Work Integrated Learning (WIL)

WIL Options for Host Organisations

Prepared by
FBS WIL Program Support

Status: Final  |  Version: 6  |  Date: 21 September 2020
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What is Work Integrated Learning (WIL)?

Work Integrated Learning (WIL) is a core component of the Bachelor of Business (BB5), Bachelor of Commerce (BC5) and Bachelor of Applied Management (BAM) degrees at Federation Business School. Students must complete a mandatory Work Integrated Learning (WIL) course as part of their undergraduate degree. We have students majoring in areas such as Management, Marketing, Human Resources, Accounting, Economics and Finance who are looking for rich experiences to enhance their learning.

‘Work Integrated Learning (WIL)’ involves the integration of theory learned in the classroom with workplace experience. Thus, it provides students with the essential links between theory and practice with work-relevant education to ensure our graduates are fully prepared for entry into the workforce. It also looks great on the students resume.

WIL may be real or simulated and can occur in the workplace, at University, online or face to face. Opportunities available include internships, voluntary placements, community projects, industry-based projects, work experience, case studies, study abroad or international exchange. Students can elect to study any of the WIL options outlined in this booklet provided:-

- there’s room in their study plan
- pre-requisites have been met, and
- the student’s selection is approved by the Program Co-ordinator and/or WIL Co-ordinator.

In instances where courses have class permissions, Student HQ will need to enrol students on their behalf once Federation Business School approval has been granted.

The Federation Business School is committed to providing opportunities for our students to work with Communities and Industry to ensure they have work experience and are work ready before they graduate.

For more information about any of these opportunities, email business.wil@federation.edu.au or speak to any of the Federation Business School (FBS) staff listed below:

<table>
<thead>
<tr>
<th>Contact Us:-</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dr Helen Weadon</strong>&lt;br&gt;Bachelor of Applied Management Co-ordinator</td>
<td>5327 8458</td>
<td><a href="mailto:h.weadon@federation.edu.au">h.weadon@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Mr Charles Giacco</strong>&lt;br&gt;Acting FBS WIL Co-ordinator</td>
<td>5122 6018</td>
<td><a href="mailto:c.giacco@federation.edu.au">c.giacco@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Dr Angela Higgins</strong>&lt;br&gt;Acting Program Co-ordinator (Business)</td>
<td>5327 6949</td>
<td><a href="mailto:angela.higgins@federation.edu.au">angela.higgins@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Dr Jonathan Langton</strong>&lt;br&gt;Program Co-ordinator (Commerce)</td>
<td>5327 9963</td>
<td><a href="mailto:j.langton@federation.edu.au">j.langton@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Ms Belinda Pearson</strong>&lt;br&gt;Program Support Officer - WIL Administration</td>
<td>5327 8374</td>
<td><a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Federation Business School Reception</strong></td>
<td>5327 9431</td>
<td><a href="mailto:businessschool@federation.edu.au">businessschool@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Federation University Student HQ</strong></td>
<td>1800 333 864</td>
<td><a href="mailto:info@federation.edu.au">info@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Study Abroad</strong></td>
<td>5327 6564</td>
<td><a href="mailto:studyabroad@federation.edu.au">studyabroad@federation.edu.au</a></td>
</tr>
<tr>
<td><strong>Industry Placement Program (IPP)</strong></td>
<td>5122 6425</td>
<td><a href="mailto:ipp@federation.edu.au">ipp@federation.edu.au</a></td>
</tr>
</tbody>
</table>
When should students do a WIL course?

To give students the best grounding for WIL, they should consider a WIL course no sooner than their second year of study.

What WIL opportunities are available?

Students can apply for either a WIL class, University approved WIL placement opportunity or self-source their own WIL placement opportunity.

- Domestic students are eligible to undertake all Work Integrated Learning course options.
- International students are eligible for some WIL courses and are strongly encouraged to participate in WIL. However, external placements, projects and internships may be restricted under their visa regulations.

Students need to familiarise themselves with all expectations and requirements specific to their Program prior to enrolling in a WIL course or going on placement. It is the student’s responsibility to apply for and complete 1 course from the WIL suite of options as it is a mandatory component of their Program.

