Work Integrated Learning (WIL)

WIL Course Options for Students
Additional information

Prepared by
FBS WIL Program Support

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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 (FBS) 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 WIL opportunities, please contact any of the Federation University staff listed below:

<table>
<thead>
<tr>
<th>Contact Us:</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Helen Weadon</td>
<td>5327 8458</td>
<td><a href="mailto:h.weadon@federation.edu.au">h.weadon@federation.edu.au</a></td>
</tr>
<tr>
<td>Bachelor of Applied Management Co-ordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr Charles Giacco</td>
<td>5122 6018</td>
<td><a href="mailto:c.giacco@federation.edu.au">c.giacco@federation.edu.au</a></td>
</tr>
<tr>
<td>Acting FBS WIL Co-ordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Angela Higgins</td>
<td>5327 6949</td>
<td><a href="mailto:angela.higgins@federation.edu.au">angela.higgins@federation.edu.au</a></td>
</tr>
<tr>
<td>Acting Program Co-ordinator (Business)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr Jonathan Langton</td>
<td>5327 9963</td>
<td><a href="mailto:j.langton@federation.edu.au">j.langton@federation.edu.au</a></td>
</tr>
<tr>
<td>Program Co-ordinator (Commerce)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms Belinda Pearson</td>
<td>5327 8374</td>
<td><a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a></td>
</tr>
<tr>
<td>Program Support Officer - WIL Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federation Business School Reception</td>
<td>5327 9431</td>
<td><a href="mailto:businessschool@federation.edu.au">businessschool@federation.edu.au</a></td>
</tr>
<tr>
<td>Federation University Student HQ</td>
<td>1800 333 864 61 3 5327 9018</td>
<td><a href="mailto:info@federation.edu.au">info@federation.edu.au</a> (International support)</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>5327 6564</td>
<td><a href="mailto:studyabroad@federation.edu.au">studyabroad@federation.edu.au</a></td>
</tr>
<tr>
<td>Industry Placement Program (IPP)</td>
<td>5122 6425 <a href="mailto:ipp@federation.edu.au">ipp@federation.edu.au</a></td>
<td></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.

Where does WIL fit into our degrees?
All undergraduate students have 1 x 15 Credit Point (CP) designated WIL allocated in their study plan. An additional 15 CP elective can be merged with the 15 CP WIL course in the study plan to allow room for 1 x 30 CP WIL course. Unfortunately, those students undertaking a double major will not have room for 30 CP WIL courses.

What WIL opportunities are available?
Students can apply for either a WIL class, University-approved WIL placement opportunity via InPlace or self-source their own WIL placement opportunity. Any University-approved placement opportunities for all campuses and locations are promoted in InPlace, our student placement system (https://inplace.federation.edu.au). This is also where students apply directly for the opportunity.

Students are granted access to InPlace once they enrol in any course in any Federation Business School Program.

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

Please note: Under the Education Services for Overseas (ESOS) Framework, international students on a student visa are responsible for upholding the conditions on that visa. ESOS refers to a ‘course’ (Degree or Diploma etc..) which Federation University call a Program. View the full list of visa conditions on the immigration website. You should check your student visa for the conditions that apply to you.

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.

WIL Practice
BUENT3705 Work Integrated Learning: Industry Based Case Studies is a semester long, WIL class-based course led by an Academic within the Federation Business School (12 weeks duration).

WIL Placements - University approved opportunities
University approved placement courses such as New Colombo Plan (overseas study tours), Study Abroad, International Exchange, Projects* and Internship* opportunities are promoted on InPlace. Students interested in these types of placement courses should log into InPlace and apply for those opportunities of interest.

Important information:
- Don’t forget to attach your resume and cover letter to your preferred opportunity.
- Students who have not passed the appropriate pre-requisites should not apply for the opportunity.
- If attachments or mandatory requirements are missing from your application, it will be noted as void.
- The dates listed in the opportunity are a guide and negotiable between the Host Organisation and the Student(s) (this applies only to Projects and Internships).
- Applications will be forwarded to the Host Organisation for consideration once they are submitted on InPlace (this applies only to Projects and Internships).
The School will only accept a limited number of applications for the opportunity. Once the maximum number of applications are received the opportunity automatically closes.

The opportunity may also close to further applications before the opportunity end date should the Host Organisation or School deem the earlier applicants suitable and successful.

Please make note of the closing date and allow time for the Host Organisation and the University to process applications. This may take up to 4-6 weeks in some cases.

