UNSW PROFESSIONAL PLACEMENT GUIDELINES

These guidelines are designed to act as a prompt for Organisations in preparing for professional placements. Not all of the points in these guidelines will be relevant to all students.

Prior to student arrival

- Contact the student to agree start date and initial point of contact on Day 1. Ideally, there should be a discussion of the work they will be undertaking and their level of experience in relevant work areas.

- Consider the goals of the placement and the tasks the student will be involved in during the placement. These can then be discussed with the student as part of their induction.

- Prior to starting, students should provide the Organisation with a letter of introduction/copy of their resume plus a copy of the Course Outline for the relevant Professional Practice course (if applicable), so that the Organisation knows what they are studying and can align work/project responsibility accordingly.

- Appoint a co-ordinating manager/supervisor/mentor.

Induction Activities

- Ensure student is adequately inducted into the workplace.

During the Professional Placement

- Ensure that student has access to a supervisor.

In the Last Week

- Students should discuss the work they have undertaken during their placement to relevant colleagues/management.
- Workplace supervisor should complete Organisation’s Evaluation of Student form.