

WORK INTEGRATED LEARNING (WIL)

Position Description

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

The Work Integrated Learning (WIL) 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.

As an organisation that hosts student placements, you will benefit from:

- Assistance of a motivated student who brings the latest theory, techniques and new ideas to the organisation.
- The opportunity to give a potential recruit a trial without obligation.
- Support of the La Trobe WIL staff.
- Promotion of your organisation to students and the wider La Trobe University community.
- A strategic partnership with La Trobe University.

The host supervisor and the student undertaking placement are to complete this form and email it to assc.internships@latrobe.edu.au. An Experiential Learning Advisor will be in contact.

Organisation details

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

Work Integrated Learning (WIL) opportunity details

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/internship opportunity will reside within the organisation)

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)

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.

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

Estimated starting date:	Estimated completion date:
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Other requirements (compliance and payment)

Please tick to indicate any additional compliance steps required of students:	Police Check:	<input type="checkbox"/>	Working With Children Check:	<input type="checkbox"/>	Other: (please specify)	<input type="checkbox"/>
Will you be paying students? (note: not required)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		