

On Placement Checklist

These are the final checks you need to make to ensure that you are fully prepared for your placement:

Night before your first day:

- Review the location of your Host Organisation
- Plan your travel
- Note contact details (name of host, email, telephone)

First day planning

Aim to arrive 10-15 minutes before the agreed start time, first impressions are ever lasting.

Ensure you complete the following forms before your start:

- Student Placement Agreement (LINK)

Upload the above agreement to Canvas at the end of your first day.

Prepare properly for Visiting Lecturer appointment

Our Ikon Visiting Lecturer will contact both yourself and your host to arrange a mutually suitable day and time for a visit in the latter half of your placement***

Ikon Contact Details

Email: workplacement@ikon.edu.au

Tel: [1300 000 933](tel:1300000933)