form) (selected the Student Sourced option) including submission of the required documentation above.

*Allow up to 2 weeks for review and approval.*

**Need more information and advice about placement?**

Sourcing and preparing for Placements can be complex to organise.

Please don’t hesitate to reach out via email or make an appointment on zoom.

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