The Host Organisation or relevant panel will review, interview and select the most appropriate student/s then WIL Administration will advise student/s of the outcome.

If students obtain a confirmed placement from another opportunity, please ensure you withdraw your application from the previous opportunity.

* Students can also self-source their own Project (BUGEN3700) or Internship (BUGEN3705) placements via ‘Self-Placement’ via InPlace (subject to meeting pre-requisites and School approval).

WIL Placements - Potential to use your current Employer

If students wish to undertake a Project (BUGEN3700) or Internship (BUGEN3705) with their current employer then the 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 project or internship must be outside the scope of the students (employee) normal everyday duties.

The School will then need to review and approve this as suitable prior to completing mandatory paperwork and commencement of any placement.

WIL Placements - Self-sourcing your own opportunity (Self-Placement)

Alternatively, students can self-source their own placements with a Host Organisation of their choice although both the Host Organisation and proposed role/tasks must be reviewed and approved by the Federation Business School prior to students commencing any placement. If students elect to self-source BUGEN3705 Business Internship or BUGEN3700 Industry Experience Project type of WIL, then the specific placement information is to be submitted by the student via InPlace for approval by the WIL Co-ordinator and/or Program Co-ordinators (Business or Commerce).

The role and tasks should be relevant to your area of study and appropriate for the amount of time you 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 which would otherwise not be done due to the demands of everyday business. Some examples of the type of roles 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.

Please note: The option for students to submit self-sourced WIL placements is set by your School. The ‘Self-Placement’ option is on your InPlace ‘To Do’ list.

WIL Placement process

- Students will receive a welcome email from the WIL Program Support Officers for the relevant School before the start of Semester.

- Students should commence uploading compulsory pre-placement documentation to InPlace eg: Placement Agreement, Medical Declaration, Consent Form, Working with Children’s card etc...

- WIL placement cannot commence until the mandatory pre-placement documentation is uploaded and verified on InPlace.

- Students either apply for a University pre-approved opportunity or self-source their own placement via the ‘Self Placement’ process on InPlace.

- Once the placement is approved by the School and Host Organisation, the student will be notified.
Please note: the application to approval process can take 4-6 weeks so allow enough time to finalise the administration requests prior to commencement of your anticipated WIL placement (via University approved placement, using your current employer and/or self-sourcing via ‘Self-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.</td>
</tr>
<tr>
<td></td>
<td>✓ International students</td>
<td>Exemption to Supplementary Assessment applies (HECC 8/18/21).</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].

Typical Assessments involved in BUENT3704 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Report</td>
<td>Written interim report</td>
<td>10% – 20%</td>
</tr>
<tr>
<td>Final group project report</td>
<td>Written report or essay</td>
<td>30% - 50%</td>
</tr>
<tr>
<td>Final group presentation</td>
<td>Group presentation to industry client</td>
<td>30% - 50%</td>
</tr>
<tr>
<td>Individual oral report</td>
<td>Oral assessment task</td>
<td>20% - 30%</td>
</tr>
</tbody>
</table>
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.

Typical Assessments involved in BUGEN3700 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment (due week 12)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Placement Presentation</td>
<td>Oral Presentation</td>
<td>20% - 40%</td>
</tr>
<tr>
<td>Industry Project Written Report</td>
<td>Report</td>
<td>50% - 60%</td>
</tr>
<tr>
<td>Bi-weekly Journal Entries on Work Placement Linking to Activities undertaken.</td>
<td>Journal Entry</td>
<td>10% - 20%</td>
</tr>
</tbody>
</table>

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 students who seek engagement, love research and analysis plus are keen to make recommendations based on studies in their discipline area but who may not have the capacity to undertake placement.
Typical Assessments involved in BUENT3705 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly activities that engage students in a variety of tasks that build skills and knowledge in problem solving.</td>
<td>Mini-tasks</td>
<td>10-20%</td>
</tr>
<tr>
<td>Individual reflective journal inclusive of regular entries encapsulating the lived experience of working in a team, problem solving and personal growth.</td>
<td>Journal</td>
<td>20-30%</td>
</tr>
<tr>
<td>Formal Report - completion of a written report that meets the stated outcome as a group.</td>
<td>Report</td>
<td>30-40%</td>
</tr>
<tr>
<td>Presentation- a group presentation on the project undertaken.</td>
<td>Presentation</td>
<td>10-20%</td>
</tr>
</tbody>
</table>

BSMAN3193 Applied Workplace Practice (15 credit points)

**Pre-requisites:** Successful completion of at least 4 courses (60 credit points) including BSMAN3005 Project Management or BSHSP3005 Project Management.  

