

Industry Placement Program (IPP)

Project Scope

During an IPP placement, students receive an industry funded scholarship and is not seen to be an employee. To meet Federation University and [Fair Work Commission](#) requirements, and to ensure the student is following guidelines, the student:

- must focus on the delivery of one or more projects, rather than “business as usual” tasks
- must receive a meaningful learning experience that is reflective of their area of interest
- must complete academic requirements to receive credit towards their course.

The IPP project is guided by a project scope, which is required to address the following:

- tasks that can be turned into a business report
- tasks the organisation needs doing (outside of “business as usual”) that are mutually beneficial to the student
- the project must be aligned with academic requirements relating to the placement
- the project scope may be re-drafted as the placement proceeds to be reflective of organisation and student needs.

The project scope is provided to students to enable them to understand the content and professional expectations relating to the placement. They are then able to prepare for an interview with the host organisation.

Some examples of project scopes from previous placements include:

- Investigation of environmental and planning opportunities for establishing a bio-link
- Planning for the automation of bookkeeping functions within an accounting firm
- Analysis of the impacts of wind erosion in drought-affected municipalities
- Review of procedures for identifying and claiming fuel tax credits at a local government

IPP staff may assist in the drafting of this project scope, to ensure that it meets the needs of students, Federation University, and the host organisation.

Please complete details below and return to: ipp@federation.edu.au

Date:

Host Organisation details:	
Name:	
Address:	
ABN:	
Section, division or branch:	
Team:	
Host organisation contact:	
Name: Email: Phone:	
Name of student placement supervisor (if different from above): Please appoint an industry supervisor who has relevant knowledge and skills to mentor and guide the student throughout the placement. Provide name, email and phone	

Anticipated placement duration & location

IPP placements are *usually* undertaken in-line with the Academic semesters. Therefore:

Semester 1 placements; usually occur between Dec/Jan – June/July

Semester 2 placements; usually occur between July/Aug – Jan/Feb

Engineering placements; most commonly occur over the summer break e.g., Dec – Feb

It is beneficial for placements to be timed to finish before the commencement of a new semester, to minimise conflicts with the student's academic progress. *These timelines are a guide, IPP staff can provide further information as required.*

Placement preference:

 800 hours full time

 800 hours part time

 400 hours full time

 400 hours part time

Preferred commencement month/date:

Anticipated completion month/date:

Placement location:

 On-site

 On-line

 Combination

Any additional comments:

If your organisation has any other request, or if more than one student is required, please provide some further details

Details of the project

Project title:

Project Description:

Please provide details of the project the student will be working on. The project will be the basis of much of the student's academic requirements. The scope could entail one or more specific projects.

What are the expected outcomes?

How will the host organisation and the student know that the project is successful? Please include outcomes and deliverables.

What are examples of the tasks that the student will carry out?

What are the likely activities that the student will complete in order to carry out the project? These should be project-focused, and not merely administrative tasks. Examples may be:

- Identify best practice processes within a particular field
- Consult with other teams in the organisation to -identify their needs
- Draft a procedure relevant to the project
- Develop a report with recommendations on implementation

What subjects or disciplines are preferred to complete the project?

Examples are accounting, environmental science, civil engineering, IT, management, HR, marketing, biotechnology

What will be the benefit to this organisation of hosting a student on placement? The placement should be designed to complete a project that is beneficial to the host organisation, but also to assist in skill development within your team.	
What will be the benefit to the student undertaking a placement in this organisation? The placement must provide valuable learning experiences to students. Please list the key learning outcomes for the student undertaking this placement.	

Pre-Placement Checks:

This opportunity will not replace paid work

When a student undertakes an IPP placement, they receive a scholarship. These scholarships are only made possible through an investment that is made by industry (e.g., the placement host organisations pay Federation University). Industry investment ranges from: \$10,000 + GST for a 400-hour placement to \$20,000 + GST for an 800-hour placement.

I/we recognise that as the host organisation, we are required to fund the student scholarship

Please check all that apply	Please provide further details as required <i>E.g., Will the host organisation provide paperwork and processing?</i>	
Medical Testing		
Drug and Alcohol Testing (Pre-Placement)		
Drug and Alcohol Testing (During Placement)		
Psychometric Testing		
Working with Children Check		
Police Check		
Security clearance		
Are there any <u>human ethics requirements</u> to consider with your project?		
Are there any <u>animal ethics requirements</u> to consider with your project?		

Additional comments or requests: Please use this space to list any additional details. Or contact the Community & Business Development team to discuss.	
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OFFICE USE ONLY: An Academic Co-ordinator must approve all IPP projects.		
Approved <input type="checkbox"/> YES	Name:	Date: