INDUSTRY PLACEMENT MINOR PLAN

This form MUST be completed by students who are planning to enrol in elective subjects of the Industry Placement Minor.

This placement plan will assist the Industry Placement team and Subject Coordinator to best support your Industry Placement Minor experience, assist you to plan your enrolment in the Minor and provide relevant materials to help you source and finalise your placements in preparation for the beginning the enrolled Term for each of the Minor subjects.

Program overview

Designed with flexibility in mind, the Industry Placement Minor allows you to complete up to 400 hours of placement across [6 Terms of the La Trobe Academic Calendar](https://www.latrobe.edu.au/calendar/academic-calendar). You are required to complete 4 subjects to quality for the Industry Placement Minor.

Please ensure you reviewed the [Industry Placement website](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/industry-placement-minor) prior to completing this form.

Students should complete as much as possible and return to [industryplacements@latrobe.edu.au](mailto:industryplacements@latrobe.edu.au).

**Checklist for completing this industry placement minor plan**

* Have you visited the [Industry Placements Minor website](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/industry-placement-minor)?
* Have you reviewed the [Handbook entry for Industry Placement Minor](https://handbook.latrobe.edu.au/aos/2022/UW-MNR-WIL01) and for each of the associated subjects?
* Have you received the “How to source an industry placement’ checklist to help you to begin to source a placement/s?
* Have you confirmed with your Course Coordinator in writing that the Industry Placement Minor fit into your study plan?
* Have you sought advice from the [Industry Placement Team](mailto:Industry%20Placements%20%3cindustryplacements@latrobe.edu.au%3e)/Subject Coordinator ([Rachael Baron](mailto:Rachael%20Baron%20%3cR.Baron@latrobe.edu.au%3e))?
* Have you self-enrolled in the relevant Industry Placement Minor subjects?
* Has a placement description (PD) been completed for the proposed placement/s?
* Have you sought approval for your placement and submitted a [Placement application](https://www.latrobe.edu.au/students/opportunities/wil-placements/elective-placements/industry-placement-subjects/how-to-apply) with the PD ?

|  |  |
| --- | --- |
| Student Information | Answer |
| Student Name | I |
| 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 |  |

Please answer these questions as best you can.

1. Why are you interested in enrolling in this minor?
2. How will this support you to achieve your career aspirations or align with your course?
3. How did you hear about this Industry Placement Minor?
4. Have you done a placement subject before as part of your degree?
   1. Subject name:
   2. Semester taken:
5. How many placements are you planning to undertake for the Industry Placement Minor subjects and what organisations (maximum of 4 placements and each placement is at least 100 hours each)? Please complete as much as you can below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Placement No (MAX 4) | Organisation name & website for each planned placement sourced | Proposed placement dates | Number of proposed hours for placement | Planned Subject, Term & Year | Other notes and comments related to sourcing the placement (how identified, onsite, or remote etc.) |
| 1 | **(EXAMPLE only)**  ABC organisation  Abcorg.com.au | 1 Nov – 15 Dec | 200 hrs | LTU2PP1, LTU2PP2  Term 6 2022, | Mix of remote and onsite, waiting on position description, I previously worked in a role at ABC org, and I have approached Head office to discuss a placement opportunity. |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

**NOTE**: Please indicate which year and term that you plan to enrol in each relevant subject (LTU2PP1, LTU2PP2, LTU3PP3, LTU3PP4) that you have secured a placement for. This information is available in the handbook and can be changed in the future. Placement hours should generally align with the Term dates. If you need clarification, please speak to the Subject Coordinator.

1. Please provide any additional information that will allow the Industry Placement team to provide support and advice to source the proposed placement/s?

**Need more information:**

Industry Placements can be complex to organise so please don’t hesitate to contact the Industry Placement team with requests for information or to ask questions. [industryplacements@latrobe.edu.au](mailto:industryplacements@latrobe.edu.au)