









## Placement Checklist

STEPS		SYSTEM	INSTRUCTIONS	COMPLETE (✓)
1	<b>INFORMATION</b>		Read through the <a href="#">WIL FLO Site</a> (particularly the discipline specific information)	<input type="checkbox"/>
2	<b>VIEW PLACEMENTS</b>		View available placement opportunities	<input type="checkbox"/>
3	<b>PRE-REQUISITES</b>		Check with <a href="#">AskFlinders</a> to ensure you have elective space in your study plan and you have completed 54 units of your course	<input type="checkbox"/>
4	<b>ENROLMENT</b>		Enrol into the placement topic in your chosen Semester	<input type="checkbox"/>
5	<b>COMPLIANCE</b>		Complete your compulsory placement compliance on <a href="#">InPlace</a>	<input type="checkbox"/>
6	<b>SOURCING A PLACEMENT</b>		<p><b>Apply for placement opportunities:</b> Apply for preferred placement/s (maximum of 3) and upload your resume <i>*Please note - while consideration will be taken, it may not always be possible to allocate you to your first preference</i></p> <p><b>Self-sourcing a placement:</b> Submit a placement offer by completing the self-placement submission form on InPlace. Ensure you discuss this <a href="#">Proposal form</a> with your host prior to your submission. This form will need to be included in the InPlace self-placement submission. The topic coordinator will review the placement to ensure it fits with the learning outcomes.</p>	<input type="checkbox"/>
7	<b>INTERVIEW</b>	<b>EMAIL</b>	You will either interview with or talk with your industry supervisor to negotiate placement days and times. Email the WIL team with the details of your placement plans at <a href="mailto:cbgl.placements@flinders.edu.au">cbgl.placements@flinders.edu.au</a>	<input type="checkbox"/>
8	<b>CONFIRMATION</b>	<b>EMAIL</b>	You will receive your email confirmation that your placement can begin. Email your industry supervisor to arrange your first day.	<input type="checkbox"/>