# ENGINEERING WORK INTEGRATED LEARNING

EMPLOYER FORM

Thank you for expressing interest to host a La Trobe University student at your workplace.

The Work Integrated Learning (WIL) program aims to support students in the transition from university to working life and support career planning. Students who participate in this program will be able to apply the theory they have learnt at University in the real world, develop professional skills and gain industry insights.

As a workplace host, your organisation will benefit from:

* assistance of a motivated student who brings the latest theory, techniques and new ideas to the organisation
* the opportunity to give a potential recruit a trial without obligation
* support of the WIL staff and promotion of your organisation to students and the wider La Trobe University community
* a strategic partnership with La Trobe University

Please complete this form and return to r.palmer@latrobe.edu.au.

Organisation details

Name of organisation

Address

Main contact name

Email Telephone

WIL opportunity

Student job title Number of students required

Job location/address

Industry supervisor’s name Location of supervisor

Email Telephone

**Organisational Background (brief description of your organisation)**

**Position Summary (please describe where this internship opportunity will reside within your organisation)**

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**Key duties, project details and responsibilities of the position (please specify the tasks the student will be undertaking)**

**Selection Criteria**

What skills and abilities are needed for this placement? Does the student need any particular skills or experience? (include computer packages and any other specific requirements e.g. driver’s licence)

**Application process, contact details**

The Engineering Department will provide you with a shortlist. Who should we send that list to? After you have selected the students you wish to engage, please advise Roger Palmer who will prepare the University WIL agreement form. Please advise any specific process requirements you need.

Job details

Will the student be employed or paid a scholarship (industry funded)? employed / scholarship

Length of placement will be 800 hours. Normal hours per week required:

Will the student be required to travel? Yes/No

Preferred/estimated commencement date:

Preferred/estimated completion date: