

# Work Integrated Learning (WIL) Scope

'Work Integrated Learning' (WIL) is the integration of educational theory from the classroom with industry engagement and professional workplace experience. WIL provides students with work-relevant education to support and enhance student learning and ensure our graduates are fully prepared for entry into the workforce. It gives industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates.

WIL may be real or simulated and can occur in the workplace, in class, on campus, online or face to face (in a COVID safe environment and in line with government guidelines). It is a required component of our undergraduate programs (degrees) and can be either a compulsory course or an elective.

We have students located at our Mt Helen, Berwick, and Gippsland campuses and more recently our Brisbane campus. We also have numerous interstate and online students.

## Overview of WIL Placement options

Some examples of the types of projects and internships include exploring, and reporting on efficiencies which organisations may benefit from, increasing your social media presence, market analysis and forecasting projections, business best practice or a project such as reviewing a business process or manual.

[Business WIL options](#) are outlined on **page 6** of this document and on our School webpage.

Engagement option	Commitment
<b>Industry Based Case Studies</b>	12 weeks class-based course ( <i>non-placement</i> )
<b>Project</b>	110 hours placement
<b>Internship</b>	160 hours placement
<b>Professional Practice (Cognitive Enterprise)</b>	1400 - 1600 hours <sup>#</sup> placement
<b>Industry Placement Program (IPP)</b> <i>These placements are managed by IPP.</i>	400 - 800 hours <sup>#</sup> placement <i>Contact <a href="mailto:ipp@federation.edu.au">ipp@federation.edu.au</a> for their WIL scope.</i>

<sup>#</sup> Host Organisation funded placements which are dispersed to students via a scholarship arrangement.

We would appreciate if you could complete the following table/s so we can promote your opportunity and source the most appropriate student/s.

**Please Note:** the 'application to commencement' phase can **take up to 6 weeks** to allow Schools to promote the opportunity, student/s to apply, interviews to occur and the finalisation of mandatory pre-placement documentation.



**Federation University Australia ranked #1 in Victoria** for Skills Development\*, Social Equity\*, First Generation\*, Full Time Employment\* and Student Support\*  
 Source: [Good Universities Guide 2022](#) (undergraduate)

Host Organisation Details	
Host Organisation Name:	
ABN:	
Host Organisation Address:	
Placement Address (if different from above):	Eg: online/remote, site location, branch...
Contact Person's Name <u>and</u> Title:	
Contact Number:	Mobile: <input type="text"/> Landline: <input type="text"/>
Email Address:	
Description of your organisation, its activities, main purpose etc. (include www. web link where possible)	
Organisation placement pre-requisites (please indicate all applicable):	<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> Cover Letter <input checked="" type="checkbox"/> Interview required <input type="checkbox"/> Police Check <input type="checkbox"/> Working with Children's card (WWCC) <input type="checkbox"/> Copy of qualifications / certificates Immunisations <input type="checkbox"/> Flu <input type="checkbox"/> Tetanus <input type="checkbox"/> COVID vaccinations
Type of WIL:	<input type="checkbox"/> Project <input type="checkbox"/> Internship <input type="checkbox"/> Case Studies <input type="checkbox"/> Cognitive Enterprise
WIL preference:	<input type="checkbox"/> Onsite <input type="checkbox"/> Online <input type="checkbox"/> Combination
Promotional Period:	Open: <input type="text"/> Close: <input type="text"/>
Other specifics	Eg: onsite induction required...

<b>Placement Opportunity 1 - Details</b>	
Number of students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Group <input type="checkbox"/> Other .....
Preferred cohort of student	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Business (general)  <input type="checkbox"/> Human Resources (<i>limited</i>)  <input type="checkbox"/> Marketing  <input type="checkbox"/> Banking &amp; Finance (<i>new 2022</i>)  <input type="checkbox"/> Other .....           </div> <div style="width: 48%;"> <input type="checkbox"/> Cognitive Enterprise (<i>new 2022</i>)  <input type="checkbox"/> Management  <input type="checkbox"/> Accounting  <input type="checkbox"/> Economics &amp; Finance (<i>limited</i>)           </div> </div>
Start / End Dates	From: _____ To: _____
Days per week	_____
Hours per day	_____
Scope of work: Include tasks, range of activities to be undertaken, any specialist tools or access required.	_____
Host Organisation Supervisor (if different from above)	Name: ..... Title: ..... Phone: ..... Email: .....
Anticipated outcome / output to be achieved upon completion	<u>For Host:</u> _____ <u>For Student:</u> _____
Disclaimer	<input type="checkbox"/> This opportunity will not replace paid work
Additional information	_____

Placement Opportunity 2 - Details	
Number of students	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Group <input type="checkbox"/> Other .....
Preferred cohort of student	<input type="checkbox"/> Business (general) <input type="checkbox"/> Cognitive Enterprise <i>(new 2022)</i> <input type="checkbox"/> Human Resources <i>(limited)</i> <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Accounting <input type="checkbox"/> Banking & Finance <i>(new 2022)</i> <input type="checkbox"/> Economics & Finance <i>(limited)</i> <input type="checkbox"/> Other .....
Start / End Dates	From: _____ To: _____
Days per week	_____
Hours per day	_____
Scope of work: Include tasks, range of activities to be undertaken, any specialist tools or access required.	_____
Host Organisation Supervisor (if different from above)	Name: ..... Title: ..... Phone: ..... Email: .....
Anticipated outcome / output to be achieved upon completion	<u>For Host:</u> _____ <u>For Student:</u> _____
Disclaimer	<input type="checkbox"/> This opportunity will not replace paid work
Additional information	_____

- Please complete an additional WIL form if you wish to offer more than two (2) opportunities.

Student/s who wish to undertake a Project or Internship with their current employer **must** provide a list of tasks, timeframes plus contact details for their Host Organisation supervisor during this placement.

<b>Students Current Employment Details</b> <b>Complete pages 2, 3 and 5 if proposing WIL with your current employer (self-sourcing)</b>	
Current, paid employment role / title	
Tasks undertaken in current employment	

### WIL Placement conditions

- Projects and Internships must be outside the scope of the student's regular employment (eg: not their normal everyday paid duties) and specific to their area of study (Major/Minor) eg: Marketing, Accounting.
- A Host Organisation Supervisor plus University Academic Supervisor must be assigned to the student/s to mentor them throughout the placement.
- The School WIL Co-ordinator must review and approve all placement opportunities as suitable before any student engagement occurs.
- Student/s must be enrolled in the relevant course prior to commencement of any form of WIL.
- Submitted student applications are vetted for academic suitability then forwarded to the Host Organisation for consideration.
- Host Organisations review applications, shortlist, interview students, and advise the School of the outcome. They are under no obligation to proceed.
- All parties are required to complete mandatory pre-placement paperwork before commencement of any form of placement.
- Student/s are expected to have continual engagement with both the Host Organisation and their University Academic Supervisor throughout WIL to ensure the desired outcome is achieved upon completion.
- Placement students are assessed upon completion of WIL and as such must participate in all aspects of placement plus the relevant WIL course assessment pieces.

Please direct any correspondence, feedback or completed WIL scopes to [wil.iiss@federation.edu.au](mailto:wil.iiss@federation.edu.au).

Examples of Work Integrated Learning (WIL) tasks include:

<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Develop an understanding of tax returns including individual, partnership, company, trust returns, GST, CGT, FBT and state taxes.</li> <li>• Observe audits, bookkeeping, assist with the completion of BAS, financial statements from an adjusted trial balance, including Profit &amp; Loss statements, balance sheet, cash flow statements and all management reports.</li> </ul>
<b>Banking &amp; Finance</b> <i>(new 2022)</i>	<ul style="list-style-type: none"> <li>• Set financial objectives and develop and implement strategies for achieving the financial objectives.</li> <li>• Monitoring investment performance and reviewing and revising investment plans based on modified needs and changes in markets.</li> </ul>
<b>Cognitive Enterprise</b> <i>(new 2022)</i>	<ul style="list-style-type: none"> <li>• Use new technologies such as AI, automation, IoT, blockchain, and 5G to change current business models, reinvent processes, and reimagine the way we all work.</li> </ul>
<b>Economics &amp; Finance</b> <i>(limited cohort)</i>	<ul style="list-style-type: none"> <li>• Analysing interrelationships between economic variables and studying the effects of government fiscal and monetary policies, expenditure, taxation and other budgetary policies on the economy and the community.</li> <li>• Evaluate investment proposals, financial viability, income, revenue, cost savings, financial forecasting/projections and business activities using financial techniques.</li> </ul>
<b>Human Resources</b> <i>(limited cohort)</i>	<ul style="list-style-type: none"> <li>• General HR duties: assist with onboarding/offboarding, job postings, shortlisting, interview/screening prospective employees, pre-employment checks, contract preparation, updating organisational charts and collate month end reports.</li> <li>• Development of company policy and procedure, recruitment, and selection policies plus research exit interviews.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Develop a communications plan to deliver key messages relating to a certain aspect of the organisation and prepare a communication strategy for staff to follow.</li> <li>• Design a survey for key stakeholders to complete which addresses the key issues of the Host Organisation and present summary to the Director/Board.</li> <li>• Review a business process, procedure or manual and make recommendations for time and cost savings.</li> <li>• Assist the Host Organisation with event management and project development for an event from 'concept to completion' stage in consultation with other areas of the organisation (this can have several entry/exit points &amp; students).</li> </ul>
<b>Marketing</b>	<ul style="list-style-type: none"> <li>• Analyse the current marketing situation and write the annual marketing plan.</li> <li>• Review existing product lines and make recommendations for the product portfolio and product-marketing.</li> <li>• Identify new products/services and write the business case which includes an estimate of first year sales and profits for the new products/services.</li> <li>• Develop a digital and print media marketing strategy and campaign.</li> <li>• Develop promotional material to be used across multiple marketing communications platforms.</li> <li>• Analyse the customer database to develop a communications strategy to build the membership, lift engagement and loyalty.</li> </ul>

Information correct 08/03/2023

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