

## Industry Placement Program (IPP) FAQ's:

### Which Programs are eligible for IPP?

IPP is available to students enrolled in an undergraduate bachelor degree at Federation University in the following areas:

- Information technology
- Business
- Science
- Engineering
- Arts

### How long do IPP placements go for?

800 hours: 6 months full time or 12 months part time

400 hours: 3 months full time or 6 months part time

Engineering placements are usually 450-hours, full time during summer vacation;

i.e., Dec - Feb

**Note:** Details of the placement timing will be provided on individual project scopes

### How and why are Engineering IPP placements different?

Engineering IPP placements count towards the ENGIN2001 course requirements. Therefore, Engineering placements generally occur outside of the Academic period. For example: in a summer block (Dec-Feb).

Alternatively, an Engineering student may wish to defer a semester of studies and undertake a 800 hour full time placement.

Please contact the IPP team if you have any questions.

### Are there any pre-requisites I need to complete to be eligible for an IPP opportunity?

No. However, students must have room in their study plan to undertake an IPP placement. And we highly recommend students engage with our Career and Employability support services to ensure they are well prepared for any placement opportunities they may apply for.

### What does 'have room in my study plan' and 'Academic credit for IPP' mean?

If a student is successful in securing an IPP placement, they receive Academic credit.

For example;

800 hour IPP placement provides students with credit towards two courses.

400 hour IPP placement provides students with credit towards one course.

### Do I register for IPP or enrol in IPP?

No. Students are not required to register for IPP. If you are interested in participating, current opportunities are listed on InPlace, or contact the IPP team for further information. If you are

successful in securing an IPP placement, and have signed the relevant paperwork, the IPP team will contact Student HQ and enrol you in the appropriate IPP electives.

### **Are there Academic requirements that I need to do during an IPP placement?**

Yes. All students on an IPP placement receive Academic credit for one or two courses. Students are therefore assigned an Academic Advisor who will guide them through the Academic Requirements. These will vary depending on your Program and length of placement. Academic requirements could include report writing or oral presentations.

### **Can international students apply for IPP opportunities?**

Yes. International students studying an undergraduate bachelor degree on campus at Federation University are eligible to apply. Please refer to [Information for International Students](#).

### **What is the value of the Scholarship?**

Students that are successful in securing an IPP Placement receive an industry funded Scholarship;

- \$15,000 for 800 hours of placement
- \$7,500 for 400-450 hours of placement

Scholarships are paid in disbursements throughout a placement.

### **Does the Scholarship affect my Centrelink payments?**

We are not able to provide financial advice; please contact Centrelink for further details.

Centrelink arrangements depend on the individual circumstances of each student. We therefore strongly recommend that you discuss your particular circumstances with Centrelink to avoid any misunderstandings. If you successfully secure an IPP placement, the Federation University's Scholarships, Bursaries and Grants Office ([scholarships@federation.edu.au](mailto:scholarships@federation.edu.au)) will email a letter outlining your IPP scholarship's start and end dates, the amount per fortnight, the one-off preplacement payment and the total amount of the payments. This is emailed once your payments commence.

### **Is an IPP placement guaranteed?**

No. Every effort is made to secure both the industry funding and the industry projects to support IPP. However, there may not always be enough IPP projects available for all students, and there may not be an IPP project available for your Program.

In addition to this, applying for an IPP project does not guarantee that you will be the successful applicant. Students apply for IPP projects by uploading a resume to InPlace. Host Organisations shortlist and interview applicants.

### **Where do I find the IPP opportunities to apply for?**

Current IPP Opportunities are advertised on InPlace.

The InPlace Student Placement System is used by Federation University Australia to manage all aspects of student placements.

You can access InPlace via Firefox, Google Chrome or Safari. It is not recommended to use Internet Explorer. Use your Federation University username and password to log into [InPlace](#).

Students are granted access to InPlace once they enrol in any course in any Federation School Program. Log in with your student ID number and FedUni password (the password you're already using to log into My Student Centre).

### **Can I find my own IPP placement?**

Yes, students can self-source an IPP placement. We recommend contacting the IPP team for details before engaging with industry as there are some considerations to be mindful of.

### **Where can I get help with my resume?**

To prepare and assist students, it is highly recommended that you engage with the University's career and professional development support services. These include:

- Career Accelerate Program
- Interview practice via [EDGE](#) mock interviews
- Appointments with University Career advisors via [EDGE](#)

The [Career Accelerate Program \(CAP\)](#) is a FREE, fully online, self-paced Moodle course that provides you with the opportunity to develop the skills and knowledge to gain a placement or employment. You can take the whole Program or pick and choose the topics you want when you need them. CAP topics include:

- Writing job applications - cover letter, resumes, and key selection criteria.
- Developing your unique personal brand and networking.
- Understanding workplace culture and appropriate business communication.
- Researching career and industry options for your course.
- Understanding workplace rights and responsibilities.

### **[Self-enrol for CAP online](#)**

For more information or if you have difficulties self-enrolling, please contact the Careers and Employability team via email: [edge@federation.edu.au](mailto:edge@federation.edu.au).

Find out about [Edge and how to use it](#).

### **How do I prepare for an interview?**

There are a range of practice interviews for students to try out in your own time. You will:

- Be asked targeted, discipline-specific questions in our pre-recorded videos.
- Record your answers in real-time and review them.
- Request feedback once completed (optional).

You can find these mock interviews by logging on to the [Edge platform](#), click on 'Resources' and from the drop-down menu, select 'Mock Interviews'.

Appointments with a career counsellor can be made by [logging into Edge](#).

The Careers and Employability team can assist in preparing domestic and international Federation University students for placement opportunities. Their services are:

- Free
- Confidential
- Available to both domestic and international students

Find out about [Edge and how to use it](#).

### **What happens if I am successful in securing an IPP placement?**

If you progress through to the interview stage with the host organisation, and are the successful candidate, you will be formally offered the opportunity by the IPP team.

If you accept, you will:

- be required to complete paperwork for your Scholarship & update bank details in mySC.
- be required to attend a Pre-Placement meeting with the host organisation, your assigned Academic Advisor and a member of the IPP team.

If you do not wish to accept the IPP offer, you can decline the opportunity.

### **Can I apply for more than 1 IPP placement opportunity?**

Yes. Provided students meet the eligibility criteria; they can apply for more than one IPP opportunity.

This can either be at the same time or in different semesters.

### **If I have any other questions about IPP, who do I ask?**

Mount Helen:	Hayley Chaplin	<a href="mailto:h.chaplin@federation.edu.au">h.chaplin@federation.edu.au</a>
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