University approved opportunities

Any University-approved placement opportunities for any campus and any location are promoted in InPlace, our student placement system (https://inplace.federation.edu.au). This is also where students apply directly for the opportunity.

New Colombo Plan (overseas study tours), Study Abroad, International Exchange, Projects and Internships are considered placement courses.

Students using their current Employer or Self-Sourcing their own Placement

<table>
<thead>
<tr>
<th>Using the students current Employer for WIL</th>
<th>Students self-sourcing their own WIL opportunity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval may be granted on an Internship (BUGEN3705) or Project (BUGEN3700) with a student’s current employer providing it is outside the scope of their normal duties.</td>
<td>Students may self-source their own Internship (BUGEN3705) or Project (BUGEN3700) with a specific Host Organisation - subject to School approval.</td>
</tr>
</tbody>
</table>

If students wish to undertake an Internship (30 CP) or Project (15 CP) type of WIL with their current employer then the WIL scope document (Host Opportunity Form) located on the Federation Business School website needs to be completed and sent to business.wil@federation.edu.au for approval by the Federation Business School Program Co-ordinator and/or WIL Co-ordinator.

If students wish to self-source an Internship (30 CP) or Project (15 CP) type of WIL with their chosen Host Organisation then they need to upload details and documents into InPlace (inplace.federation.edu.au) for review and approval by the School. Please ensure you have had pre-approval from the Host Organisation prior to Self-Placement submission plus allow 4-6 weeks from application to approval.

Federation Business School needs to be provided with a list of tasks to be undertaken, timeframe plus contact details for the students’ Host Organisation supervisor during this placement. The opportunity should identify the outcomes for both the Host Organisation and Student upon completion. The School would need to review this prior to subsequent approval and commencement of the WIL course/placement.

A placement agreement, consent form, medical declaration (and any other mandatory pre-placement documentation required by the Host Organisation) must be completed prior to students commencing any form of placement eg: Internships, Projects, and New Colombo Plan (NCP) etc.…. 
Do you have a project or internship opportunity within your Organisation?
If your Organisation has a prospective Work Integrated Learning (WIL) Project (BUGEN3700) or Internship (BUGEN3705) opportunity which could benefit from student engagement, then we would love to hear about it.

The resource that our student’s time provides is often just what the Host Organisation is needing to complete a project or task which would otherwise not be done due to the demands of everyday business. The WIL opportunity and tasks involved should be relevant to the students’ discipline area and appropriate for the amount of time they will spend overall. Some examples of the type of role could be a research task looking at competitors, social media overhaul, market analysis, best practice or a project such as reviewing a process or manual.

What’s the next step in promoting our opportunity?
Host Organisations should document the prospective Project or Internship tasks and responsibilities via the:-

- Host Opportunity form (WIL scope - PDF-writable document)
- WIL request form (online version of the Host Opportunity - WIL scope document)


The School will review the opportunity and once approved; mandatory paperwork will need to be completed prior to the student/s commencing any placement.

Note: the application to approval process can take 4-6 weeks so please allow enough time for the School to promote the opportunity and the finalisation of any administration requests prior to the student/s commencement of any type of placement.

Students are expected to have continual engagement with the Host Organisation and their Federation Business School Academic Supervisor throughout WIL placements to ensure the desired outcome is achieved upon completion. This may include phone calls, emails, skype, zoom etc...

Work Integrated Learning (WIL) Course Options

WIL Project Courses

BUENT3704 Business Consulting Project (ENACTUS) (15 credit points)

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of at least 8 courses (120 credit points).</td>
<td>✓ Domestic students</td>
<td>Yes – School to approve. Application form required. Exemption to Supplementary Assessment applies (HECC 8/18/21).</td>
</tr>
<tr>
<td></td>
<td>✓ International students</td>
<td></td>
</tr>
</tbody>
</table>

Please note: This course is administered and managed by Business (business.wil@federation.edu.au).

This course runs through an ENACTUS (Entrepreneurial, Action, Us, https://enactus.org/) activity, completed during the semester. ENACTUS is a global student organisation which brings together business leaders and students to 'Enable Progress through Entrepreneurial Action'.

