

Work Integrated Learning (WIL)

Student Sourced Placement Information

What is a Student Sourced placement?

- Students contact a host organisation and arrange to complete a placement jointly defined by the organisation and the University.
- You are able to find a placement with a host organisation either in Australia or overseas – consider combining an international exchange with a placement.
- Please note, host organisations must meet Monash University OHS guidelines and be approved for you to be able to complete the placement for credit.

Do you get paid?

- Students are not required to be paid during their placements as they receive *academic credit* for their placements. However some organisations may wish to compensate the students for project related expenses.

Where do you start when looking for a Student Sourced placement?

- Firstly, you should try to determine which organisations and industries you are interested in that are consistent with your planned career path. Gaining relevant experience in your field of interest early on means you'll be well-prepared when the ideal job opportunity comes around.
- When you've found an organisation you're interested in, you should then contact someone senior and ask if you are able to undertake a placement with them – try a Director or someone at a similar level as they generally have the authority to hire an intern.
 - All communication with a host organisation should be polite and professional (no emojis!) and should not only explain why you are interested in their organisation, but also what value/benefit you can deliver to them. Be sure to include your up-to-date resume – see [Career Connect](#) for help with your resume.
- Remember to reach out to your network to help find suitable contacts. Family and friends will often know someone whom you can intern with.
 - [LinkedIn](#) is a very valuable resource, as you can see how people you know are connected to employees of the organisation you're interested in. Ensure your profile is up to date and includes a professional photo as most employers will check.
- Alternatively, you can find placements through many job search websites, such as [Seek](#), [ProBono](#) or [Ethical Jobs](#) – note that many of these will require an extensive interview process in order to be accepted, so directly approaching an organisation you're interested in may be more effective.

What type of task or project is required for a placement?

- Placements need to be meaningful and relevant to your studies – not running coffee!
- For the placement to be suitable, you will need to be able to clearly state the aims and duties of your placement, and be able to demonstrate how what you have learned in your course will be applied during your time in the host organisation.

What does the host need to do?

- Appoint an appropriately qualified or experienced mentor/supervisor
- Provide meaningful tasks or a project with the opportunity to experience a real-world professional environment in their workplace
- Provide a safe working environment (host will need to complete an OH&S form when setting up the placement, and provide information regarding their public liability insurance).

- You can also advise a host that “Monash University has a Personal Accident Insurance Policy which provides capital, medical and loss of income benefits for all currently enrolled Monash University students”.
- Provide minimum placement hours based on the unit requirements– to be determined before placement

Minimum Numbers of hours required (to satisfy unit requirements)

	Faculty of Science Undergraduate	Master of Environment and Sustainability	Master of Financial Mathematics
6 Credit Point	120 hours	N/A	N/A
12 Credit Point	N/A	144 hours	180 hours
24 Credit Point	N/A	N/A	360 hours

*Confirm the actual work days in order to calculate hours/days. Most organisations do not work Saturdays and Sundays.

There is NO obligation for hosts to set assignments for students. Assessment is arranged by the Faculty. Students may seek advice from the host around their assignments, but there is no obligation for hosts to be involved in academic assessments. Hosts will be asked to complete a mid-way and end of placement survey.

The forms you will need to provide:

Placements in Australia require you to complete the Student Placement Pack which includes:

- a) **Student Placement Agreement and OHS Form**
 - b) **Remote Working Arrangement form (if any part of your placement is working remotely/working from home)**
 - c) **Student Acknowledgement (Onshore)**
- The **Student Placement Agreement and OHS Form** must be completed by the host before you submit your application. If any of your placement is going to be complete remotely/working from home, the host must complete the Remote Working Arrangement form too. **Please ensure all documentation is completed correctly and signed before submitting.**
 - The Student Acknowledgement form must be signed by you before you submit your application.
 - When you have completed the documentation below please upload via In Place:
 - a. Student Placement Agreement and OHS Form
 - b. Student Acknowledgment form
 - c. Course Advice: WIL Eligibility Form
 - d. For ENS5930 applications only: you will need to submit WIL Internship Proposal form ENS5930. The form must be signed by your Director of Program

Host Organisation Details

If you are applying for Student Sourced placement, you will need to provide responses to the questions below about your host organisation and your proposed placement via In Place.

1. Host organisation name and contact details
2. ABN (Australian Business Number)
3. Supervisor name
4. Host organisation address – location of your placement
5. Host supervisor email address

6. Host supervisor phone number
7. Host organisation website
8. Start date and end date

Your Placement Proposal:

Your answers to the questions below will help us to assess the placement suitability.

Proposal Questions:

1. Please describe the placement/project opportunity that you have sourced.

In this section you should list the name of the opportunity (position title), information about:

- *what project or program you will be working on,*
- *which department or team you will be in, and*
- *what tasks and duties you will be undertaking.*

2. Please identify what specific skills you would you like to develop during your placement and why?

You will need to provide information on your areas for development and improvement that this placement will provide. (e.g. technical skills, communication skills, teamwork)

3. What personal and professional goals do you hope to achieve as part of your placement?

In this section you should be able to provide us with information on how your placement will support your career goals.

4. Please explain how the placement you are proposing is relevant to your degree/major and how it will enhance your learning

In this section you will need to describe how the placement will relate to your course or major.

5. What strategies and actions will you need to adopt to ensure you have a positive placement experience? (Please don't exceed 200 words)

Consider how you will make the most of the placement experience and your professional conduct.

Offshore Placements/International placements

According to current DFAT advice, students are not permitted to travel to undertake any programs overseas at this time. Therefore, only students residing in their country of citizenship or permanent residency may undertake a placement offshore until further notice. The placements must be Student Sourced. Follow the steps as outlined on the [website](#).