

SLE301 Professional Practice

Information Session

Professional Practice & COVID

- Before we start.....
- There is no doubt that 2020 has been a difficult year and we are all hoping to see things improve soon but in the meantime it is essential to note:
 - Deakin is under strict government restrictions as to what we can & can't do
 - Deakin will follow these restrictions and there will be no exceptions to the Government rules / restrictions
- SLE301 will definitely run in T1, 2021 and we are hoping that the restrictions ease and placements are possible
- If restrictions do not improve then placements will need to be undertaken online and we will advertise online opportunities that we can source but we strongly advise you to source your own placement – including online placements
- At this stage (8/9/20) the Victorian COVID situation appears to be heading in the right direction and there is a roadmap out but please be aware that the COVID situation is constantly changing and we will keep you updated as best we can
- At this stage we are planning on placements being possible outside of your home and we will let you know if this changes and we need to move to wholly online placements.

SLE301 Professional Practice

- Runs in T1 each year – core unit for all Environmental Science & Zoology and Animal Science students
- Two major components
 1. minimum of 80 hours volunteer work (hurdle)
 2. 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 out different potential career paths and make valuable contacts
- Add the placements and volunteer work to your resume
- Make every opportunity a resume building opportunity!!

Pre-requisite requirements for SLE301 and placement

- Must have completed 12 credit points
- Must have completed and passed STP010
- Must be enrolled in SLE301 to undertake a placement
- If you withdraw from SLE301, intermit or discontinue your course, you cannot undertake a placement

Enrolment: SLE301 and STP010

- STP010: Career Tools for Employability
- Pre-requisite for all placement units
- Fully online unit
 - approximately 4-6 hours
 - complete before your placement i.e. in T3 this year (if you haven't already completed)

Important Dates

- Placement application forms must be submitted by the end of week 2 of Trimester 1 and require a minimum 2 weeks processing time
- If you have not submitted your application by the end of week 2 of Trimester 1 you will be withdrawn from the unit
- All placements must be completed by the end of week 10 of trimester 1
- Full-time placements that coincide with T1 teaching weeks will not be approved

What you have to do

- You have to organise your own placement
- Must be course related and confirmed by us
- Minimum 80 hours (can be 2 x 40 hour placements)
- Internal Deakin placements can be 80 hours in 2021
- Placements in 2021 can be counted retrospectively – see next slide
- Read all the documents on the website

Can I count previous volunteer work?

- For anyone enrolled in SLE301 in 2021 you can count previous volunteer work but there are conditions that must be met:
 1. The volunteer work must have been undertaken in the last 18 months i.e. since July 2019
 2. The volunteer work must be **course related**
 3. Your supervisor during this volunteer work will need to complete an evaluation of your work and confirm that you completed at least 80 hours
 4. You will need to complete an extra assessment requirement as part of the application process
 5. If you are applying to use your previous volunteer work you are still required to complete the application process and have this approved.
 6. You cannot use volunteer hours that have been counted for another unit e.g. SLE225

Can I count previous or current employment?

- For anyone enrolled in SLE301 in 2021 you can count previous or current employment but there are conditions that must be met:
 1. The employment must have been undertaken in the last 18 months i.e. since July 2019
 2. The employment must be **course related**
 3. Your supervisor during this employment will need to complete an evaluation of your work and confirm that you completed at least 80 hours
 4. You will need to complete an extra assessment requirement as part of the application process
 5. If you are applying to use your previous / current work you are still required to complete the application process and have this approved.

Website

All the relevant information and forms which you are required to complete are on the web:

deakin.edu.au/sebe/wil

Please have a look at this site and become familiar with the information

List of Placement Organisations

- A list of potential organisations you can contact will be available on the website shortly (currently being updated)
- 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
- Deakin University Ecology Volunteer Register on Facebook
<https://www.facebook.com/#!/groups/231524566941153/>

The First Step

- Approach organisations in a professional manner – see website for details on contacting organisations and STP010 videos for details and tips on this
- Complete the *Industry & Student Application Form* - Part A must be completed by the Host Organisation
- Submit the application via [InPlace](#) for processing. You will need to be enrolled in SLE301 in order to submit an application
- We check all the details on the form and ensure that the placement organisation is appropriate
- Complete **ALL** sections of the application form. Incomplete forms cannot be processed and delays will occur

Once you submit the application form

- We will contact the organisation with the legal paperwork (if required)
- Allow a minimum of two weeks for legal paperwork to be completed
- You cannot commence a placement until we have advised you the placement has been finalised
- Placements can be counted retrospectively if approved through Deakin

Start / End Dates

- Start placement: once your placement has been approved by us and you are enrolled in SLE301
- Complete placement by: week 10 of T1

Insurance

- The University provides personal accident insurance cover whilst you are on placement, but provides limited benefits. Please refer to the website links for specific information.
- You must be enrolled in the unit and undertaking a placement as part of your course/unit requirements.
- The placement must be approved for insurance coverage

Placement Completion

- An evaluation form is sent to both you and your supervisor from us before you commence your placement
- The evaluation form must be completed by you and then your completed form taken to your supervisor to also complete. **Both you and your supervisor need to sign the form** and then it is your responsibility to upload this completed form to the relevant dropbox on the unit site
- You cannot pass this unit until we receive the completed evaluation form (via the unit site dropbox) that has been signed by both you and your supervisor (hurdle requirement)

International Placements

- You **cannot** undertake your placement overseas due to the international borders being closed and the uncertainty around the COVID situation
- The only exception to this is if you are currently living overseas or planning on returning home (overseas) for the summer
- If you have completed volunteer work overseas in the last 18 months you may be able to count this retrospectively (see slide 9)
- You cannot use volunteer work undertaken for another unit (such as SLE225)

International students or domestic students currently living overseas

- You can undertake your placement overseas
- SLE301 (XOS)
- Same approval process i.e. you need to submit your application via the InPlace portal
- Please email the WIL team to let us know if you are planning on doing your placement overseas
Email: les-professionalpractice@deakin.edu.au

Need Advice?

Associate Professor Raylene Cooke

Burwood Campus

Phone: 92517608

Email: raylene.cooke@deakin.edu.au

Anthony Rendall

Burwood Campus

Phone: 9246 8451

Email: a.rendall@deakin.edu.au

Dr Prue Francis

Waurm Ponds Campus

Phone: 556 33026

Email: prue.francis@deakin.edu.au

Professor Chris Austin

Warrnambool Campus

Phone: 556 33017

Email: c.austin@deakin.edu.au

Placements:

WIL team (Hannah, Natalija & Clare)

Building L, Level 1

Burwood Campus

Phone: 9244 6800

Email: les-professionalpractice@deakin.edu.au

Course advice:

Student Central

Burwood Campus

Phone: 9244 6333

Email: sebe-burwood@deakin.edu.au

Student Central

Geelong Campus

Phone: 5227 2333

Email: sebe-geelong@deakin.edu.au

Student Central

Warrnambool Campus

Phone: 5563 3333

Email: sebe-warrnambool@deakin.edu.au

Reminders:

- Use your Deakin email when contacting Deakin staff
- Include your student ID
- Include the unit code and your course
- Check your Deakin email regularly



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QUESTIONS?