



Faculty of Science, Engineering and Built Environment

School of Life and Environmental Sciences

Organising your Professional Practice Placement

The aim of the work placement component of the Professional Practice Units is to give you (the student) a taste of what a career in a chosen field or organisation would look and feel like, and an idea of whether you are suited to that type of work and work environment. It is an opportunity for you to learn about and to gain specific experience in your field of choice and develop networks. It is an opportunity to try out a potential career/organisation that you think you might like to work in once graduated. You are required to organise your own placement with a course related organisation that interests you. When organising your placement, please note the following:

- a. There is a minimum requirement of 80 hours for your placement (or two x 40 hour placements).
- b. The organisation is to nominate a supervisor for your placement.
- c. The hours and days that you participate in the placement are to be negotiated between you and the organisation.
- d. Check with the organisation of any special requirements for your placement, eg. Police Check or Working with Children Check.

STEPS TO FOLLOW:

Step 1: Contact the organisation(s) enquiring about the possibility of a placement opportunity.

Step 2: Complete the Application for Placement Form and ensure the form has been signed by your supervisor at the organisation or attach an email to your application form, when you have an acceptance from the organisation.

Step 3: Submit your completed Application for Placement Form to the Professional Practice Placements Coordinator, School of Life and Environmental Sciences.

Step 4: Wait for email approval from the Professional Practice Placements Coordinator to commence your placement.

Before your placement can commence the University requires a Practical Training Program Agreement to be in place. This legal agreement will be sent to the organisation by the Professional Practice Placements Coordinator and must be signed and returned by the organisation. You should allow a minimum of four weeks for processing of your application form and legal agreements to be executed before your placement is approved. This time period may be lessened where there is already a legal agreement in place.

At the end of your placement, an Evaluation Form must be completed by the organisation. The evaluation form is sent directly to your supervisor and must be returned directly to the Professional Practice Placements Coordinator.

The University provides personal accident insurance cover whilst you are on placement but this provides limited benefits. For information regarding insurance and travel insurance please refer to the following link:
<https://www.deakin.edu.au/current-students/services/insurance/index.php>

Work Placements cannot be counted retrospectively. Any placement that has commenced before agreements between Deakin University and the organisation are in place, and before receiving approval from the Professional Practice Placements Coordinator, WILL NOT be counted towards the 80 hours work placement requirement for the Professional Practice units.

NB: You cannot commence a placement until you have been advised by the Professional Practice Placements Coordinator that the placement has been approved and finalised.