

## **Work Integrated Learning (WIL)**

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### WIL Options for Host Organisations

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FBS WIL Program Support Officer

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## What is Work Integrated Learning (WIL)?

**Work Integrated Learning (WIL)** is a core component of the Bachelor of Business (B15), Bachelor of Cognitive Enterprise (BG5), Bachelor of Cognitive Enterprise (Professional Practice) (BF5) and Bachelor of Professional Accounting (BH5) 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 (incorporating Human Resources), Marketing, Accounting, Banking 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 and industry engagement. 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.

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). Opportunities available include internships, voluntary placements, community projects, industry-based projects, work experience and case studies.

Students can elect to study a variety of **WIL course options** provided:-

- there's room in their study plan,
- pre-requisites have been met,
- a class or placement is confirmed, and
- the student's selection is approved by the Federation Business School (FBS) Undergraduate Program Co-ordinator.

**Please note:** Some WIL courses require Student HQ to enrol students on their behalf once FBS approval has been granted.

FBS is committed to providing opportunities for our students to work with Communities and Industry, to ensure they are work ready before they graduate.

For more information about any of these WIL opportunities, please contact any of the Federation University staff listed below:

| Contact Us:-  |                           |  |
|---|---------------------------|--|
| <b>Dr Samuel Zhang</b><br>FBS Undergraduate Program Co-ordinator          | 5327 6788                 | <a href="mailto:q.zhang@federation.edu.au">q.zhang@federation.edu.au</a>               |
| <b>Ms Belinda Pearson</b><br>Program Support Officer - WIL Administration | 5327 8374                 | <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a>     |
| <b>Federation Business School Reception</b>                               | 5327 9431                 | <a href="mailto:businessschool@federation.edu.au">businessschool@federation.edu.au</a> |
| <b>Federation University Student HQ</b>                                   | 1800 333 864<br>Self Help | <b>FRED</b> = Federation Request and Enquiry Dashboard<br><a href="#">Ask FED</a>      |
| <b>Industry Placement Program (IPP)</b>                                   | 5122 6425                 | <a href="mailto:ipp@federation.edu.au">ipp@federation.edu.au</a>                       |

## WIL Course Options

| FBS WIL Courses available  | Commitment   |
|--|--|
| <b>Industry Based Case Studies</b>   | 12 weeks class-based course ( <i>non-placement</i> )   |
| <b>Industry Project</b>  | 110 hours placement  |
| <b>Business Internship</b>   | 160 hours placement  |
| <b>Professional Practice (Cognitive Enterprise)</b>                                    | 1400 - 1600 hours <sup>#</sup> placement   |
| <b>Industry Placement Program (IPP)</b><br><i>These placements are managed by IPP.</i> | 400 - 800 hours <sup>#</sup> placement<br><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.

## What WIL opportunities are available?

Students can apply for either a:-

### 1. Class-based course

OR

### 2. Placement course

These can either be:-

2.1 University pre-approved WIL opportunity

OR

2.2 Self-source their own WIL opportunity  
(Self-Placement - *applies to Projects and Internships only*)

OR

2.3 Potential to use their own Employer  
(*Projects and Internships only - conditions apply*)

## Eligibility

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

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

## When should students do WIL?

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

## 1. WIL Class-based course

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

| <b>Pre-requisites:</b>   | <b>This course is open to:</b> | <b>Enrolment information:</b> |
|--|--------------------------------|-------------------------------|
| Successful completion of at least 8 courses (120 credit points).   | ✓ Domestic students            | Student can self-enrol.       |
|  | ✓ International students       |                               |
| <b>Please note:</b> This course is administered and managed by FBS ( <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a> ). |                                |                               |

Students will use case studies to explore some of the key issues of contemporary workplaces and make recommendations for solving current, authentic workplace issues. Host Organisations provide the scenario which needs examining and resolving then our students are required to draw on theoretical knowledge from previous courses plus develop and apply the skills of critical reflection through weekly activities and collaborative problem-solving.

This is a semester long WIL class-based course led by an Academic within the FBS (12 weeks duration) and is ideal for Host Organisations who wish to connect with students, require business analysis but who may not have the capacity for work placements.