<table>
<thead>
<tr>
<th>Class permissions:</th>
<th>This course is open to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nil – student can self-enrol. Exemption to Supplementary Assessment applies (HECC 8/18/21).</td>
<td>Domestic students</td>
</tr>
<tr>
<td></td>
<td>International students</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.

Typical Assessments involved in BSMAN3193 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment (due week 12)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ critical reflection on a project, project manager issues, and project progress, including issues, breakthroughs and frustrations.</td>
<td>Individual reflective journal/ Essay/ Short report</td>
<td>10% - 30%</td>
</tr>
</tbody>
</table>
WIL Placement Courses

BUEXC2501-2504 or 3501-3503 International Exchange Study (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>BUEXC2501 – 2504 - Successful completion of at least 6 courses (90 credit points).</td>
<td>✓ Domestic students</td>
<td>Yes – School to approve. Mandatory paperwork required to be completed prior to travelling.</td>
</tr>
<tr>
<td>BUEXC3501 – 3503 - Successful completion of at least 8 courses (120 credit points)</td>
<td>× International students (Due to international visa requirements).</td>
<td></td>
</tr>
</tbody>
</table>

Please note: These courses are administered by Study Abroad (studyabroad@federation.edu.au).

The University's 'study abroad and exchange' programs provide global experience and opportunities for students already enrolled in university to study at a range of overseas institutions in countries such as USA, South Korea, Austria, Denmark, UK, Finland, France, Germany, Lithuania, Netherlands and Sweden. Students can undertake International Exchange Study at accredited and pre-approved Universities although some students may opt to negotiate their own International Exchange Study elsewhere (subject to Federation University approval prior to travel).

Students can study at the exchange institution for one Semester and receive up to 4 credits in their Federation University degree. As a guide, 15 CP is equivalent to 7.5 ECTS (European Credit Transfer System). Each institution has specific admission requirements, may only offer certain subjects for exchange students or may have GPA requirements. Most classes are taught in English.

The main difference between an outgoing exchange student and an outgoing study abroad student is:

- An outgoing exchange student will remain enrolled at Federation University and will pay their tuition fees as they ‘normally’ would. Students who normally defer their fees to a HELP loan can continue to do so. When they return, what they have studied overseas then gets recorded as the equivalent course at Federation University.

- Outgoing study abroad students will take leave from studies with Federation University while they are studying overseas and pay the tuition fees to their host institution. Once they have completed their studies overseas, they then get credit exemption for those courses.

The cost of exchange and study abroad will vary depending on which country students want to go to, whether they choose to live on- or off-campus, and several other factors (including extra recreational travel). It is important for students to do their own research and investigate how much it might cost.
Please note: OS HELP Loans may assist eligible students who are based in Australia, to undertake some of their studies overseas. Students may receive one loan up to $6,500.00 (more for students studying in an approved Asian country) per six-month study period, to assist with a range of expenses such as airfares and accommodation.

The total funds available by the Department of Education for OS-HELP loans are limited each year, so loans may not be available to all students who apply.

- Interested students are strongly encouraged to contact Federation University Study Abroad or the Department of Education for further details.

Further OS HELP information can be found:

- For further information about OS-HELP loans please email studyabroad@federation.edu.au or refer to the Study Assist website.

When a Federation University student expresses their interest in studying at an overseas institution on Exchange or Study Abroad, they should contact Federation University Study Abroad directly (studyabroad@federation.edu.au). Students are given a list of the institutions with which the University currently has exchange agreements, are encouraged to explore the various courses of study available and complete an 'Application for Overseas Exchange Program' form. Students are also required to speak to their Program Co-ordinator regarding their overseas plans and the courses they would like to study.

Further Study Abroad and Exchange information can be found:


BUEXC3504 (New Colombo Plan (NCP)) (all BUExC courses are 15 credit points)

BUEXC3504 principally used for New Colombo Plan (NCP) - All other BUExC courses used for Study Abroad or Exchange Programs.

<table>
<thead>
<tr>
<th>Pre-requisites:</th>
<th>This course is open to:</th>
<th>Class permissions:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUEXC3504 - Successful completion of at least 8 courses (120 credit points)</td>
<td>✓ Domestic students</td>
<td>Yes – School to approve. Mandatory paperwork required to be completed prior to travelling.</td>
</tr>
<tr>
<td></td>
<td>× International students (Due to international visa requirements).</td>
<td></td>
</tr>
</tbody>
</table>

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

The New Colombo Plan (NCP) is a signature initiative of the Australian Government to increase knowledge of the Indo Pacific region in Australia by supporting Australian undergraduates to study and undertake internships in the region. Locations include Bangladesh, Cambodia, China, Hong Kong SAR, India, Japan, Malaysia, Nepal, Pakistan, Samoa, Singapore, Sri Lanka, Timor-Leste, Tonga or Vietnam.

