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

#

Service Learning (SL)

LTU2SLC – Service Learning in the Community

Position Description

Thank you for offering to host a La Trobe University student at your organisation.

Service Learning at La Trobe University, which is a sub-category of the broader Work Integrated Learning (WIL) scheme, aims to support students in the transition from university to working life and support career planning with particular focus on volunteering in community-based, not-for-profit work contexts. Service Learning is distinguished from WIL in that “the objectives of SL tend to have a broader focus, i.e. on **development of social responsibility, civic engagement and personal transformation” and that it relates to “community settings with the dual aim of strengthening communities and contributing to student learning outcomes”** (Gardner & Bartkus, 2014; Warren, 2012; Sachs, Rowe & Wilson, 2016).

Students who participate in this program will be able to apply the theory they have learnt at university and during their service learning experience in their future profession, develop transferrable professional skills and gain insights into the not-for-profit sector.

As an organisation that hosts student service learning (SL) placements, you will benefit from:

* Assistance of a motivated and dedicated student who brings the latest theory, techniques and new ideas to the organisation.
* Creating a network of potential future volunteers for your organisation
* The opportunity to give a potential recruit a trial without obligation.
* Support of the La Trobe SL/WIL staff.
* Promotion of your organization and initiatives to students and the wider La Trobe University community.
* A strategic partnership with La Trobe University.

The host supervisor and the student undertaking the service learning placement are to complete this form and email it to Dr Mollie Dollinger (m.dollinger@latrobe.edu.au). La Trobe teaching and administration staff will be in contact.

**Organisation details**

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| --- | --- |
| Name of Organisation: | Main contact name: |
| Address: |
| Email address: | Telephone: |

**Service Learning (SL) opportunity details**

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| --- | --- |
| Student placement project name (position/ role):  | Number of student placements being offered:  |
| Placement address: |
| Student supervisor name: | Supervisor position: |
| Supervisor email address: | Telephone: |

**Organisational Background** (Description about the organisation)

**Position Summary** (Please describe where this placement opportunity will reside within the organization; student needs to complete 100-120 hours of placement)

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

**Selection Criteria** (Essential & Desired)

**Duties may include:**

What skills and abilities are needed to perform the role? Does the student need any particular qualifications or experience? (Preferred majors, degree type, interests, drivers’ license, Working With Children, Police Check. Required skills – including computer softer, etc.)

**Application process**, **contact details, application deadline** How and when would you like interested students to apply?

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

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

If you have already spoken with and verbally agreed to accept a student for the position, please briefly document the discussion with the student below, including their name and cont

N/A

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| **Estimated starting date:**  | **Estimated completion date:** |

**Other requirements (compliance and payment)**

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| --- | --- | --- | --- | --- | --- | --- |
| **Please tick to indicate any additional compliance steps required of students:** | Police Check: | [ ]  | Working With Children Check: | [ ]  | Other:(please specify) | [ ]  |
| **Will you be paying students? (note: not required)** | Yes | [ ]  | No | [ ]  |  |

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Name Date

Host supervisor

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Signature Date

Host supervisor