

SLE301

Professional Practice

Information Session

A/Prof. Angela Ziebell (Unit Chair, T1)
A/Prof. Sharon La Fontaine (Unit Chair, T2)

SEBE WIL team:

Margaret Herczeg, Work Integrated Learning (WIL) Engagement
Coordinator

Nicole Donegan, Senior Work Integrated Learning (WIL) Advisor



DEAKIN
UNIVERSITY

Acknowledgment of Country



Deakin University acknowledges the Traditional Custodians of all the unceded lands, skies and waterways on which Deakin students, staff and communities come together.

As we learn and teach through virtually and physically constructed places across time, we pay our deep respect to the Ancestors and Elders of Wadawurrung Country, Eastern Maar Country and Wurundjeri Country, where our physical campuses are located.

We also acknowledge the many First Nations from where students join us online and make vital contributions to our learning communities.



Your Work Integrated Learning (WIL) Team

WIL Coordinator:
Margaret Herczeg



Senior WIL Advisor:
Nicole Donegan



WIL Email Address: sebe-wil@deakin.edu.au

Your Unit Chairs

T1 Unit Chair:

A/Prof. Angela Ziebell (Burwood)



T2 Unit Chair :

A/Prof. Sharon La Fontaine (Burwood)



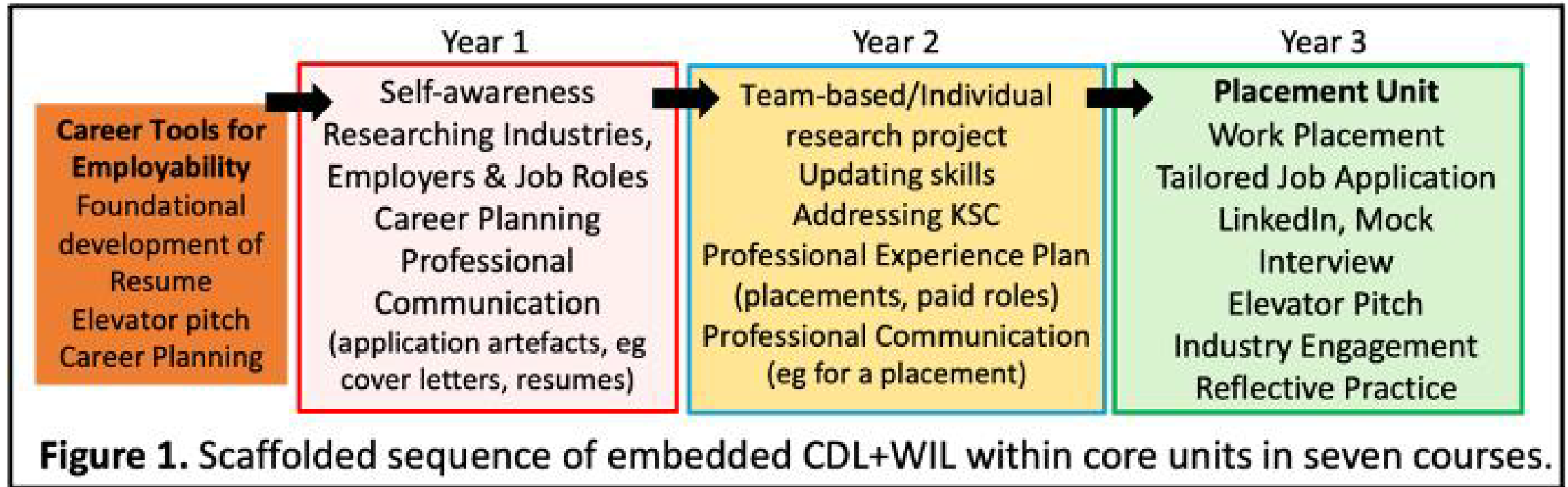
Unit Email Address: les-sle301@deakin.edu.au

Aims

1. To get you thinking about your career path in your chosen fields
2. To equip you with essential skills for successful employment in a competitive job market
3. To apply skills learned during your degree in professional settings.



Re-Cap on your career education journey



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
- Make every opportunity a resume building opportunity!



SLE301 Professional Practice

Runs in T1 & T2 each year – core unit for all:

- Environmental Science
- Zoology and Animal Science
- Marine Science
- Forensic Science
- Biomedical Science
- Bachelor of Science (or SLE352)



Two Major Components

- 1. Work Placement:** Minimum of 80 hours, Maximum of 160 hours (hurdle)
- 2. Coursework:** classes in T1 or T2 (career planning, job applications, interviews, networking with industry professionals)

We strongly recommend you organise and complete placement before classes commence in T1 or T2.

Most important unit you will do while at Deakin in terms of career planning and securing a graduate role

Before enrolment



1. Must have completed 14 credit points to enrol in the unit.
 - If you are enrolling in a trimester in advance, you need to have 10 CP and be enrolled in 4 CP in your current trimester.
 - For T2 - Must have 10 CP already and do 4 units in T1.
2. Must have completed STP010 Career Tools for Employability
3. Must secure a placement, submit an application to InPlace and have it approved, **prior** to enrolling in the unit.
4. Once enrolled, access the relevant unit site to complete pre-placement tasks.
 - If you withdraw from SLE301, intermit or discontinue your course, you **cannot** undertake a placement



SLE301 Placement & Assessment Summary

Work Placement

Placement Application Requirements:

- Secure Placement using resources provided on SEBE WIL Website, DeakinTalent.
- Submit Placement Application to InPlace.
- Once approved, enrol in the unit and gain access to the unit site.



Pre-Placement Requirements

- Submit the Career Goals-Placement Activities-DGLOs Template to Career Objectives dropbox on unit site
- Releases access to the Placement Preparation Modules (PPM)
 - > complete **PPM** to obtain **Completion Certificate**
 - > submit **Completion Certificate** to PPM dropbox on unit site

Complete Placement



AT3: Performance Evaluations

During Placement Requirements:

- Submission of PPM Certificate releases access to AT3a dropbox for Mid Placement evaluation and Placement activity log
- Due placement mid-point



Post-Placement Requirements:

- Submission to AT3a Mid Placement dropbox releases access to AT3b dropbox for End of Placement evaluation and Placement activity log
- Due end of week 10

Assessments

Assessment Task 1: Job application



Assessment Task 2: Mock Job Interview



Assessment Task 4: Professional Portfolio



Tasks to be completed as part of the Placement Application

Tasks for submission to a unit site dropbox from placement

Tasks for submission from unit coursework learning

Coursework & Assessments (T1 or T2)

SLE301 Weekly Classes

AT1 – Tailored Job Application

AT2 – Mock Interview

AT3 – Placement Evaluation

AT4 – Professional Portfolio



Please Note: It is important to attend the classes to get the most out of this unit as this is a skills-based unit. Classes involve activities directly related to preparation for assessments and to provide skills, strategies and techniques for successful employment. And there will be a unique opportunity to interact with guest speakers especially from government/industry, about careers and graduate employment.

Placement Completion & Assessment

Complete the Placement Activities Log - template is on the unit site (AT3)

You must also complete two evaluation forms (AT3)

- Mid Placement (AT3a)
- End of Placement (AT3b)

First complete by yourself and then discuss with your supervisor and ask them to complete it.

- **Both you and your supervisor need to sign the form**
- This is your opportunity to obtain feedback and query anything you don't understand
- Then submit Placement Activities Log and evaluation forms to the unit site dropboxes

You cannot pass this unit until we receive your completed evaluation forms

Reminder



This unit is called **'Professional Practice'**

You are representing Deakin

We expect and will accept nothing other than professional communication and behaviour at all times.

Communicate with organisations using your Deakin email

Address individuals professionally with an appropriate salutation, title and name

Remember to send your placement supervisors a "Thank you" note at the end

See WIL website for details on contacting organisations and STP010 for videos and tips.

How do the WIL Team help?

It is your responsibility to secure a placement but we're here to help support you along the way.
Around 300 SLE301 students will be searching for a placement at the same time.
It can take 3-6 months - so start looking early!

SELF-SOURCED

You approach
organisations directly

70% of placements

FACULTY-SOURCED

You apply for a placement
that we advertise for an
industry partner

30% of placements

SELF-SOURCED or FACULTY-SOURCED: We support you from start to finish – we connect you to resources, answer curly questions and process placement approvals.

[Regular Drop-In Sessions via Zoom \(every Wednesday from 2pm – 3pm\)](#)

Finding a Placement



Treat it seriously like you're applying for a job. Follow your interests and passion!

Draw on what you've already learnt in your degree about - researching industries, self-awareness, professional communication, cover letters and resumes.

Tailor your cover letter and resume to reflect the organisation you are approaching and to the particular experience.

Practice your professional communication with the Unit Chair and the Work Integrated Learning (WIL) Team in all emails and at our online drop-in sessions.

Get the balance right in your Cover Letter – tell them about yourself and why you're interested but show curiosity and a willingness to learn and that you've done some research about the host organisation (research is not copy and pasting chunks of information from a host organisation website).

Read your Deakin email – for emails about opportunities and our weekly newsletter, this will include current opportunities with our industry partners!