This plan involves a flexible mobility grants program for both short and longer-term study, internships, mentorships, clinical placements, practicums and research. The grant provides between $1000 - $3000 per student towards flights, accommodation and travel expenses.

Students will:-

- Be exposed to a different University (including curriculum, staff and students) and culture/country/history and social norms, leading to a love of learning beyond the classroom.
- Be expected to adapt to life and study in a foreign country and to deal with the complexity that this will bring.
• Bring their experience to bear on communications and outcomes in the culture of their host university.

• Represent Federation University and as such will be expected to be a good corporate citizen.

• Be required to attend pre-departure meetings + wrap-up meeting, Information Sessions and participate in New Colombo Plan events organised by the Federation Business School or the Federal Government. These events may include open day(s), publicity and information sessions, and/or presentations to Boards or Committees.

• Be expected to complete all compulsory NCP requirements and documentation at least 8 weeks prior to travelling.

• Be willing to travel overseas in a group headed up by an academic staff member for a minimum 2-week period (up to 4 weeks maximum).

• Have a current Passport with at least 6 months validity (after the scheduled return date) plus enough free pages for stamps.

• Be required to provide feedback upon completion of this NCP overseas study tour.

• Provide photos and testimonials upon completion of this NCP overseas study tour (highly recommended).

To be eligible a student must:

• be an Australian Citizen and not hold dual citizenship or residency rights in the same location as the NCP mobility project they intend to travel on

• be enrolled in an onshore campus in a Bachelor degree throughout the duration of the mobility project

• be 18 to 28 years old inclusive at the commencement of the NCP project (depending on the study tour, exemptions may apply for those over 28 years old). Indigenous students are exempt from the age eligibility.

• not have already commenced a period of overseas study in the same location as the NCP mobility project they intend to travel on

• not have received an NCP grant previously.

Typical Assessments involved in BUEXC3504 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment (due week 12)</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Journal</td>
<td>Reflective Diary (max 300 words daily - basis for Essay)</td>
<td>20%</td>
</tr>
<tr>
<td>(Non-Academic - no references)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Report</td>
<td>Group Report (1500 words total (excluding references))</td>
<td>30%</td>
</tr>
<tr>
<td>Reflective Essay</td>
<td>Reflective Essay (2000 words total (excluding references))</td>
<td>50%</td>
</tr>
</tbody>
</table>

BUGEN3705 Business Internship 1 (30 Credit Points)

Pre-requisites:

Successful completion of at least 16 courses (240 credit points) from any subject area with a GPA of at least 5.

This course is open to: Domestic students

Class permissions:

Nil – student can self-enrol. Mandatory paperwork required prior to commencement of placement.

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. These vocational placements can be undertaken onsite or online with Host Organisations.
Federation University approved Work Integrated Learning opportunities are published on InPlace. Students also have the option of self-sourcing their own WIL opportunities or using their current employer (subject to School approval).

### Using the students current Employer for WIL

**Approval** may be granted on an Internship or Project with a student’s current employer providing it is outside the scope of their normal duties.

If students wish to undertake BUGEN3705 Business Internship (30 CP) or BUGEN3700 Industry Experience 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 ([https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning](https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning)) is 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.

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.…

### Students self-sourcing their own WIL opportunity

Students may self-source their own Internship or Project with a specific Host Organisation - subject to School approval.

If students wish to self-source BUGEN3705 Business Internship (30 CP) or BUGEN3700 Industry Experience Project (15 CP) type of WIL with their chosen Host Organisation then they need to upload details and documents into InPlace ([https://inplace.federation.edu.au](https://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.

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.

### Typical Assessments involved in BUGEN3705 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Written Report</td>
<td>Written Report 1 (week 8)</td>
<td>30-40%</td>
</tr>
<tr>
<td>Written Report and Oral Presentation</td>
<td>Written Report 2 and Presentation (week 12)</td>
<td>30-40% 20-30%</td>
</tr>
</tbody>
</table>
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.