## 2. WIL Placement courses

### BUGEN3700 Industry Experience Project (Community/Service Project) (15 credit points)

| <b>Pre-requisites:</b>   | <b>This course is open to:</b> | <b>Enrolment information:</b>  |
|--|--------------------------------|--|
| Successful completion of at least 4 courses (60 credit points) from any subject area at any level.   | ✓ Domestic students            | Students can self-enrol but require School permission prior.<br>Mandatory pre-placement paperwork required plus confirmed placement opportunity prior to commencement. |
|  | ✓ International students       |  |
| <b>Placement duration:</b> 110 hours, average 9 hours per week   |                                |  |
| <b>Please note:</b> This course is administered and managed by FBS ( <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a> ). |                                |  |

Students are required to spend their placement hours working on a real-life business project provided by actual employers or community organisations where they apply their university learning to an actual business scenario. This provides 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; students will conduct a situational and industry analysis plus develop a strategy and recommendations to address the problem.

Students should present their findings of practical solutions to organisational management teams by combining business models and organisational dynamics.

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

| <b>Pre-requisites:</b>   | <b>This course is open to:</b> | <b>Enrolment information:</b>  |
|--|--------------------------------|--|
| Successful completion of at least 16 courses (240 credit points) from any subject area with a GPA of at least 5.   | ✓ Domestic students            | Students can self-enrol but require School permission prior.<br>Mandatory pre-placement paperwork required plus confirmed placement opportunity prior to commencement. |
|  | ✓ International students       |  |
| <b>Placement duration:</b> 160 hours, 2 days per week, up to 12 weeks (13 weeks if an induction is required)   |                                |  |
| <b>Please note:</b> This course is administered and managed by FBS ( <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a> ). |                                |  |

This course allows students to collaborate with a Host Organisation, manage practical projects, execute multiple tasks, plus develop a theory of business and organisation needs based on participation in and observation of practice.

Students should analyse the internal and external environment of the strategy and operations of the Host Organisation. Through applied projects, they will demonstrate critical thinking and analysis, make recommendations into a specific area of the organisation's activity, review and reflect on the learning experience with reference to the managerial role and the topic area, understand the values and attitudes required to successfully participate in the organisation, develop an appreciation of the dynamics of organisations and the impact of the external or competitive environment on strategy.

### BUGEN3707 Professional Practice 1 (60 credit points)

| <b>Pre-requisites:</b>   | <b>This course is open to:</b> | <b>Enrolment information:</b>  |
|--|--------------------------------|--|
| Successful completion of at least 16 courses (240 credit points) from any subject area at any level and a minimum credit grade average (GPA 5).            | ✓ Domestic students            | School to approve.<br>Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. |
|  | ✗ International students       |  |
| <b>Note:</b> This course is only available to Bachelor of Cognitive Enterprise (Professional Practice) students.   |                                |  |
| <b>Placement duration:</b> 700-800 hours per professional practice course, 1400-1600 hours total   |                                |  |
| <b>Please note:</b> This course is administered and managed by FBS ( <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a> ). |                                |  |

A 'Cognitive Enterprise' is a business that combines new technologies with innovative processes and data, to enhance customer experience and gain competitive advantage.

Students will use current, disruptive technologies such as Artificial Intelligence (AI) Blockchain, Internet of Things (IoT), 5G and Edge Computing to change current business models, reinvent processes, and reimagine the way we all work.

This course together with BUGEN3708 (Professional Practice 2) supports 1400-1600 hours professional placement with an organisation that qualifies to be a cognitive enterprise. This is a workplace practice-based course that aims to enhance students' level or career readiness. During the placement, students will be provided the opportunity to apply the acquired knowledge in a professional, digitally focused setting. They will gain substantial, valuable insights into a contemporary workplace (cognitive enterprise) including the appreciation of the dynamics of such organisations, the impact of the external or competitive environment on strategy of such organisations as well as values, attitudes, and skills important to run these organisations.