Use your official Deakin email when connecting with potential hosts.

[Connect with DeakinTALENT and check their Jobs and Internships Board](#); REMEMBER This advertises jobs and internships / placements. If you send an application for a job that is actually asking for a placement they may not respond.

Consider these options:

[Deakin University Ecology Volunteer Register](#). [Deakin Volunteer group](#) Get involved in a DUSA club! For example, [Deakin University's Biomed Society](#) and or [join their Facebook group](#)

Check out the [Deakin FreelancingHUB](#)

Make sure you're putting your best foot forward by [writing a relevant Cover Letter](#) and [Tailoring your CV](#) to the opportunity.

If you're self-sourcing, consider pathology labs, research labs and institutes in Melbourne/Victoria, local government, charitable foundations, volunteer organisations etc. [Review our tips! There is also a NEW module available here.](#)

Resources for placement applications

Deakin Talent Resources <https://deakintalent.deakin.edu.au/>

One-Hour Online Workshops	Online Services Developing your Resume & Cover Letter
How to self-source Internships	Access Resume Templates and Examples
How to Develop a Strong Application	Check Your Resume 5-10 minutes
How to Achieve Interview Success	Cover Letter Resources – including Writing Guide and Templates
How to Use LinkedIn and Your Profile	How to Develop a Strong Application 20-60 minutes / self-paced
Careers in Science Panel	Key Selection Criteria Guide
Careers in Environmental Science Panel	
Deakin International Student Careers (DISC) Australian Workplace Culture	

Key Dates



Key Dates	T1 2027	T2 2027
Applications Open in InPlace	1 st Sept 2026	1st Sept 2026
Final deadline to secure placement and submit it for official approval (this is the earliest date you can submit for approval if you have secured a placement and want to start early)	21 st Feb 2027	27 th June 2027
Trimester commences	1 st March	5 th July 2027
Placement completion deadline	14 th May 2027	17 th Sept 2027

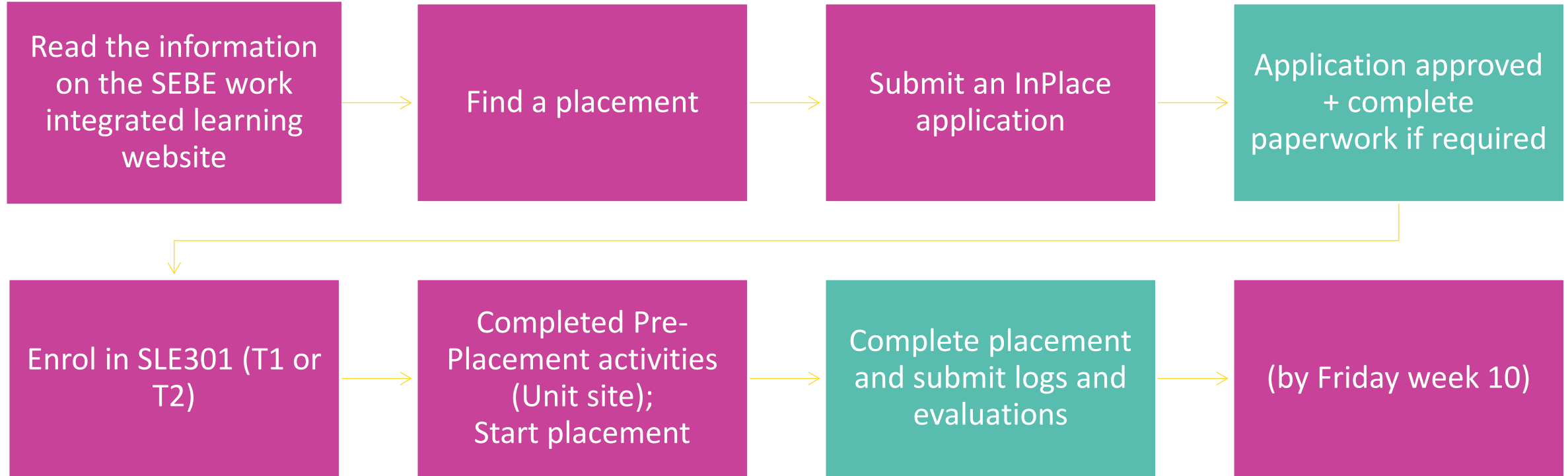
We assess placement submissions for approval on a rolling basis from 1st September up to the final deadline.

You can't start your placement until it is officially approved.

Approval turnaround times:
Existing agreement + all information complete in submission = allow 2 weeks.

Need host to sign agreement = allow up to 4 weeks.