Working in multidisciplinary teams, students will be required to act as consultants to industry clients and work on educational outreach projects. Students select an appropriate project topic in consultation with staff, and form relationships with an industry client. They will normally work in teams of 4-5; agree on a formal brief and be required to submit a proposal and work-plan to undertake a Business project.
Every University in Australia is part of the ENACTUS Program which engages staff and students in environmental and sustainable activities worldwide for an inclusive and sustainable global economy. ENACTUS aims to improve the lives of those in need; both locally and globally.

- **ENtrepreneurial** - initiating business innovation with integrity, innovation, sustainability and passion
- **ACTion** - the experience of social impact that sparks social enterprise
- **US** - student, academic, and business leaders collaborating to create a better world, solve local and global issues

ENACTUS hours count towards the Federation Award (for Volunteering or Leadership) via a points system and can be added to a student’s résumé - https://federation.edu.au/current-students/life-on-campus/getting-involved/federation-award.

**BUGEN3700 Industry Experience Project (Community or Service Project)** (15 credit points)

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of at least 4 courses (60 credit points) from any subject area at any level.</td>
<td>✓ Domestic students</td>
<td>Nil – student can self-enrol. Mandatory paperwork required prior to commencement of placement.</td>
</tr>
<tr>
<td></td>
<td>✓ International students</td>
<td></td>
</tr>
</tbody>
</table>

Please note: This course is administered and managed by Business (business.wil@federation.edu.au).

This course presents students with real-life business projects provided by actual employers or community organisations, thereby allowing students to apply their university learning to a real business scenario, providing students with experience in aligning academic-based learning to the needs of an industry partner, and networking with potential employers. Being exposed to a work-related problem or case study; students will conduct a situational and industry analysis and develop a strategy and recommendations to address the problem.

Community or Service Projects have **110 hours** of placement allocated (which averages to 9 hours per week). Students have previously engaged with Rotary, Apex and Royal South Street Competition and other volunteer organisations plus have helped with Ballarat International Foto Biennale, Springfest and the Ballarat Beer Festival.

**WIL Practice Courses**

**BUENT3705 Work Integrated Learning: Industry Based Case Studies** (15 credit points)

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of at least 8 courses (120 credit points).</td>
<td>✓ Domestic students</td>
<td>Nil – student can self-enrol.</td>
</tr>
<tr>
<td></td>
<td>✓ International students</td>
<td></td>
</tr>
</tbody>
</table>

Please note: This course is administered and managed by Business (business.wil@federation.edu.au).

This course uses case studies to explore some of the key issues of contemporary workplaces. Students will be required to draw on theoretical knowledge from previous courses and develop and apply the skills of critical reflection through weekly activities and collaborative problem-solving.

Through this critical enquiry process, it is expected that students will further develop insights into a business environment and work towards improving skills in the areas of written and oral communication, intercultural communication, client service and self-management.
This is a semester long course led by an Academic within the School (12 weeks duration). It is ideal for Host Organisations who are open to student engagement, research, analysis and recommendations as an outcome but may not have the capacity to host a student (or a group of students) placement.

**BSMAN3193 Applied Workplace Practice** (15 credit points)

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of at least 4 courses (60 credit points) including BSMAN3005 Project Management or BSHSP3005 Project Management.</td>
<td>✔ Domestic students</td>
<td>Nil – student can self-enrol. Exemption to Supplementary Assessment applies (HECC 8/18/21).</td>
</tr>
<tr>
<td></td>
<td>✔ International students</td>
<td></td>
</tr>
</tbody>
</table>

*Please note:* This course is managed by the BAM Co-ordinator (h.weadon@federation.edu.au).

This course is designed for students to apply project management concepts, theories and strategies to an organisational management issue or opportunity. BSMAN3193 is the capstone course in the Bachelor of Applied Management (BAM). It is a practical course with the sole focus on identifying, planning, implementing, managing, and reporting on a project in the workplace.

The course fosters an environment where students embrace continuous learning, develop the skills of self-reliance, become engaged in their community and cultivate an awareness of social responsibility.

Students are required to undertake a work-based project to address an identified management issue or opportunity. The student will work individually under the supervision of an academic supervisor and a workplace mentor with whom they will have regular contact during the life of the project.

