

**School of Life and Environmental Sciences**

**SLE301 Professional Practice**

**Information Session Notes**

**Professional Practice**

* Runs in T1 each year – core unit for all Environmental Science, and Fisheries and Aquaculture students
* Two major components
	+ minimum of 80 hours volunteer work (hurdle)
	+ classes in T1 (career planning, job readiness, resumes, interviews, etc.)
* We recommend that you organise and complete your placement before classes commence in T1
* Most important unit you will do while at Deakin in terms of career planning and getting a job

**The BIG question - What do you want to do as a career???**

* This is your opportunity to try different potential career paths out and make valuable contacts
* Add the placements and volunteer work to your resume
* Make every opportunity a resume building opportunity!!
* Good resumes have six volunteer experiences listed, great resumes have 12

**Placements - What you need to do**

* You need to organise your own placement
* Must be course related and confirmed by us
* Minimum 80 hours (can be 2 x 40 hour placements)
* Deakin placements (40 hours) i.e. must also undertake an external placement.
* Placements cannot be counted retrospectively
* Read all the documents on the website (http://www.deakin.edu.au/life-environmental-sciences/students/professional-practice)

**Pre-requisite requirements for placement**

* Must have completed 12 credit points to enrol in SLE301
* Must be enrolled in SLE301 to undertake a placement
* If you intermit or discontinue your course, or withdraw from the unit you cannot undertake a placement

**Enrolment: SLE301 and STP010**

* STP010: Introduction to Work Placements
* Co-requisite for all placement units
* Fully online unit
* approximately 4 - 6 hours to complete
* complete before your placement

**Placement Organisations**

* A list of potential organisations you can contact is available on the website
* This list is suggestions only – you DO NOT have to undertake your placement at one of the listed organisations
* If there is not an agreement in place we need to organise one
* The organisations are under no obligation to accept you even if there is an agreement in place

**Getting started**

* Approach organisations in a professional manner – see website for details on contacting organisations
* Complete the Application for Placement Form and have it signed by your supervisor or attach an email from you supervisor confirming they are happy to take you for placement
* Return the application form to Natalie Gallagher (les-professionalpractice@deakin.edu.au)
* We check all the details on the form and ensure that the placement organisation is appropriate
* Incomplete forms cannot be processed and will cause delays

**Once you submit the application form to the School of L&ES**

* Natalie will contact the organisation with the legal paperwork required
* Allow a minimum of four weeks for legal paperwork to be completed
* You cannot commence a placement until Natalie has advised you the placement has been finalised
* Placements cannot be counted retrospectively

**Start / End Dates**

* Start placement: **once you have been advised by Natalie Gallagher that the placement has been approved**
* Complete placement by: 22 May 2015

**School of Life and Environmental Sciences**

**Faculty of Science, Engineering and Built Environment**

**Melbourne Burwood Campus, 221 Burwood Highway, Burwood, VIC 3125**

**www.deakin.edu.au**

**Insurance**

You are covered by insurance whilst on placement (provided the placement has been approved).

See the website for details: http://www.deakin.edu.au/life-environmental-sciences/students/professional-practice

**Placement Completion**

* An evaluation form is sent to your supervisor from Natalie before you commence your placement
* The evaluation form is completed and returned directly to Natalie at the end of your placement
* You cannot pass this unit until we receive the completed evaluation form from your supervisor - (this is a hurdle requirement)

**International Placements**

* You can undertake your placement overseas
* SLE301 (XOS)
* Prerequisite: one of the following:
* SLE225
* SLE353
* Exchange
* If you have not completed a previous international unit you cannot enrol into SLE301 (XOS) i.e. you must enrol in the normal SLE301 without the XOS and will not be able to access OS-Help
* We have 4 approved international placement options:
* Zimbabwe (lion conservation project)
* Indonesia (wildlife conservation)
* Thailand (marine conservation)
* Peru (rainforest conservation)
* For more information visit: <http://www.cisaustralia.com.au/volunteer-abroad>

**How do I Apply?**

You need to apply directly through CIS at the following link: <https://cisaustralia.wufoo.com/forms/volunteer-abroad-application/>

* Want to do a different placement overseas?
* Email Raylene Cooke (raylene.cooke@deakin.edu.au) for an application form
* Raylene will apply for approval from Deakin International (DI) and once approved you will be required to lodge all details through DI
* You cannot do the same placement for 2 units i.e. for both SLE225 and SLE301 – they must be different programs

**OS-Help and SLE301**

* OS-Help is available for students enrolled in SLE301 (XOS)
* The same OS-Help criteria is applicable as it was for SLE225 / SLE353 or exchange (need at least one unit to return home to etc.)
* You can only get 2 OS-Help loans and they must be at least 6 months apart
* You cannot apply for OS-Help until you are enrolled in SLE301 (XOS) which will be September

**SLE225 / SLE353 and SLE301**

* Can I do more than one placement in T3 this year?
* SLE225 and SLE353 are both T3 units so yes you can do either / both units in T3
* SLE301 is a T1 unit and yes you can do the placement component of this unit in T3 before T1 classes commence
* Organisation is critical for any of these scenarios and you are strongly encouraged to get course advice
* Because both SLE225 and SLE353 are prerequisites for SLE301 (XOS) and both units run in T3 you can do either of these units in T3 and then SLE301 (XOS) in T1

**Enrolling into SLE301 (XOS)**

* Cannot do this yourself
* We will enrol you once you have been accepted into your chosen program and all approvals have been met through Deakin International and the Unit Chair, Raylene Cooke
* Enrolment will not happen until the university opens enrolments for 2016 which will be in September 2015

**Need Advice/Assistance?**

* Please use your Deakin email when contacting Deakin staff
* Include your student ID, the unit code and your course

**SLE301 Unit Chair:**

Dr Raylene Cooke, Burwood Campus, Room T3.11

Phone: 03 9251 7608; Email: raylene.cooke@deakin.edu.au

**Placement advice:**

Natalie Gallagher, Burwood Campus, Room T2.12.4

Phone: 03 9244 6800; Email: les-professionalpractice@deakin.edu.au

**Course advice:**

Vincent Kavenagh, Burwood campus, Building L, level 1

Phone: 03 9251 7451; Email: vincent.kavenagh@deakin.edu.au

Janet Keith, Warrnambool Campus

Phone: 03 5563 3327; Email: janet.keith@deakin.edu.au