Work Integrated Learning (WIL)

WIL Course Options for Host Organisations

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FBS WIL Program Support

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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 Work Integrated Learning (WIL) course in their program as it is a core requirement of all our Undergraduate degrees.

Work Integrated Learning (WIL) is the integration of educational theory from the classroom and workplace experience. WIL provides students with the essential links between theory and practice with work-relevant education to support and enhance student learning and ensure our graduates are fully prepared for entry into the workforce. WIL courses provide opportunities for placements, projects and practice. WIL gives students valuable exposure to the workforce, enhances their learning and also looks great on their 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 experiences, case studies, study abroad or international exchange. Students can elect to study any of the WIL options outlined in this booklet providing there’s room in their study plan, subject to pre-requisites being met and subsequently approved by the Undergraduate Program Manager and/or WIL Coordinator. Some of the courses have class permissions set which means students can’t self-enrol and FedUni will need to enrol students on their behalf once 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:

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- 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, need to be aware that external placements, projects and internships may affect the amount of paid work they are allowed to do under visa regulations. Additional information can be obtained from the International Office or Student HQ (info@federation.edu.au).

Students need to make sure they familiarise themselves with all expectations and requirements specific to the program they are enrolled in 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.
When should students do a WIL course?

To give students the best grounding in their studies so they are prepared to take on the experiences, they should consider a WIL course in their second year of study (or definitely in their third year).

Work Integrated Learning (WIL) Course Options

BUGEN1525 Preparing for Professional Experience (15 credit points)

*Pre-requisites: Nil.*

This course is open to International and Domestic students.

In this course, students will start to consider and plan for their future area of employment in their chosen field. Students will explore the notion that being a professional is not only about being competent and skilful, but also acting ethically. They also learn important professional skills in communication and working as part of a team. Students will be introduced to reflective writing and be asked to complete a reflective journal. Students will also learn about the workplace learning requirements of their specific course of study. On completion, students will have a broad and coherent understanding of what it means to be a professional and will start to take responsibility for the transition to becoming a professional in their chosen field.

WIL Project Courses

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

*Pre-requisites: Successful completion of at least 8 courses (120 credit points) from ANY subject area at any level.*

This course is open to International and Domestic students.

Class permissions are required for students to enrol in this course. Application form required.

This course runs through an ENACTUS (Entrepreneurial, Action, Us, https://enactus.org/) activity, completed during the semester. 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. Students 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.

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

*Pre-requisites: Successful completion of at least 4 courses (60 credit points) from ANY subject area at any level.*

This course is open to International and Domestic students.

Class permissions are required for students to enrol in this course. Placement Agreement form, Consent Form and Medical Declaration also required.

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.

Students engage with Rotary, Apex and other volunteer organisations and have previously helped with Ballarat International Foto Biennale, Springfest and the Ballarat Beer Festival; averaging 9 hours per week, completing 110 hours on the project task.
**BSMAN3193 Applied Workplace Practice** (15 credit points)

**Pre-requisites:** Completion of at least 4 courses (60 credit points) including BSMAN3005 Project Management or BSHSP3005 Project Management. This course must be undertaken in the final semester. This course requires the student to be engaged with a workplace or organisation environment. This can either be paid employment and/or voluntary work.

This course is open to International and Domestic students.

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 of identifying, planning, implementing, managing, and reporting on a project in your 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 your project.

The project should address an issue or opportunity that the student, or their manager, recognise as being important to the organisation, and for which the student’s manager is willing to give the student responsibility of taking on the role of project manager. Where it is not possible for the student to engage in a workplace project within their own organisation, they should seek to identify 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.

**WIL Practice Courses**

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

**Pre-requisites:** Successful completion of at least 8 courses (120 credit points).

This course is open to International and Domestic students.

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.

**WIL Placement Courses**

**BUGEN3705 Business Internship 1** (30 Credit Points)

**Pre-requisites:** Successful completion of 16 courses (240 credit points) from ANY subject area with a GPA of at least 5.

This course is open to International and Domestic students.

Class permissions are required for students to enrol. Placement Agreement form, Consent Form and Medical Declaration also required.

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). BUGEN3705 Business Internship (30 CP) or BUGEN3700 Industry Experience Project (15 CP) courses are promoted to students via InPlace (https://inplace.federation.edu.au/).
Approval **may** be granted on an Internship or Project with a student's current employer (if applicable) providing it is outside the scope of their normal duties. FedUni would need to see a list of tasks to be undertaken, timeframe, who will be their onsite supervisor during this project and what outcomes should be for both the student and organisation upon completion of the internship/project so we can review/approve this prior to the student's commencement.

