

Work Based Learning (WBL) Placement Description

Host Details

Host Organisation	Fuse Recruitment
Placement Title	Recruitment Intern (HR/Business Development)
Placement Location	Onsite
Address (if onsite)	Level 2, 313 Burwood Road Hawthorn VIC 3122
Primary Supervisor Name	Matthew Embleton
Position Title	Administration Coordinator
Host Organisation Website	fuserecruitment.com
Host Organisation Background: At Fuse Recruitment our focus is on Permanent and Temp/Contract recruitment in various industries.	

Placement Details

Placement Semester/Term	Term 2 and Term 3 2025
Start Date	3 March 2025
End Date	30 May 2025
Days/hours per week	Minimum 2 business days a 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:

Bachelors in Business or International Business.

Majors or Minors in Human Resources Management, Business Analytics, Marketing, Finance/Commerce, Psychology/Criminology

Key Duties and Responsibilities

- Resume & telephone screening
- Candidate interviews
- Creating candidate profiles
- Reference checking
- Performing police checks & working rights checks
- Participating in sales meetings
- Ensuring the business is compliant
- Exposure to industry-leading recruitment software

Selection Criteria

- Demonstrated ability to work as a team and independently
- Good verbal communication skills fluent in English
- Literacy in computer software programs including Word, Excel, PowerPoint
- Customer service – not shy to answer or make phone calls

Pre-Placement Compliance Checks & Requirements

- Police Check
- Working With Children Check (WWCC)
- Student Placement Deed
- WorkPro modules, to be completed by Intern prior to commencement of Internship

Work Based Learning (WBL) – Subject Information and Requirements

Subject Code	2 of the Professional Placement subjects, likely LTU2PP1 and LTU2PP2
Subject Information	Industry Placement Minor
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: 3 November 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!