

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Healesville Living and Learning Centre
Placement Title	IT Officer
Placement Location	Hybrid
Address (if onsite)	Unit 1 / 110 River Street Healesville Vic 3777 – (located in the Healesville Library Complex)
Primary Supervisor Name	Robyn Coslovich
Position Title	Manager
Host Organisation Website	http://www.hllc.org.au

Host Organisation Background:

Healesville Living and Learning Centre is a vibrant community hub dedicated to nurturing connections, learning, and personal growth. Our team of passionate individuals are committed to offering a welcoming and supportive environment for lifelong learning opportunities to very vulnerable learners for whom we offer their first step back into education and learning.

We provide a variety of pre-accredited skills training, adult education, and recreational programs designed to meet the diverse needs of the Upper Yarra Valley community.

Whether you're interested in honing your culinary skills with our cooking and hospitality program, crafting new projects in the Women's Shed through our woodworking and maintenance programs, exploring new interests through our short program such Smartphone Videoing, Basic Computer Skills or Computers for Over 55s or keeping the body moving through yoga or qigong groups or simply enjoying a casual lunch and conversation at our weekly gatherings, there's something for everyone at Healesville Living and Learning.

We are a place where vulnerable clients come to belong and feel welcomed no matter where their life's journey has taken them.

Placement Details

Placement Semester/Term	Summer
Start Date	November 2024
End Date	February 2025
Days/hours per week	Flexible
Hours (total)	200 hours
Placement Type	Unpaid

The host and successful student will have an opportunity to negotiate placement start and end dates, as well as days of the week that align to the Term or Semester dates that the student is enrolled in prior to commencing the placement.

Desired Course Discipline/Background

Preferred degree/areas of study:

Enrolled in a relevant bachelor's degree in Information Technology, Digital Marketing, Computer Science, potentially Media & Communications.

Key Duties and Responsibilities

- Upgrade website to make it more interactive for the people entering the site, incorporating videos – that will need to be develop about the organization for promotion of what we do.
- Create online forms for enrolling and expressions of interest
- Create an online newsletter template for promotion of HLLC activities that can promote the organization and then admin staff can cut and paste info into the template and send it out. Keeping the whole process simple and easy to use.
- Install Microsoft office 365 to all desktops and laptops.
- Setup Outlook email and migrate gmail across to outlook
- Archive all old documents on google drive on to an external hard drive.
- Migration of all our google drive and documents across to Microsoft Teams
- Develop a portal for our Board of Governance so their confidential documents can be kept private
- Assign different permission levels to each directory in Teams and assigning users to the different levels
- Write up instructions on how to find documents in Teams
- Train staff and volunteers one-on-one on how to use Microsoft Teams and Office Suite
- Train staff and volunteers on how to create flyers in Canva for all out programs
- Create a schedule of advertising in social media platforms work with 2 volunteers/staff to be able to continue after completion of placement.

Selection Criteria

Essential:

- *Demonstrated ability to work as a team and independently*
- *Good verbal communication skills*
- *Expertise in computer software programs including Microsoft Office 365 and Teams*
- *Expertise in setting up Teams platforms for storage of files and documents and the migration from google drive to Teams and then instructing staff/volunteers of how to use Teams and where they work from so that Teams is updated and saved to the same place to eliminate having too many files in too many places*
- *Follow instructions and offer suggestions to make the internal structure easy to follow and find things.*
- The ability to offer workable solutions to problems

Desired:

- Writing up processes and instructions for staff/volunteers to follow
- Delivering training to staff/volunteers

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other (Please Specify)
- None

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	Professional Placement Subjects
Subject Information	
Subject Prerequisites	<ul style="list-style-type: none">• Completed 120 credit points of your degree• Have 2 elective spaces in your course plan

How to Apply

Application Deadline: 25 September 2024

Application Instructions:

Please provide:

- CV/Resume
- Cover letter. Please address why you are interested in this placement opportunity.
- Apply through the following link: [Industry Placement Application Form, Careers and Opportunities, La Trobe University](#)

For help with your cover letter and resume - [Resumes and job applications, Careers and Opportunities, LTU](#)

Thank you for considering a Work Based Learning Placement!