

# Industry Work Placements

## Albury Wodonga Campus

### Richmond Institute is the education arm of the Richmond Football Club and a leader in sports industry education.

Through Richmond Football Club's partnership with Swinburne University of Technology and our connection with industry organisations, we provide outstanding experiences, outcomes, and pathways for students.

Students studying the Diploma of Sport/ Diploma of Leadership and Management (SIS50321/BSB50420) are provided with unrivalled practical opportunities that focus on the development of skills which prepare them to be leaders within the sports industry.

### Industry Placements

It is encouraged that students complete 100 hours of industry placement. This placement must be relevant to the content of the course. In the past, students have completed their placements in field such as:

- Business
- Education
- Events and Administration
- Health and Fitness
- Journalism and Media
- Recruitment
- Sports Management
- Statistics and Analysis

### Why host a Student?

- Access the talent, skills and fresh perspectives of driven and enthusiastic students. Students are eager to learn and gain real-world experience to help them along their journey.
- Give your staff an opportunity to develop leadership and mentoring skills.
- Discover talent before your competitors
- To join Richmond Institute's Sports Industry Network. This network aims to promote your organisations partnership with the program and highlights to students the vast variety of opportunities that are available.

### Responsibilities of the student

- Engage in the placement in a professional and respectful manner.
- Be open to development and learning – be curious!
- Actively receive feedback and participate in a final evaluation session
- Maintain Industry Placement Log and have it signed off by the Host Organisation regularly, and finalised by the end of the placement.
- Comply with our Child Safety Commitment and Policy. This includes maintaining and bringing an up to date Working with Children Check.
- Contact Richmond Institute's Placement & Pathways teams with any questions or to report any concerns immediately.

### Responsibilities of the Host Organisation and Placement Supervisor

- Provide students with adequate training and assistance to carry out their role
- Provide student with appropriate supervisor and resources
- Involve the student in meaningful and enriching activities
- Offer guidance and regular feedback to the student
- Routinely approve the students Industry Placement Log and finalise by the end of the placement.
- Provide the student with a final evaluation at the end of the placement (discussion and evaluation form).
- Contact Richmond Institute's Placement & Pathways teams with any questions or to report any concerns immediately.

Please note: Vocational placement opportunities operate under the Fair Work Act (2009).

### To arrange a placement:

- 1 Contact Todd Jeanes  
tjeanes@richmondfc.com.au
- 2 We advertise your placement and application process to students (if time permits, we invite you to come and speak to our students about your placement opportunity)
- 3 Students apply directly to you with an expression of interest.
- 4 You shortlist and interview your applicants (this can be through a group interview), and make your selection.
- 5 You advise the success (and unsuccessful) student(s) and notify us of the outcome.

