Work Integrated Learning (WIL)

Federation University compulsory pre-placement requirements

Work Integrated Learning (WIL) is a core component of the Bachelor of Human Services and Entrepreneurship Program (HSE5) in the School of Arts. WIL involves the integration of theory learned in the classroom with workplace experience and engagement. It provides students with the essential links between theory and practice with work-related education to ensure our graduates are fully prepared for entry into the workforce.

As a School of Arts student, some of your courses have a WIL placement component. BUGEN3705 Business Internship (2nd year) and CHSUG3006 Field Placement (3rd year) are placement courses.

This flyer outlines important academic and administrative information regarding your first placement BUGEN3705 Business Internship 30 CP course. Details regarding CHSUG3006, your second placement, will be provided after completion of BUGEN3705.

What you need to do now…

Please ensure all compulsory pre-placement documentation is completed and verified on InPlace, our student placement system. Go to '**Federation University homepage**', '**Students**' link then '**InPlace**' link and enter your Student ID and current Federation University Password.

Click the User Account Menu (your name) and go to your 'My Details' page **ASAP** to complete the 'To Do' list.

You will **NOT** be able to commence your placement until enrolled in the relevant placement course/s plus the following mandatory pre-placement documents have been completed and verified in InPlace:-

DOCUMENTS FOR SUBMISSION	WHO NEEDS TO COMPLETE THE DOCUMENT?
1. Student Placement Agreement	**Student > Federation University** • All students who are enrolled in a program of study which includes any Work Integrated Learning (WIL) placement must complete the Student Placement Agreement. This agreement is between the Student and University and is required to be completed upon commencement of your Program.
2. Consent to Hold and Release Student Information	**Student** • This is required to be completed upon commencement of your Program.

3. **Medical Declaration and Reasonable Adjustment Request for Student Placements**	**Student**
	• The annual online Medical Declaration request is accessible on InPlace and must be completed at the start of every academic year.
	• Alternatively, there is a hard copy on InPlace in your 'Shared Documents' for completion and uploading to InPlace:-
	  o Go to 'Shared Documents' tab (top right-hand side)
	  o Download 'Medical Declaration' and save the file to your computer.
	  o Complete and sign the form either digitally or manually, save then upload the completed version to InPlace.

4. **Working with Children's Card (WWCC)**	**Student** • Volunteer WWCC are free and last 5 years. Please ensure you have a clear, scanned copy of your current Victorian Working with Children's Card (WWCC) on InPlace. If you do not have a current Victorian WWCC then please visit the WWCC website to obtain one.

5. Police Check	**Student**
	Host Organisations *may* request students obtain a Police Check before they commence their WIL placement.
	All students enrolled in a program or course which requires a police check must complete the process through Fit2Work. Email business.wil@federation.edu.au if you require the Police Check link and we will send it through.
	These are valid for 3 years for HSE5 students and must be issued within the past three years or not more than six months prior to the commencement of the program of study whichever is later unless otherwise requested by an Agency/Host Organisation.
6. Immunisations and vaccinations	**Student**
	Students *may* need certain immunisations prior to placement eg: tetanus, flu shot, COVID-19 vaccinations.
During and Post Placement	
7. Attendance Record/Timesheet	**Student > Host Organisation**
	• Students undertaking placement **with their current employer** <u>must</u> complete this timesheet whilst on placement, to clearly demonstrate the breakdown of placement hours, then upload a final version onto InPlace upon completion of the placement.
	NOTE: Fair Work regulations <u>must</u> be abided by plus a segregation between the duties/tasks performed on placement versus those undertaken during employment eg: placement is the tasks outlined as part of the project/internship; employment is 'business as usual' paid tasks.

Familiarise yourself with BUGEN3705 Course Requirements

BUGEN3705 Business Internship course is 30 credit points, 160 hours of placement, and requires you to spend your placement hours working on specific tasks and projects where you apply what you have learned during your University studies plus enhance your working skills during the experience.

Please refer to the Course Outline which is located on our website. Course Descriptions, which outline the course content, learning tasks and assessments required for the relevant WIL course, will be available via the course Moodle shell, once students are enrolled, and at least 2 weeks prior to commencement of semester.

Typical BUGEN3705 assessments

Learning Task	Assessments (due week 12)	Weighting
Developing a case for an authentic WIL experience	Online assessment (week 4)	10 - 20%
Professional application of work-based learning	Written assessment (week 5)	20 - 30%
A critical reflection of learning cycles and knowledge types	Final summative assessment (week 12)	30 – 50%
A survey of learning cycles and knowledge types	Online assessment (week 12)	5 – 10%

WIL Course Reporting

Students will be allocated an Academic Supervisor during the placement. Please keep in regular contact with your Academic Supervisor as they will mentor you through your placement plus assess you upon completion.

Any concerns with or by Students, Host Organisations or Academic Supervisors should be immediately raised and addressed with the relevant Program Co-ordinators:

Course / placement hours	Contact	Email
BUGEN3705 (30 CP) / 160 hours	Samuel Zhang	q.zhang@federation.edu.au
CHSUG3006 (30 CP) / 250 hours	Michelle Hood	m.hood@federation.edu.au

Problem uploading documents to InPlace

- Ensure you are using Google Chrome or Firefox (not Internet Explorer).
- Please use your Federation University email to access InPlace and the documentation in it - the system will not recognise you as a student using your personal email.
- If you have any issues with InPlace, click 'Control+Shift+Delete' to clear your computer cache and cookies then log back in using your Federation email account/address - personal emails won't work.
- It is best to scan documents - InPlace does not like photos. If you don't have a scanner at home, you can use the scanner in the library. Alternatively, download **Microsoft Lens** (from your app store) to scan, combine documents into PDF, using your phone and save your files as 1 whole document.
- There are instructions on how to download and use Microsoft Lens on our ITS portal.
- Only files smaller than 10MB can be uploaded into InPlace.
- To reduce the size of a PDF, you might need to compress your file and then upload. InPlace recommends https://smallpdf.com/ as a useful tool for doing this.
- Also remember you can only upload one whole document per section, to merge individual PDF pages right click on the document and follow the prompts to 'Combine files' in Adobe Acrobat.

Still having problems with InPlace then…

- The User Guide will help you navigate the system - InPlace student information
- Submit a request for assistance with ITS Service Desk via the portal or call 1800 333 864.
- Access additional information on the School of Arts - student resources webpage.

If after checking the links above you have any queries about the Work Integrated Learning pre-placement requirements then please email business.wil@federation.edu.au and include **your Name, Student ID, Program/Course Code** in the subject line of your email.

Any Academic queries should be directed to your Program Co-ordinator or Course Co-ordinator.

Good luck and we hope you enjoy your Work Integrated Learning experience!

Information correct 18/03/2022