The project should address an issue or opportunity that the student; or their manager; recognises as being important to the organisation, and for which the student’s manager is willing to give the student responsibility of project manager. Where it is not possible for the student to engage in a workplace project within their own organisation, they should seek an alternative. It may be possible for the student to offer their services to another business organisation or a community organisation. Students are required to present their outcome to the community, industry or colleagues upon completion of the course.

This course *must* be undertaken in the final semester as it requires the student to be engaged with a workplace or organisation environment.

**WIL Placement Courses**

**BUGEN3705 Business Internship 1** (30 credit points)

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of at least 16 courses (240 credit points) from any subject area with a GPA of at least 5.</td>
<td>✔ Domestic students</td>
<td>Nil – student can self-enrol. Mandatory paperwork required prior to commencement of placement.</td>
</tr>
<tr>
<td></td>
<td>✔ International students</td>
<td></td>
</tr>
</tbody>
</table>

*Please note:* This course is administered and managed by Business (business.wil@federation.edu.au).

Unpaid Internships are available for up to 2 days per week for a 12-week period or **160 hours** (13 weeks if an induction is required). Students work on multiple tasks and manage projects with a Host Organisation. Vocational placements can be undertaken onsite or online with Host Organisations.

*Please note:* Students will be required to attend a professional interview with the Host Organisation before the best suited candidate is selected. This does not guarantee that the students’ application will be successful. The Host Organisation will review, interview and select the student/s. WIL Administration will advise student/s of the outcomes.
On completion of BUGEN3705 Business Internship course, students should be able to demonstrate an understanding of, and an ability to, analyse the internal and external environment of the strategy and operations of their organisation. Through a practical project they will also be expected to demonstrate critical analysis and the development of recommendations into a specific area of the organisation’s activity. They will also be expected to demonstrate the ability to review and reflect on the learning experience with reference to the managerial role and the topic area of the project undertaken. In addition, students will be expected to demonstrate an understanding of the values and attitudes required to successfully participate in the organisation.

It is also anticipated that participating students will develop an appreciation of the dynamics of organisations and the impact of the external or competitive environment on strategy. Through this it is expected that students will be able to develop a theory of business and organisation based on participation in and observation of practice.

BUGEN3750 Industry Based Learning Project (IPP) (30 credit points)

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful completion of at least 16 courses (240 credit points) from any subject area at any level.</td>
<td>✓ Domestic students</td>
<td>Yes – School to approve. Application form required. Mandatory paperwork required to be completed prior to placement. Exemption to Supplementary Assessment applies (HECC 8/18/21).</td>
</tr>
<tr>
<td>× International students</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note: This course is administered and managed by Student Connect (ipp@federation.edu.au). IPP is open to students who are planning to or are currently studying an undergraduate, domestic, full-time, on-campus Bachelor degree.

This program offers a $15,000 scholarship to students through the Industry Placement Program and requires 988 hours of placement. Students undertake a placement of up to 26 weeks full time with a host organisation in the same field as the student’s studies. Each student is carefully selected and prepared through the IPP Professional Development program; to ensure they have skills, interests and motivation to make a positive impact within the workplace. Students need to apply for inclusion in the IPP Program in their first or second year of their degree to ensure that they complete the professional development elements prior to a placement being sourced in their final year of study.

This course provides students with an opportunity to undertake work experience in an organisational environment broadly related to their field of academic study. Students will undertake approved projects for an employer, which will contribute to the overall goals of the organisation. The course will require students to apply theoretical and conceptual knowledge to practical workplace situations as well as develop self-awareness, personal and professional competencies necessary for a high level of employability. The course enables students to apply their academic knowledge in a workplace context, and to reflect and report on the experience; thus, increasing their level of career readiness.

InPlace (https://inplace.federation.edu.au/)

The InPlace Student Placement System is used by Federation University Australia to manage all aspects of student placements. All staff and students involved in student placements have access to this cloud-based student placement platform.
Employment Opportunities for Students

There are a few ways that Host Organisations and Employers can engage with our students, academic programs and graduates:-

- Post a job opportunity
- Host a placement

If Employers wish to advertise any part-time, paid internships, volunteer or graduate job opportunities within their organisation, to Federation University students then they need to promote the opportunities via “The Edge”. Employers post their job opportunities on an online noticeboard and both current students and graduates (up to 2 years post completion of their degree) can access and apply for the current job vacancies.

