Preparing for your placement

Preparation & Research

• Read your placement manual and supporting documents, available via Blackboard or the Student Hub
• Examples of CVs and Cover Letters can be downloaded from the ‘Online Resources’ tab in Careers Connect, by typing ‘cover letter’ in the search field: https://careersconnect-csm.symplicity.com/students/app/document-library
• Contact your Success Coach for support to prepare your CV and Cover Letter if needed.

Choosing a Placement

• Research businesses using the internet for your chosen subject/ demographic
• Utilise the contacts and networks you may already have in the field
• You can also search for placement listings under the ‘Jobs & WIL/IP’ tab in Careers Connect https://careersconnect-csm.symplicity.com/
• Check that your chosen Host Organisation meets the placement requirements (refer to your placement manual).

Applying for Placement

• Enquire for a placement availability with the Host Organisation by submitting your CV and Cover Letter either directly by email and phone, or online if listed on Careers Connect
• It is your responsibility to complete and submit a Working With Children and Police Check if your placement requires this, plan this in advance if needed as this may take time to be issued

Once you have secured a placement, complete and email the three following documents:

1. Complete and submit a Work Integrated Learning (WIL) Agreement at least 7-days before your scheduled placement start date

• Both COVID-19 Infection Control and Hand Hygiene Australia training are quick and easy online modules to complete. Once completed please submit both these certificates of completion along with your WIL to wil@laureate.edu.au
• The WIL team will send you a confirmation once your Host Organisation has been verified, and will provide you with a copy of your student placement insurance
• Do not commence your placement until you have received your WIL Agreement approval and enrolled in your placement subject.

Points to Consider

• Have you completed your pre-requisite subjects?
• Do you have sufficient hours available in the week to complete your placement?
• Will you be able to fulfil the placement hours in the trimester time frame?
• Further reading: ‘Making the most of field placement’ by Cleak & Wilson (available in the student library)
• Connect with your Success Coach for questions and support, or access the Student Hub for more information on Student Services: https://studenthub.torrens.edu.au/Hub/StudentSupport/Services