EAIT placements – student checklist

Communication	Planning	Research	Administration

Before placement

Communication

- ☐ Contact your industry supervisor to discuss expectations and objectives for your first day.
- ☐ Clarify working hours, location, dress code and workplace culture.
- ☐ Chat to your peers to see if they have completed placements and gain insight and advice on their experiences.

Planning

- ☐ Review placement requirements and plan your commute.
- ☐ Arrange travel and accommodation if relocating.
- ☐ If you are not directly employed by the placement provider, and require certain immunisations for your placement, you will receive an Immunisation Evidence request from UQ. Ensure you complete this by the deadline in the request.
- ☐ Prepare appropriate professional attire.
- ☐ Check if specific equipment is needed e.g. laptop, PPE.

Research

- ☐ Review the host organisations website and materials.
- ☐ Review all relevant sections of the placement webpage.
- ☐ If undertaking an approved unpaid placement that requires you to travel over 50 km (plus overnight stay) ensure you review the insurance and travel webpage.
- ☐ Confirm if any agreements or documentation are required.
- ☐ Visit the UQ Support Services webpage for available resources.

Administration

- ☐ Ensure you have submitted all the relevant forms to UQ and received approval to commence your placement.
- ☐ If applicable, ensure you are enrolled into the appropriate course for the semester.
- ☐ Complete any pre-placement modules and review information on the EAIT safety on placement webpage.
- ☐ Ensure you keep copies of important documents, including agreements etc.

Start of placement

Communication

- ☐ Meet with your supervisor and raise any questions you have so far.
- ☐ Meet the people you'll be working with during your placement, and understand their role and how they fit into the organisation.

Planning

- ☐ Set draft goals for the placement with your supervisor.
- ☐ Discuss any approval processes for your work with your supervisor.

Research

- ☐ Research the safety and emergency procedures and who your key WHS contacts are.

Administration

- ☐ Complete relevant inductions including reviewing any policies that apply to your role.
- ☐ Check you have an appropriate workspace, IT and access to relevant systems
- ☐ Complete relevant HR forms e.g. bank, tax and superannuation.

After placement

Communication

- ☐ Thank your placement provider for the experience and connect with them via LinkedIn to expand your professional network.

Planning

- ☐ Reflect and plan how you will articulate your placement experience in future applications.

Research

- ☐ Regularly review EAIT Employability events to gain insight, tips and connect with industry experts.

Administration

- ☐ Join relevant professional groups or forums.