The Edge is your brand-new platform for seeking amazing talent at Federation University (from 2020 onwards). Replacing CareerHub, The Edge will allow employers to explore more features and to find everything around student and graduate employment in a one-stop-shop:-

- Create a compelling profile: Tell students who you are and what you are looking for, add a company logo, talk about company culture, and add statistics.
- Use multimedia and attract more interest: Add images, embed videos, and add links to your corporate YouTube channel.
- Flick through resume books and find the ideal candidate for your company.
- Customise your search to ensure that only the right students will apply.
- And more features to come soon…

Access your account today and start exploring: https://edge.federation.edu.au

Please contact the Community and Business Development Team on (03) 5122 6425 or email ipp@federation.edu.au if you require any assistance or further information on The Edge system.

Any Host Organisation who wishes to host an unpaid, vocational placement with our Federation Business School students can:-

- contact business.wil@federation.edu.au
- call 5327 9431 to discuss options with Work Integrated Learning (WIL) staff
Federation Business School (FBS) Placement and Internship Best Practice Timeline

Create intern project / task scope
- Negotiate / Agree on scope with FBS who will promote the opportunity to students
- Interview shortlisted applications
- Engage selected student/s
- Confirm placement details and complete legal agreement

Onboarding
- Appoint an onsite mentor/ supervisor
- Set up workspace and access to organisation tools
- Advise if specific licenses, training or checks are required eg: WWC, Police, Hand Hygiene Aust. etc...

Induction and Orientation
- Introduce student to team, workplace and industry
- Outline expectations
- Induct for OH&S and other relevant policies and procedures
- Provide access and codes

Evaluation
- Complete Host Feedback form
- Attend student final presentation
- Consider student for nomination for the Federation Business School Award for Excellence (May)

Wrapping Up
- Set up final meeting to provide student with overall feedback

Learning and Feedback
- Engage in a range of activities, tasks and events
- Collaborate with internal and external stakeholders
- Reflection and feedback

CRICOS Provider No. 00103D WIL options for Host Organisations
## Expectations of Stakeholders

<table>
<thead>
<tr>
<th><strong>Host Organisation</strong></th>
<th><strong>Student</strong></th>
<th><strong>School</strong></th>
<th><strong>Academic Supervisor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Forwards WIL proposal / scope to School</td>
<td>Applies for WL opportunity through InPlace OR self sources own WIL opportunity</td>
<td>Review and approve Host WIL opportunity</td>
<td>Discuss course assessment with student (Moodle, Course Description etc...)</td>
</tr>
<tr>
<td>School reviews and approves WIL proposal / scope</td>
<td>OR self sources own WIL opportunity</td>
<td>Promotes WIL opportunity on InPlace</td>
<td>Keeps in regular contact with student and undertakes at least 1 site visit</td>
</tr>
<tr>
<td>WIL application/s forwarded to Host and reviewed by Host</td>
<td>Successful student/s complete(s) mandatory WIL paperwork</td>
<td>Forwards WIL application/s to Host for consideration</td>
<td>Mentors student/s during WIL placement</td>
</tr>
<tr>
<td>Interviews applicant/s</td>
<td>Commence(s) WIL placement</td>
<td>Advises student/s of outcome and approves enrolment</td>
<td>Assesses student/s and notifies WIL Admin once complete</td>
</tr>
<tr>
<td>Advises School of interview outcome</td>
<td>Keeps in regular contact with Host and Academic Supervisor</td>
<td>Oversees completion of mandatory WIL paperwork</td>
<td>Notifies WIL Admin the student/s completed course requirements</td>
</tr>
</tbody>
</table>
Frequently Asked Questions by Students

What is Work Integrated Learning (WIL)?

Work Integrated Learning (WIL) provides students with the essential links between theory and practice plus the opportunity to interact with industry and community organisations by completing practical, vocational work placements, undertaking projects, conducting research or reporting on efficiencies your Host Organisations may benefit from.

Do students need to do WIL?

