

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Kids First Australia
Placement Title	People and Culture Intern
Placement Location	273 Settlement Road, Thomastown Victoria 3074
Address (if onsite)	273 Settlement Road, Thomastown Victoria 3074
Primary Supervisor Name	Lesley Altobelli
Position Title	People and Culture Coordinator
Host Organisation Website	Contact (kidsfirstaustralia.org.au)

Host Organisation Background:

In the universal setting of kindergartens, we pair early childhood development knowledge with our understanding of family dynamics to create the right conditions for thriving young learners. In settings like schools, we work directly with students to promote behaviours that exist in healthy relationships. Our youth work includes outreach, and mentoring to build confidence, connection and pathways for young people to engage with education and employment pathways. We reach out in our local community, engaging with families experiencing little bumps, and big ones, that impact their confidence as parents and their child's wellbeing. And we are there to work with children, young people and adults to assist their recovery from trauma.

Placement Details

Placement Semester/Term	Term 6 2024 and Term 1 2025
Start Date	Nov 2024
End Date	Feb 2025
Days/hours per week	N/A
Hours (total)	200
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:

HR

Key Duties and Responsibilities

- Student placement coordination for across the organization
- System Management
- Compliance reporting
- General Admin
- Exit survey setup
- Create flowcharts in relation to processes etc
- Monitoring licences
- Quality control of Position Descriptions
- Document control process knowledge

Selection Criteria

Essential:

- E.g. Demonstrated ability to work as a team and independently
- E.g. Good verbal communication skills
- E.g. Expertise in computer software programs including Word, Excel, PowerPoint
- Enrolled in a Bachelor of HR
- Efficient and autonomous – can take guidance but also take initiative
- System savvy, and able to pick up various nuances
- Problem solver/ able to think on your feet

Desired:

- Preferrable an honours or 3rd year student

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Other (Please Specify)

International police check, if lived overseas for more than 12 months in last 10 years

- 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 1 elective space 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!