### BUGEN3708 Professional Practice 2 (60 credit points)

| <b>Pre-requisites:</b>   | <b>This course is open to:</b> | <b>Enrolment information:</b>  |
|--|--------------------------------|--|
| BUGEN3707 Professional Practice 1 (60 credit points)   | ✓ Domestic students            | School to approve.<br>Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. |
|  | ✗ International students       |  |
| <b>Note:</b> This course is only available to Bachelor of Cognitive Enterprise (Professional Practice) students.   |                                |  |
| <b>Placement duration:</b> 700-800 hours per professional practice course, 1400-1600 hours total   |                                |  |
| <b>Please note:</b> This course is administered and managed by FBS ( <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a> ). |                                |  |

Students will expand on learnings in Professional Practice 1 by actively participating in a Host Organisation's everyday business activities and upon completion will deliver a practical project related to digital business models. They will develop strong business skills such as strategic, entrepreneurial and innovation skills required to lead businesses in a digital-focussed environment plus also develop an understanding of how the latest technologies are changing the current business world and future business settings.

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

| <b>Pre-requisites:</b>  | <b>This course is open to:</b> | <b>Enrolment information:</b>  |
|---|--------------------------------|--|
| Successful completion of at least 16 courses (240 credit points) from any subject area at any level.  | ✓ Domestic students            | School to approve.<br>Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. |
|   | ✓ International students       |  |
| <b>Placement duration:</b> 400 hours: 3 months full-time or 6 months part-time<br>800 hours: 6 months full-time or 12 months part-time  |                                |  |
| <b>Please note:</b> This course is administered and managed by the IPP Team ( <a href="mailto:ipp@federation.edu.au">ipp@federation.edu.au</a> ).<br>IPP is available to students studying an undergraduate, Bachelor's degree. |                                |  |

The Industry Placement Program (IPP) provides an opportunity for organisations across multiple fields to tap into the next generation of graduates. In partnering with the IPP, your Organisation could have access to undergraduate students for 400 or 800 hours of placement.

IPP projects are industry funded to support student scholarships. Investment from IPP Host Organisations is as follows:

- \$10,000 for 400-hour placements
- \$20,000 for 800-hour placement

Cost is exclusive of GST. Students remain on University insurance. No payroll or administration for the Host Organisation.

IPP is designed to assist your Organisation's long-term goals by developing and attracting new talent, which will inspire students to pursue a career in your industry.

IPP provides skilled undergraduate students at competitive rates and with none of the usual administrative hassles. If you are a Host Organisation looking to tap into the next generation of graduates across a broad range of disciplines, we look forward to hearing from you at [ipp@federation.edu.au](mailto:ipp@federation.edu.au).

## WIL Placements in further detail

All University pre-approved WIL placement opportunities for all campuses and locations are promoted in [InPlace](#), our student placement system. Students interested in the pre-approved placement opportunities apply via submission of a resume, cover letter and other mandatory documentation set by the Host Organisation. Applications are vetted by the School to ensure academic suitability, then forwarded to the Host Organisation for consideration and interview.

WIL placement opportunities should identify outcomes for both the Host Organisation and Student upon completion. The proposed role/tasks should be relevant to the student's discipline area (eg: Finance, Management) plus be appropriate and achievable in the allocated placement hours of the WIL course.

### Host Organisation Supervisor

Any student undertaking WIL placement must have a Host Organisation Supervisor to onboard, induct, orientate, guide, support meaningful learning, and provide constructive feedback.

### FBS Academic Supervisor

Students are allocated an Academic Supervisor from FBS during WIL placements. The Supervisor will be from the student's study area, will mentor them through the placement plus assess the student upon completion of the WIL course.



## WIL pre-placement documentation

All Host Organisations who are engaging with students as part of their WIL placement must complete the Organisation Placement Agreement.

|   |  |
|---|--|
| <p><b>Organisation Placement Agreement</b></p> <ul style="list-style-type: none"> <li>• between Host Organisation and University</li> <li>• usually covers a 5-year period</li> </ul> | <p>This agreement is required to be completed before commencement of any student placement. The agreement is PDF writable so users can type placement specifics and digitally sign.</p> <p>Host Organisations determine the length of the Agreement and any <u>future</u> WIL placements can commence at any stage throughout this timeframe, in the documented discipline areas once future project specifics are reviewed and confirmed by <u>both</u> the Host Organisation and FBS Undergraduate Program Co-ordinator. This saves all parties doing individual Placement Agreements each time they wish to engage with our students.</p> |
|---|--|

The Host Organisation may also request students obtain the following prior to placement commencing:-

- **Working with Children Card (WWCC website)**
  - Volunteer WWC cards are free, valid for 5 years and typically take up to 3 weeks to process.
- **Police Checks**
  - All students enrolled in a program or course which requires a police check must complete the process through Fit2Work.
- **Other checks specific to your organisation**
  - Handy Hygiene, workplace infection control, immunisations/vaccinations, and the like.

