

## Work Integrated Learning

### Host Organisation Detail of Work Placement/Internship Experience

This form is provided for organisations to elaborate on the type of work that they will offer to the Work Integrated Learning student from Curtin University. If you have any questions please ask your Fieldwork Coordinator / Curtin contact for assistance.

<b>Host Organisation Name:</b>			
<b>Host Organisations Address:</b>	<b>Host Contact Name:</b>	Telephone	Email
	<b>Supervisor:</b>	Telephone	Email
<b>Brief description of organisation: (max 200 words)</b>			
<b>Brief description of the Work Experience/Internship activity to be undertaken by a Curtin student: (max 200 words)</b>			
<b>Name of the department where the student will be located</b>			
<b>Main area of focus of this department</b>			
<b>Type of work the students may undertake</b>			
<b>Which staff member will the student be partnered with?</b>			
<b>Will the staff member speak English?</b>			
<b>Do the students need to bring any particular resources – books, lap top, iPad etc?</b>			
<b>Is there access to the internet or WiFi at the working place?</b>			

<b>How will the student get to and from work? Is there a local bus/train, or shuttle bus?</b>	
<b>Are there any pre requirements for the Work Integrated Learning activity?</b>	Driver's licence                      Yes/No
	Police Check                              Yes/No
<b>What are the usual working days and working hours (start and finish times)?</b>	
<b>When is the lunch break and how long is it?</b>	
<b>Is there an induction process and if so, how long is it?</b>	
<b>Are there any specific uniform requirements? Is the uniform supplied or do the students need to purchase the uniform?</b>	
<b>Do the students need to bring their own protective equipment or will these be supplied? – eg. face goggles, ear muffs, gloves, face masks, steel cap boots.</b>	

Please return this form to your Fieldwork Coordinator/ Curtin contact.