

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Hearth Australia
Placement Title	Project Officer
Placement Location	Onsite
Address (if onsite)	1/431 Burke Road, Glen Iris, VIC, 3146
Primary Supervisor Name	Chelsea Hunt
Position Title	Learning and Development Lead
Host Organisation Website	www.hearthaustralia.com.au

Host Organisation Background:

Hearth provides quality support services (NDIS Registered) which enables participants to realise their strengths and lead fulfilling lives. Our services focus on participant-centered long term sustainable support that allows participants to lead fulfilling lives at home and in the community.

We provide support workers, Allied Health, and Positive Behavior Support services across Metropolitan Melbourne and Greater Bendigo. Several aspects of the 'Hearth Approach' set Hearth apart from a more traditional provider, including the Relationship Manager role, the passion for Support Worker matching to the participants needs and interests, and the quality of the central support team including expert compliance.

Placement Details

Placement Semester/Term	Term 6 2024 and Term 1 2025
Start Date	18 November 2024
End Date	14 February 2025
Days/hours per week	
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:

Disability, Community Services, Health, Business, IT/Computer Software, Human Resources

Key Duties and Responsibilities

Project Title: Development of an Online E-Learning package

Project Goal: The primary objective of this project is to develop engaging and informative online e-learning modules, aimed at improving the skills and knowledge of our employees. The modules will focus on business essential topics such as cultural awareness, bullying, working from home ect. There may also be modules specific to working with people with a disability.

Key Responsibilities:

As a placement student, you will play a critical role in the content development process. Your tasks will include:

- **Content Development:** Collaborating with stakeholders to gather information, ensuring the content is accurate and relevant.
- **Module Creation:** Designing the learning modules, incorporating images, videos, quizzes, and assessments to enhance user engagement.
- **Use of Tools:** Utilizing Canva for graphic creation, TalentLMS for managing the learning content, Loom for recording instructional videos, and our content creation tool.

Learning Objectives: This placement will provide you with the opportunity to:

- Develop skills in creating engaging online content.
- Gain experience in information gathering and communicating with diverse audiences.
- Learn how to collaborate effectively with internal company stakeholders.

Supervision and Support: You will work independently on the project but will receive ongoing support and guidance from our Learning and Development Lead. This mentorship will help you navigate challenges, provide feedback, and ensure your learning objectives are met.

Outcomes and Impact:

- **For the Company:** The successful development and delivery of a comprehensive e-learning module that meets the needs of our employees.
- **For the Student:** A practical experience in e-learning development, information management, and stakeholder collaboration. Your success will be measured by your ability to meet project milestones and contribute to the overall project timeline.

Selection Criteria

Essential:

- A professional level of administrative and business communication
- Excellent time management and organisational skills
- Expertise in computer software programs including Word, Excel, PowerPoint
- *Ability to work in a fast-paced environment independently and as part of a team*
- A willingness to participate in the improvement of processes and systems

Desired:

- Professional or lived experience with disability and/or community services will be highly regarded

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	Two of the Professional Placement subjects (E.g., LTU2PP1, LTU2PP2)
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!