Yes, all Federation Business School undergraduate students who commenced in 2019 must undertake 1 x WIL course as part of their Program. WIL has been compulsory for Bachelor of Business students since 2016. Bachelor of Commerce students who commenced pre-2019 can opt to do WIL as an elective, providing there’s room in their study plan.

Why do students need to do WIL?

WIL provides students with work-related education to support and enhance student learning and to ensure graduates are fully prepared for entry into the workforce.

When do students need to do WIL?

Students can undertake WIL in their second or third year of studies providing they’ve met the course pre-requisites. WIL class-based courses are scheduled to run in certain Semesters. WIL placement courses such as BUGEN3700 Projects and BUGEN3705 Internships can be done in any available Semester:-

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td>March-June</td>
<td>July-October</td>
</tr>
<tr>
<td>Winter: April-July</td>
<td>Summer: November-February</td>
</tr>
<tr>
<td>Spring: September-December</td>
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</table>

How do students enrol in WIL?

Students can self-enrol in any WIL courses that do not have class permissions attached to them.

If the WIL course is noted as having **class permissions**, then the Federation Business School will need to approve the course prior to requesting Student HQ complete the enrolment on the student’s behalf.

Do students get paid for doing WIL?

No, all WIL courses are **unpaid** except BUGEN3750 Industry Based Learning Project (IPP) which is paid placement via a **scholarship** arrangement.

Can the Host Organisation offer to pay students for WIL placement?

No, WIL placement courses such as BUGEN3700 Industry Experience Project and BUGEN3705 Business Internship are vocational placement courses (eg: unpaid work experience with an assessment component).

Vocational placements that meet the definition under the Fair Work Act 2009 (the FW Act) are lawfully unpaid. Students completing vocational placements are **not** considered to be employees and therefore are not entitled to the minimum wage nor other entitlements provided under the FW Act.

Students may enter into an employment arrangement with the Host Organisation however this contract must be separate to the WIL placement, hours, tasks etc….

Can students get an exemption from doing WIL?

No, it is a mandatory requirement that our students complete some form of WIL as part of their undergraduate program. This can occur in the workplace, at University, online or face-to-face (or a combination).
Can students do more than 1 WIL course?
Yes, but not the same course as previously undertaken.

Can students do WIL with their current employer?
Yes, providing it is outside of the scope of the students’ normal everyday duties. Federation Business School would need to review and approve this prior to enrolment and commencement of the placement.

Can students do a Project or Internship with a Host Organisation of their choice?
Yes, students can self-source their own WIL placements (obtain an Internship or undertake a Project) with a Host Organisation of their choice. Federation Business School would need to review and approve this prior to commencement of the placement.

Students should submit a ‘Self-Placement’ request via InPlace - https://inplace.federation.edu.au. The application to approval process can take 4 - 6 weeks so please allow enough time for the School to promote the opportunity and the finalisation of the administration requests prior to the student/s commencement in any anticipated WIL placement.

What’s the WIL process to engage with students?
Step 1: WIL scope to be reviewed and approved by the School prior to any student engagement.
Step 2: Pre-placement documentation must be completed by relevant parties before placement commences.
Step 3: Student/s must be enrolled in the relevant WIL course prior to commencement of any placement.
Step 4: Student applications are forwarded to the Host Organisation for consideration once received.
Step 5: Host Organisations to review applications, interview student/s and advise the School of the outcome.
Step 6: An Academic Supervisor will be allocated to the student/s and mentor them during the WIL placement.

Expectations of students
Students are expected to have continual engagement with the Host Organisation and their Academic Supervisor throughout any WIL placements to ensure the desired outcome is achieved upon completion.

Students are assessed upon completion of the WIL course/s and as such are required to participate in all aspects of placement, plus provide a written report, oral presentation, journal entries and the like as part of the assessment.

Who should I talk to about WIL?
Host Organisations should seek information and advice regarding WIL options for their business needs from:-
• Refer to the Federation Business School webpage.
• Within the WIL Course Options for Host Organisations (this booklet).
• WIL Co-ordinator or WIL Program Support Officer for the Federation Business School.

Key contacts are listed on page 4 of this booklet and on the Federation Business School webpage https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning.