



### Approaching organisations (cont.)

- G** You can 'cold call' organisations, but it is easier if you have a contact within the organisation to
- Du** If you don't have a contact, before sending an application, phone the organisation to determine to whom you should send your application. Explain that you're looking for a placement as part of an
- Eu** with. Ideally, you should only contact one organisation at a time (to avoid being invited to interview
- Fu** If you don't hear back within a week, ring the person you emailed to gently remind them of your request. Once you are sure the recipient has received your enquiry, don't follow-up more than once.
- Gu** Organisations will want to arrange an interview to discuss the internship. Treat this like a job interview – dress appropriately and prepare by researching their organisation so you are well informed about their core business, their clients and how they are organised.
- Hu** At the interview, they may ask you some typical interview questions eg 'Why are you wanting to do an internship with us?', 'How would this placement assist with your career?' But more generally, it will be a discussion about what you might do in the placement. This is a two-way conversation and the employer will be interested to hear what you would like to do. The type of work you undertake in the placement will be determined by your subject, but typical examples include report writing and research, marketing and content assistance, or assistance with general work tasks.
- @** If you would like to talk about an upcoming interview - particularly the issue of what you might do in your placement - please contact your subject coordinator.

### Finalising placement approval

- 11.** If necessary for your subject, complete the subject enrolment application form by the due date. This form will be located in the 'Eligibility and requirements' tab of your subject's handbook entry. It is not
- @** organisation you'll be doing your internship with, what the placement involves and the name and contact details of your supervisor.

# Organising a Placement

## Identifying the right organisation for you

### Finalising placement approval (cont.)

13. You will be provided with a University of Melbourne Risk Assessment Form to complete and a Student Declaration form to submit to your subject coordinator for final placement approval.
14. Following approval, the organisation will then be emailed University documentation. The supervisor will be provided with a Vocational Placement Letter Agreement (VPLA) from the University that sets out respective roles and responsibilities of the University and the placement agency.