

Sourcing an industry placement



Work-Based Learning (WBL) at La Trobe

Gain practical experience in industry and expand your networks by completing a WBL placement. Searching for a placement requires advance planning. Reflecting on your values, interests and goals will help you find a placement that aligns with your course and personality. The checklist below guides you through the process of sourcing a placement as part of your degree.

Student Checklist Overview

Step 1



**Consult
University
Resources**

Step 2



**Research
your industry**

Step 3



**Focus on
a quality
placement
experience**

Step 4



**Prepare to
make a good
impression
with employers**

Step 5



**Contact the
organisation**

Key University Resources

Work-Based Learning at La Trobe

latrobe.edu.au/students/opportunities/wil-placements

Industry Placements Team

IndustryPlacements@latrobe.edu.au

Career Hub

Access information, workshops, webinars and expert advice via Career Hub

latrobe.careerhub.com.au/

(log in with student email and password)

Step 1

Consult University Resources



- Visit **La Trobe Placement** website
- Check **course outline** for WBL subjects in the Handbook
- Attend a *How to source an Industry Placement* or relevant subject specific workshop where offered
- International students - check your student **Visa conditions**
- Access information, workshops and expert advice via **Career Hub**
- Find out if there are **student clubs** that have connections with Industry E.g. **Commerce Student Association**
- Check subject requirements and contact Subject Coordinator if necessary
- Confirm you are eligible to complete the subject
- Check whether the subject has an Expression of Interest (EOI) or application process and associated deadlines
- Check the **Career Ready Advantage program** for online modules relevant to Placements:
 - **Researching Employers and Opportunities**
 - **Preparing for a work placement**
 - **Making the most of your placement**

Step 2

Research - Industry, Organisations and Professional Associations



- Create list of potential professional associations to contact. Review their membership criteria and benefits
- Obtain information on organisation names relevant to area of interest
- Locate each organisation's web address and review the website thoroughly
- Obtain details of projects being worked on by your chosen organisation
- Obtain contact name for Hiring manager / HR representative / Project coordinator
- Obtain contact name of person responsible for placements
- Are there upcoming relevant events which might provide an opportunity for networking?
- Review LinkedIn pages of chosen organisations
- Review LinkedIn profiles of key people who work in the organisation
- Check if any employees are La Trobe Alumni – you may be able to reach out to them

Step 3

Focus on a quality experience



- Is there an existing placement or volunteer program? Check online reviews and feedback from previous graduates at the organisation
- Is the organisation likely to provide a quality internship experience?
- Investigate the reputation of each organisation
- Is the organisation a not for profit, private business or company?
- Research the organisation - how large is the organisations, i.e. no of full-time employees?
- Assess whether your own values and interests align with those of the organisation
- Does a position description exist for the placement?
- Do they have induction programs for interns?
- Is there an appropriately qualified supervisor and how will you be supervised?
- Does the organisation have public liability insurance?

Step 4

Prepare to make a good impression with employers



- Prepare/ update your resume
- Create / update your LinkedIn profile**
- Develop a pitch to use when introducing yourself to potential placement hosts
- Practice and get feedback on your pitch to build your confidence.
- Tailor your resume and cover letter for each opportunity / organisation you apply to
- See **Career Hub** for info sheets, workshops, webinars and other guidance on creating quality resumes, cover letters, LinkedIn profiles and more.

Step 5

Contact the organization



- Determine when to contact organisation
- Confidently approach the organisational contact by phone email, formal letter or in person
- Submit resume/ cover letter/ application/ proposal to organisation
- Follow up with relevant personnel to determine outcome of application to ensure the organisation understands the requirements of the placement
- Liaise with your Placement Team to complete the necessary agreement and compliance requirements

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