2020 Professional Experience Placement Communication Strategy

PRE-PLACEMENT REQUIREMENTS - to be completed before Semester Begins

1. Student enrolment into course.
2. Student to complete request to source placement details and ensure they are up to date. *Please note: if a placement is sourced with incorrect placement information it may result in a delayed placement*
3. Student confirms they have a current WWCC (Blue Card) and it is linked to USQ. *Please note: The card must be current up until and including the week following the end of the placement.*

REQUEST PLACEMENT PROCESS BEGINS

- Site offer sourced awaiting bulk release to students
- No site confirmed Sites still being requested

-3 weeks (Thursday) Individual email to students

-3 weeks (Friday) Bulk email confirmation to students

Site offer sourced and confirmed

No confirmed site

-2 weeks (every day) rolling email confirmation to students

-2 weeks (Thursday) Individual email to students

Site offer sourced and confirmed

No confirmed site

-1 week (every day) rolling email confirmation to students and site

-1 Week (Thursday) SMS to Individual students. Student to contact placement team

Site offer sourced and confirmed

Rolling email confirmation to students and site

Placement Officer Bulk Release Process

- On bulk release date: -3 weeks Placement published to Inplace as confirmed
- -3 weeks PO's to send confirmation template to students for each course on bulk release dated
- -1 week PO's to send reminder email to sites 1 week prior to placement commencing
- -1 week Notifications sent to liaisons to confirm placement details for allocated students.

Communication phase	Roles and Responsibilities
Blue	Placement team process: actioned once students have fulfilled the pre-placement requirements.
Green	Placement Officers: Record notes in In Place
Red	Director Professional Experience: communication notes recorded