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| --- | --- |
| **Item** | **Detail** |
| **Cluster** | [Cluster name] |
| **Department/Agency** | [Department/Agency name] |
| **Division/Branch/Unit** | [Division/Branch/Unit name] |
| **Geographical Location** | [Location] [Address] |
| **Discipline** | [Discipline, e.G. Arts and social sciences, law, education, health science, public policy etc] |
| **Timeframe** | [Please insert ‘Summer 2023 and winter 2024 university vacation periods’ in this field to advise the intern they will return for winter] |

## Agency Overview

*Example:* *The Public Service Commission (PSC) is headed by an independent Public Service Commissioner and is a separate agency under the Government Sector Employment Act 2013 (GSE Act) that supports the Commissioner in the exercise of his/her functions and powers.*

*The PSC leads the design, development and implementation of the full range of workforce management strategies - including workforce capability, recruitment and assessment, performance management, and strategic workforce planning - to enhance the effectiveness and efficiency of the NSW public sector workforce.* For more information go to [add website address]

## Key purpose of the placement

*Insert one to two sentences.*

## Tasks to be undertaken by the intern

*Please include one or two sentences that describe each task.*

* *Describe tasks*
* *Describe tasks*
* *Describe tasks*
* *Describe tasks*

## Specific areas of study

*List any preferred educational or degree background for this role, if required.*

## Any essential requirements

*List any licenses or memberships required for the placement.*