## WIL placement conditions

- Vocational placements provide students with the opportunity to apply the theory and skills learned while studying in a professional workplace. Under these arrangements students can gain the skills they need to transition successfully from study to work, while giving Community and Industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates.
- All FBS WIL placement courses require School approval prior to the student enrolment and commencement.
- Prospective Host Organisations must follow government guidelines to provide a COVID-safe environment, have a valid ABN, business address, contact phone number, email address, sign a Placement Agreement prior to commencement plus have a Host Organisation Supervisor throughout the placement.
- Placements 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.
- The 'application to commencement' phase can take up to 6 weeks to allow time for the School to promote the opportunity, student/s to apply, interviews to be conducted and the finalisation of any pre-placement documentation prior to the student/s commencement of any type of placement.
  - Student applications are forwarded to the FBS Undergraduate Program Co-ordinator for academic endorsement then sent to the Host Organisation for consideration.
  - Host Organisation will review applications, interview, and select the most appropriate student/s. An interview does not guarantee that the student/s application will be successful.
  - WIL Administration will then advise student/s of the outcome via InPlace.
  - The School will request Student HQ complete the enrolment on the student's behalf once the placement opportunity and student application has been approved.
- All WIL placement students, Host Organisations and FBS Academic Supervisors are expected to have continual communication throughout the vocational placement to ensure the desired outcome is achieved upon completion. This includes but is not limited to phone calls, emails, skype, zoom.

## To host a WIL placement

If your Organisation has a prospective project, internship or placement 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 various tasks which would otherwise not be done due to the demands of everyday business operations.

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

## What's the next steps?

Host Organisations should document their prospective WIL opportunity via the:-

- FBS Host Opportunity form ([WIL scope](#) – Adobe PDF-writable document).

OR

- [WIL request form](#) (online version of the Host Opportunity form - WIL scope)

Both forms are located on the [Federation Business School webpage](#) under 'Useful documents' heading.

The FBS Undergraduate Program Co-ordinator will review the opportunity and advise outcome within 10-15 business days. Once approved; mandatory pre-placement paperwork must be finalised by both the Student and Host Organisation and stored in InPlace prior to student/s commencing any form of WIL placement.

## WIL Placement best practice timeline

| BEFORE  |  |   | DURING   |   |  |   | AFTER   |
|---|--|---|--|---|--|---|---|
| WIL opportunity   | Interview and Selection  | Onboarding  | Induction and Orientation  | Meaningful Learning   | Constructive Feedback  | Wrapping Up   | Evaluation and Feedback   |
| <ul style="list-style-type: none"> <li>• Host Organisation to compile and submit WIL Scope for review.</li> <li>• Negotiate and agree on proposed tasks, timelines, suitability.</li> <li>• Promote approved opportunity to students.</li> <li>• Forward applications for consideration.</li> </ul> | <ul style="list-style-type: none"> <li>• Host to interview shortlisted applicant/s.</li> <li>• Engage selected student/s.</li> <li>• Confirm placement details and complete pre-placement paperwork/legal agreements.</li> </ul> | <ul style="list-style-type: none"> <li>• Appoint both Organisation and Uni supervisors to mentor student/s.</li> <li>• Set up access, log in's, workstation etc.</li> <li>• Ensure Host Organisation pre-placement requirements are complete eg: WWC, Hand Hygiene, immunisations, Police Check prior to commencement.</li> </ul> | <ul style="list-style-type: none"> <li>• Introduce student to team, workplace, and/or industry.</li> <li>• Outline expectations, reporting lines and timelines.</li> <li>• Induct for OH&amp;S and other relevant Host policies and procedures.</li> </ul> | <ul style="list-style-type: none"> <li>• Engage in a range of activities and tasks (which were outlined in WIL Scope).</li> <li>• Collaborate with internal and external stakeholders.</li> </ul> | <ul style="list-style-type: none"> <li>• Provide student/s with valuable feedback.</li> <li>• Reflection.</li> </ul> | <ul style="list-style-type: none"> <li>• Attend student/s final presentation (assessment).</li> </ul> | <ul style="list-style-type: none"> <li>• Host and Student complete <a href="#">FBS WIL feedback form</a>.</li> <li>• Host to consider nominating student/s for FBS student awards.</li> </ul> |

