#

Self-Sourced Industry Placement

Project Description

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

The La Trobe Industry Placement 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.

**Student details (student to complete)**

|  |  |
| --- | --- |
| Student Name: | La Trobe ID: |
| Current Degree Program/Course: | Placement Subject Code(s): |

**Industry Placement opportunity details *(Host to complete the below sections)***

|  |  |
| --- | --- |
| Host Organisation Name: | Organisation Contact: |
| Location of placement: [ ]  Remote (off-site) [ ]  On-site [ ]  Hybrid (combination of onsite/offsite) If on-site, address: |
| Host supervisor name: | Host supervisor position title: |
| Host supervisor email address: | Host supervisor telephone: |
| ABN: | Website:  |

 **Does the host organization have Public and Products Liability Insurance to a minimum of $AU10million?** [ ]  Yes [ ]  No

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

**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?)

**Key duties and responsibilities** of the placement/project (Please specify the tasks to be undertaken during this placement)

**Estimated start and completion dates**

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

|  |  |
| --- | --- |
| **Estimated number of days of placement:**  | **Estimated placement hours:** |
| **Estimated starting date:**  | **Estimated completion date:**  |

**Other requirements (compliance and payment)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick to indicate compliance required of students:** | [ ]  Police Check | [ ]  Working with Children Check (WWCC) | [ ]  Other (please specify) |
| **Placement type:** | [ ]  Unpaid | [ ]  Stipend | [ ]  Employee |