



University of  
South Australia

# Placement Information

## PROJECT BRIEF

The University of South Australia's placement programs require academically approved project briefs to manage the expectations of all stakeholders, and ensure all placements meet the requirements of a vocational placement under the Fair Work Act. The information you provide in this form will inform the schedule in the student's Placement Agreement.

When complete, the relevant course coordinator will review and approve the project brief, and we will advertise the opportunity to students.

Please return your draft to the Course Coordinator listed below, who will work with you to finalise the project brief.

## ORGANISATION DETAILS

ORGANISATION NAME

ORGANISATION ADDRESS

The address where the student will be attending placement.

ORGANISATION WEBSITE

ORGANISATION DESCRIPTION

This could be from your website or existing marketing materials.

# PLACEMENT INFORMATION

## PROJECT BRIEF



University of  
South Australia

### UNISA DETAILS

PROGRAM

COURSE

COURSE COORDINATOR

PHONE

EMAIL

### ORGANISATION CONTACT

NAME

POSITION

SUPERVISOR QUALIFICATIONS & EXPERIENCE

MOBILE

EMAIL

BUSINESS PHONE

## PLACEMENT INFORMATION

Placement opportunities focus on students' learning and development; this involves experimenting, risk-taking, making mistakes, and dedicating time to analysing their experiences for the purpose of scholarship. To support this, the University of South Australia may require students to complete academic assessments during their placement, in addition to the project work outlined in this form.

### PLACEMENT NAME

Please provide a name that is a good descriptor of the placement/project.

### PLACEMENT OVERVIEW

Please provide a broad overview of the activities the student will undertake. State what the student will achieve, using clear and succinct terms; this will help manage expectations. Ideally, language should be student focussed, i.e. 'the student will', and we will edit as required during the review process.

### STUDENT NO'S

Please provide the number of students required for this placement.

### KEY TASKS/ROLES/RESPONSIBILITIES

Please provide some specific information about the core tasks and responsibilities the student will undertake on a day-to-day basis. These should include customary tasks like induction, training, and report related activities etc.

### OUTCOMES

Please provide a list of key outcomes the student will provide to your organisation while on placement. The items listed here should link to the tasks and activities in the Key tasks/Roles/Responsibilities field.

### STUDENT LEARNING OUTCOMES

The learning outcomes are the benefits the student will gain from participating in a placement, and are an important consideration in the academic approval process. We will draft the learning outcomes based on your input.

### PRE-PLACEMENT REQUIREMENTS

Please provide a list of any requirements that students will need to meet prior to commencing placement. Eg. Sports science discipline, DSCI Screening, drivers licence and own transport.

## DURATION AND TIMING

PROJECT DURATION

START DATE (Approx)

END DATE (Approx)

### PREFERRED WORKDAYS

Attendance will need to be flexible to accommodate study and work commitments, and students will meet with you to negotiate work arrangements before commencing placement. If there are any project specific requirements, or preferred work arrangements, please provide details below.

HOW TO APPLY

## OFFICE USE ONLY

STUDENT NAME

STUDENT ID

COURSE CODE

COURSE COORDINATOR

PROJECT BRIEF APPROVED

PLACEMENT ID