

# SEBE Work Integrated Learning Industry Placement Form



This form is for Faculty of Science, Engineering and Built Environment placements

Work Integrated Learning placement units provide students with the opportunity to obtain relevant work experience, integrate course-specific knowledge and develop generic employment skills in an authentic workplace setting.

Placement units are open to students who are either currently not employed, or are going to undertake a new project/role at the organisation. Please ensure to fill out the relevant appendix in this form.

## Student information

First name

Last name

Deakin course

## Organisation details

Organisation name

ABN/Company registration number

Organisation address (physical work location, including country)

Do you have an existing Placement Agreement with Deakin University?

Yes

No



## Organisation contact details

Title  Full name

Position title

Business phone number

Mobile phone number

Website

Business email address

Number of employees at placement location

Will the student be paid?

Yes

No

If yes, would you like to receive information about our scholarship option?

Yes

No

## Placement supervisor details (If different from above)

Title  Full name

Position title

Business phone number

Mobile phone number

Email address

Are you related to the student?

Yes

No

If yes, what is the relationship?



## COVID-19 safety - Student location during placement

Please provide details of the location the student will undertake their placement  
(e.g. working from their home, on-site at the organisation or a combination of both)

### **For students that will be on-site for all (or part) of their placement**

Are precautionary measures being considered for the health and wellbeing of the student?

Yes                      No

Do you have a COVID-19 management plan?

Yes                      No

Will the student be able to work and maintain physical distancing and hygiene requirement as outlined by the Victorian Government or relevant local authorities?

Yes                      No

Can you confirm your organisation will monitor and adapt to the advice of the Victorian Government or relevant local authorities, as required?

Yes                      No

## General health and safety questionnaire

### **Occupational Health & Safety (OH&S) Management**

Does your organisation follow OH&S Management guidelines to ensure safety at work (policies, procedures, safe work practice documentation etc.)?

Yes                      No

Is your organisation registered with WorkSafe Victoria, or a relevant local authority?

Yes                      No

If yes, please specify organisation?

### **Risk assessment**

When a risk has been identified that may impact on the health and wellbeing of workers (employees or placement students), is a risk assessment completed?

Yes                      No

Are the results of risk assessments (e.g. controls, training, etc.) implemented?

Yes                      No

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Are threats like bullying, discrimination, sexual harassment and sexual assault, considered and addressed within your organisation?

Yes                      No

Are there documented procedures to be followed in the event of a serious and imminent danger to people at work in your organisation?

Yes                      No

## **Accidents and incidents**

Is there a formal procedure for reporting, investigating and recording accidents and incidents to WorkSafe Victoria or a relevant local authority?

Yes                      No

Will you report to the University all recorded accidents involving Deakin students on placement?

Yes                      No

Will you report to the University any sickness that occurs during a student's placement experience?

Yes                      No

## **Supervision and induction**

Will you appoint a suitably qualified Placement Supervisor to supervise, mentor and provide performance based feedback to the student during their placement?

Yes                      No

Will you ensure that the placement student is appropriately inducted into your organisation, including their role and responsibilities, and relevant occupational health and safety requirements and procedures?

Yes                      No

If yes to the last question, please provide an outline of the induction program



## Person responsible for OH&S compliance details

Title

Full name

Position title

Business phone number

Mobile phone number

Email address

## Declaration by Authorised Officer

I declare on behalf of the above Organisation that the information provided in this form is true and correct.

I agree that subject to Deakin's approval of this Industry Placement Form and the Placement Position Description, the Organisation will allow the student to undertake the placement described and that it will comply with the requirements outlined in the Placement Agreement.

Print name of authorised officer

Business phone number

Mobile phone number



## Appendix A: New placement

For students who are joining the host organisation for the **first time**-i .e.s tudents who have not worked at the host organisation previously.

Academic background/discipline required for the placement role

Placement position title

Detailed description of responsibilities/tasks/project to be undertaken by the student during the placement

Technical skills needed for role

Attributes sought

### Other requirements (non-technical)

Please note that the placement organisation is responsible for arranging any additional requirements necessary for the role such as specific OH&S training, police checks, working with children, vaccinations, driver's license, etc.

### Placement dates

Student cannot commence a placement until this application has been approved by the WIL Team. If dates change, host organisation must put this in writing to the WIL Team.

Start date

End date

Total placement  
duration



## Appendix B: Existing employee placement

For students who are **already working** at the placement organisation and will be given a new project/role to undertake as the placement project.

Academic background/discipline required for the placement role

Existing position title

Description of responsibilities/tasks/project of existing role (current role)

New position title

Detailed description of NEW responsibilities/tasks/project to be undertaken by the student during the placement

Technical skills needed for role

Attributes sought

**Other requirements (non-technical)**

Please note that the placement organisation is responsible for arranging any additional requirements necessary for the role such as specific OH&S training, police checks, working with children, vaccinations, driver's license etc.

**Placement dates**

Student cannot commence a placement until this application has been approved by the WIL Team. If dates change, host organisation must put this in writing to the WIL Team.

Start date

End date

Total placement duration