

Course-related learning placement proposal

The student must complete this form after receiving the completed, **host details (form 1)**. The maximum number of hours that will be approved is 80 hours.

Student details

| | |
|---------------------------|---|
| Name: | Student ID number: |
| Telephone number: | Monash student email: |
| Course: | Faculty: |
| Year level: | Placement start date: |
| Host organisation: | Placement end date: If your placement is longer than two weeks, please attach a list of specific dates and times. |

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. The University extends personal accident insurance, applicable to student's course activities, to these placements for a **maximum of 80 hours**. 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