

### 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

<b>Name:</b>	<b>Student ID number:</b>
<b>Telephone number:</b>	<b>Monash student email:</b>
<b>Course:</b>	<b>Faculty:</b>
<b>Year level:</b>	<b>Placement start date:</b>
<b>Host organisation:</b>	<b>Placement end date:</b>  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.

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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

<b>Approver's name:</b>	
<b>Job title:</b>	<b>Faculty:</b>
<b>Approved:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If no, reason(s) for rejection:</b>	
<b>Signed:</b>	<b>Date:</b>

### 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](mailto:eng.cpd@monash.edu)
- Hard copies: Bring your forms to Student Services, 14 Alliance Lane, Clayton campus