## Expectations of Stakeholders

| Student/s   | Host Organisation   | FBS Academic Supervisor   | FBS Undergraduate Program Co-ordinator (UG PC)   | WIL Administration   |
|---|---|---|--|--|
| <ul style="list-style-type: none"> <li>Completes mandatory pre-placement paperwork via <a href="#">InPlace</a> prior to commencement of placement.</li> </ul>   | <ul style="list-style-type: none"> <li>Onboard and inducts student/s prior to commencement of placement.</li> </ul>   | <ul style="list-style-type: none"> <li>Ensures Moodle is updated, provides student/s with Course Description, discusses course assessments, and establishes timelines.</li> </ul>                     | <ul style="list-style-type: none"> <li>Organises the student enrolment with Student HQ.</li> </ul>                               | <ul style="list-style-type: none"> <li>Oversees the Administration component of the placement.</li> </ul>  |
| <ul style="list-style-type: none"> <li>Undertakes meaningful learning.</li> <li>Asks questions.</li> <li>Always acts professional.</li> <li>Keeps in regular contact with Host Organisation and Academic Supervisor.</li> </ul> | <ul style="list-style-type: none"> <li>Mentors the student/s.</li> <li>Share's knowledge, skills, information, documents, programs, and systems.</li> <li>Keeps in regular contact with Student/s and Academic Supervisor.</li> </ul> | <ul style="list-style-type: none"> <li>Mentors the student/s.</li> <li>Keeps in regular contact with Student/s and Host Organisation.</li> </ul>  | <ul style="list-style-type: none"> <li>Oversees the entire placement process and resolves any issues which may arise.</li> </ul> | <ul style="list-style-type: none"> <li>Ensures pre-placement paperwork is complete and enrolment finalised prior to commencement of any student placement.</li> <li>Ensures placement details and documents are stored in InPlace prior to commencement of placement.</li> </ul> |
| <ul style="list-style-type: none"> <li>Immediately contacts the Academic Supervisor or FBS UG Program Co-ordinator should any concerns or issues arise.</li> </ul>  | <ul style="list-style-type: none"> <li>Immediately contacts the Academic Supervisor or FBS UG Program Co-ordinator should any concerns or issues arise.</li> </ul>  | <ul style="list-style-type: none"> <li>Results student/s in relevant WIL course.</li> <li>Please notify WIL Administration once placement has concluded so InPlace records can be updated.</li> </ul> | <ul style="list-style-type: none"> <li>Mentors the Academic Supervisor and Host Organisation (where applicable).</li> </ul>      | <ul style="list-style-type: none"> <li>Marks as complete once placement has concluded.</li> </ul>  |

Frequently Asked Questions (FAQs) by students can be found on the [Federation Business School WIL](#) webpage.

## EDGE

**EDGE** is a brand-new platform for seeking amazing talent at Federation University. It allows employers to explore more features and to find everything around current student and graduate employment in a one-stop-shop. EDGE allows users to go to a single location for a range of services, including:-

- 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 searches to ensure that only the right students will apply.

*Access your account today and start exploring: [edge.federation.edu.au](http://edge.federation.edu.au).*

### To post a job

Employers who wish to advertise casual, part-time, paid internships, volunteer, or graduate job opportunities within their organisation to Federation University students promote these opportunities via EDGE.

Employers can 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.

To register:

1. Go to [EDGE](#) (Employers)
2. Click 'Sign Up' on EDGE
3. Complete the details as per prompts

Once your registration request has been approved, you will receive a confirmation email. You will now have login and password details that will allow you to lodge your vacancy and to track your interactions with our EDGE system.

All vacancies are checked against our Terms and Conditions before approved for advertising. If your vacancy does not fit within our Terms and Conditions, you will be notified by email.

For more information or if you have difficulties with EDGE, please contact the Federation University Careers and Employability team via email: [edge@federation.edu.au](mailto:edge@federation.edu.au).