Placement Process – overview



InPlace Application process – Steps to Follow



Get Ready

Course map (less than 6 months old)

Complete all application fields

Upload required documents



Allow time

Apply for 2-4 weeks before your start date

Legal Agreements may take longer



Wait for approval

Receive confirmation email

Don't start before approval

Insurance whilst on placement

Deakin provides personal accident insurance for students undertaking approved placements. Please note that cover is subject to policy terms and conditions. For full details, refer to the University's insurance information.

To be covered by Deakin's insurance, you must:

- Be enrolled in SLE301.
- Be undertaking the placement as part of your course requirements.
- Have an approved InPlace application before starting placement

Important: Do not start your placement until you have received approval. Placement hours completed before approval will not count towards SLE301 and may not be covered by Deakin's insurance

For more information go to: [Insurance for students on placements or work experience](#)

International Placements



Complete the same approval process as any other SLE301 placement.



Submit an **InPlace application** and complete the **pre-placement activities** before you depart.



You will be enrolled in **SLE301 X/D-OS (Overseas)** by the WIL team. You do **not** need to enrol yourself.



Students undertaking an approved overseas placement may be eligible to apply for **OS-HELP**.



Remember your InPlace application must be approved before you start your placement

SLE301 and STP010



STP010 is a Pre-requisite for all placement units

Fully online unit

- Approximately 4 – 6 hours
- Runs in the first 6 weeks of each trimester
- Complete before your placement (i.e. in T3 this year if you haven't already).

If you have any questions about eligibility or need course advice it's best to contact Student Central

► Industry Placement Partners



Royal Botanic Gardens Victoria



Bush Heritage Australia

Student Feedback & Advice

Get organised early!

**Seek advice from
students who've
already done
their placement.**

**Do the MOST
amount of
hours possible
(min 80 hours
max. 160)**

**Get in touch with
everyone you can, ask
every place you know
and apply for a
placement with them.**

**It's ok to speak up when
you don't understand
(sometimes I forgot
that).**

**Don't be afraid to get
your hands dirty!**

**Write a diary everyday of
what you did.
Have lunch with people!**

**Embrace everything.
Get involved in everything.
Stay in touch after placement.**

**Add everyone to LinkedIn
before the placement ends.**

...you're provided with knowledge and resources to independently develop solutions for a real client, including a site visit and an end presentation back to them. This full circle process was invaluable to experience what a job in resource recovery looks like, including the nitty gritty and it inspired me to strive towards a future job at Cleanaway.

I feel grateful for the level of support that was provided by Cleanaway throughout my placement, making this daunting experience much more enjoyable."

Siobhan Elsworth

SEBE WIL Website



All the relevant information and forms which you are required to complete are on the SEBE WIL website:

www.deakin.edu.au/sebe/wil

And the unit site.

Please have a look and become familiar with the information

Who can help?



Contact the SEBE WIL Team:

Margaret Herczeg, Work Integrated Learning (WIL) Engagement Coordinator

Nicole Donegan, Senior Work Integrated Learning (WIL) Advisor

Email: sebe-wil@deakin.edu.au

SEBE Work Integrated Learning

Join us via Zoom every Wednesday 2:00 - 3:00pm

Meeting ID: 876 2708 5939 | Password: 28597926

Deakin University CRICOS Provider Code: 00113B



<https://deakin.zoom.us/j/87627085939?pwd=TFZkQ3BoRmxFRkNXUGdCREx0cDIzQT09&from=addon>

Need 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

Questions?



Professional Practice Placement: INFO SESSION



Taking Professional Practice SLE301 in T1 or T2 2027?

Join the Unit Chair & Work Integrated Learning Team: 1pm Thursday 6 August

Do I have to source it myself?

70% are self-sourced

Students approach orgs directly

30% are faculty-sourced

Deakin advertises a small number

Either way the Work Integrated Learning Team help you from start to finish.

How long does it take to find one?

3-6 months

You can start doing placement hours from Sept 2026

HOW & WHEN?

Classes : T1 or T2 2027

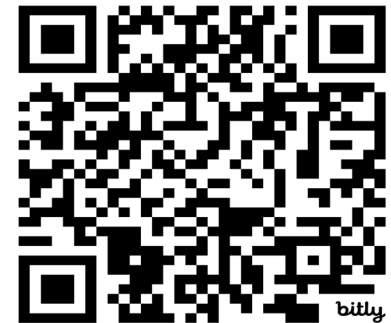
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Placement = 80-160 hours

(start from 1st Sept 2026

finish by 14 May 2027

**Info
Session
Link**



Re-enrolment opens 1st Sept – do your placement over spring / summer!