

Course-related learning placement proposal

The student must complete this form after receiving the completed, **host details (form 1)**.

Student details

Name:	Student ID number:
Telephone number:	Monash student email:
Course:	Faculty:
Year level:	Placement start date:
Host organisation:	Placement end date: <small>If your placement dates are not in a block, please attach a list of specific dates and times.</small>

Skills development

Course theory application
State how you will apply the theories you have studied in your course, during your learning placement:

Skills for work
Which of the following skills, attributes and knowledge will you apply or develop during this experience?

<input type="checkbox"/> Communication	<input type="checkbox"/> Teamwork	<input type="checkbox"/> Problem identification and solution
<input type="checkbox"/> Creativity and innovation	<input type="checkbox"/> Initiative and enterprise	<input type="checkbox"/> Use of tools and technology
<input type="checkbox"/> Planning and organisation	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Intercultural competence
<input type="checkbox"/> Other (please specify)		

How do you expect to apply or develop these skills during your learning placement? Provide examples.

Submitting this form

Email this form with a completed and signed **host details (form 1)** to your faculty academic staff member.

Course-related learning placement proposal

The course-related learning placement **must be approved by an academic staff member** in the student's faculty who can assess and confirm the links between the student's course and the learning in the placement. This is to be documented by the host in form 1 and the student in form 2.

In addition to confirming the relevance of skill development in the placement, approvers may also consider other factors such as:

- student academic progress
- year-level (the student must be a postgraduate or at least in their second year of a degree)
- availability of course-embedded work-integrated learning opportunities.

Please note the information about the Fair Work Act (2009) on the **insurance requirements** page in the **host details (form 1)**.

Approval

Approver's name:	
Job title:	Faculty:
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, reason(s) for rejection:	
Signed:	Date:

Submitting this form

Allow a minimum of ten working-days for insurance coverage to be sent.

Following faculty approval, submit the host details (form 1) and student application (form 2)

Engineering students

- Email: Include your department/specialisation when emailing your forms to Engineering Continuous Professional Development Program, at eng.cpd@monash.edu
- Hard copies: Bring your forms to Student Services, 14 Alliance Lane, Clayton campus

All other students

Student Academic Experience, at industrybasedexperience@monash.edu