Some organisations choose to create a position description to outline the role, while others have outlined the responsibilities in a project scope document and sent back via email. The role should be relevant to our Business/Commerce student study area and appropriate for the amount of time that they will spend overall.

The resource that our student's time provides is often just what the Host Organisation is needing to complete a project or task that would otherwise not be done due to the demands of everyday business. 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.

Alternatively students can self-source placements (obtain an Internship or undertake a Project) with a Host Organisation who has been approved by FedUni **prior** to commencing placement. If they elect to undertake BUGEN3705 Business Internship (30 CP) or BUGEN3700 Industry Experience Project (15 CP) type of WIL with a self-sourced Host Organisation, then the task/role/project is to be sent to business.wil@federation.edu.au for approval by the Undergraduate Program Manager. Once approved, a legal agreement, consent form and medical declaration will be completed **prior** to the student’s commencement of this form of placement.

**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.

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 in to a specific area of the organisations 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)**

**Pre-requisites:** Successful completion of at least 16 courses (240 credit points) from ANY subject area at any level. Students to submit an application form. IPP is open to students who are planning to or are currently studying an undergraduate, domestic, full-time, on-campus Bachelor degree.

**This course is only open to Domestic students.**

**Please note:** this course is administered and managed by Student Connect (ipp@federation.edu.au).

**Class permissions are required for students to enrol.**

This program offers $15,000 scholarship to students through the Industry Placement Program and requires 1040 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.
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/](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. You can access InPlace via Firefox, Google Chrome or Safari. It is not recommended to use Internet Explorer.

**Student access to InPlace**

All students can view and apply for opportunities for placements through the InPlace system.

**Employment Opportunities for Students**

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

- Post a job
- Host a placement

Any Host Organisation who wishes to host a 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 or submit an online application via [https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning/wil-request-form](https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning/wil-request-form).

Our Student Development and Employability team use a system called CareerHub ([https://careerhub.federation.edu.au/employers](https://careerhub.federation.edu.au/employers)) where employers can post 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 current job vacancies. If you want access to CareerHub, please contact Students Career Hub via or 5327 9910 or studentscareerhub@uni.federation.edu.au.
Federation Business School (FBS) Placement and Internship Best Practice Timeline

**Before**
- WIL Opportunity
- Interview & Selection
- Onboarding

**During**
- Induction & Orientation
- Meaningful Learning
- Constructive Feedback
- Wrapping Up

**After**
- Evaluation & Feedback

**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
Frequently Asked Questions

Do I need to do Work Integrated Learning (WIL)?

Yes, all commencing 2019 Federation Business School Undergraduate students must undertake 1 x WIL course as part of their Program. WIL’s been compulsory for BB5 students for a few years now. BB5 students who commenced pre-2019 can opt to do WIL in an elective spot providing there’s room in their study plan.

Why do I need to do Work Integrated Learning (WIL)?

WIL provides students with work-related education to support and enhance student learning and ensure graduates are fully prepared for entry into the workforce. WIL also provides all students with the essential links between theory and practice and offers rich experiences to enhance your learning.

When do I need to do Work Integrated Learning (WIL)?

Students can undertake WIL in their second or third year of studies providing they’ve met the course pre-requisites.

How do I enrol in Work Integrated Learning (WIL)?

Students can self-enrol in any WIL courses which 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 do the enrolment on your behalf.

Do I get paid for doing WIL?

BUGEN3750 Industry Based Learning Project (IPP) is paid placement. All other WIL courses are unpaid.

Can I get an exemption from doing WIL?

No.

Can I do more than 1 WIL course?

Yes, but not the same course as previously undertaken.

Can I do WIL with my current employer?

Yes, providing it is outside of the scope of your normal everyday duties. Federation Business School would need to review and approve this prior to enrolment and commencement of placement.

Can I do a Project or Internship with a Host Organisation of my choice?

Students can self-source their own placements (obtain an Internship or undertake a Project with a Host Organisation who has been approved by FedUni prior to commencing placement).

If students elect to self-source an Internship or Project type of WIL then the task/role/project is to be sent to business.wil@federation.edu.au for approval by the Undergraduate Program Manager. We would need to see a list of tasks to be undertaken, timeframe, who will be the student’s on-site supervisor during this project and what outcomes should be upon completion of the internship/project so we can review and approve this prior to commencement of placement. The role should be relevant to the student’s area of study and appropriate for the amount of time that they will spend overall.

The resource that the student’s time provides is often just what the Host Organisation is needing to complete a project or task that would otherwise not be done due to the demands of everyday business. 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 policy, process or manual.