Typical Assessments involved in BUGEN3750 (this is a guide only and may vary per Semester):

<table>
<thead>
<tr>
<th>Learning Task</th>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ critical reflection on the planning and processes required for the industry placement.</td>
<td>First Report/Journal (Report to Academic Supervisor for assessment - journal to IPP staff)</td>
<td>20-40%</td>
</tr>
<tr>
<td>Students’ critical reflection on their industry placement, including issues, highlights and theories applied.</td>
<td>Final Report/Journal (Report to Academic Supervisor for assessment - journal to IPP staff)</td>
<td>30-50%</td>
</tr>
<tr>
<td>Students’ critical reflection on their industry placement, including issues, highlights and theories applied.</td>
<td>Individual Presentation</td>
<td>20%- 40%</td>
</tr>
</tbody>
</table>
**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
Expectations of Stakeholders

Host Organisation
- Forwards WIL proposal / scope to School
- School reviews and approves WIL proposal / scope
- WIL application/s forwarded to Host and reviewed by Host
- Interviews applicant/s
- Advises School of interview outcome

Student
- Applies for WL opportunity through InPlace
- OR self sources own WIL opportunity
- Successful student/s complete(s) mandatory WIL paperwork
- Commence(s) WIL placement
- Keeps in regular contact with Host and Academic Supervisor

School
- Review and approve Host WIL opportunity
- Promotes WIL opportunity on InPlace
- Forwards WIL application/s to Host for consideration
- Advises student/s of outcome and approves enrolment
- Oversees completion of mandatory WIL paperwork

Academic Supervisor
- Discuss course assessment with student (Moodle, Course Description etc...)
- Keeps in regular contact with student and undertakes at least 1 site visit
- Mentors student/s during WIL placement
- Assesses student/s and notifies WIL Admin once complete
- Notifies WIL Admin the student/s completed course requirements

WIL Course Eligibility Chart
(Please refer to chart on next page)
Which Work Integrated Learning courses are you eligible for?

Are you a domestic student?

- Yes
  - Have you completed 120 credit points in your program?
    - Yes
      - Have you completed 240 credit points in your program and have a GPA of at least 5?
        - Yes
          - BUENT3704
          - BUGEN3705
          - BUENT3705
        - No
          - BUENT3704
          - BUGEN3705
          - BUENT3705
    - No
      - Have you completed 60 credit points in your program?
        - Yes
          - BUENT3704
          - BUGEN3700
          - BUENT3705
        - No
          - BUENT3704
          - BUGEN3700
          - BUENT3705

- No
  - Have you completed 60 credit points in your program?
    - Yes
      - Have you completed 240 credit points in your program and have a GPA of at least 5?
        - Yes
          - BUENT3704
          - BUGEN3700
          - BUENT3705
        - No
          - BUENT3704
          - BUGEN3700
          - BUENT3705
    - No
      - Have you completed 60 credit points in your program?
        - Yes
          - BUGEN3700
          - New Colombo Plan & Study Abroad (BUEXC3501-3504)
        - No
          - BUGEN3700
          - New Colombo Plan & Study Abroad (BUEXC3501-3504)

Applications are required for BUENT3704, BUGEN3705, BUGEN3750, and New Colombo Plan; eligibility for these courses does not guarantee a successful application.

For further information about Work Integrated Learning (WIL), please contact the WIL team on business.wil@federation.edu.au
InPlace, Student Placement System

The InPlace Student Placement System is used by Federation University 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. Internet Explorer is not recommended.

InPlace Website https://inplace.federation.edu.au/

- Log in with your student ID number and Federation University password (the password you’re already using to log into My Student Centre). If you are having trouble logging into InPlace or have forgotten your password, please use the Password reset portal.
- You will need to access the system to apply for WIL placement opportunities, self-source your own WIL opportunities and to find out outcomes of your applications.

Student access to InPlace

Students are granted access to InPlace once they enrol in any course in any Federation Business School Program. Any New Colombo Plan (overseas study tours), Study Abroad, International Exchange Programs, Industry Experience Projects or Business Internship opportunities (for any campus/location) are published in InPlace. Students can view and also apply for these opportunities through the InPlace system.

Student help with InPlace

- USER GUIDE:

- EMAIL SUPPORT:
  - If you’re having difficulty accessing or using the InPlace system please log a request for assistance at: servicedesk@federation.edu.au

Student Scholarships

There are a number of possible options to support eligible students while undertaking a work placement, such as a KickStart Placement Grant and the IBM® Internship.

IBM® Internship

IBM® has been a major industry partner with Federation University Australia and its predecessor institution, the University of Ballarat, for more than 20 years.

Through their partnership with the Federation Business School, we are excited to offer undergraduate students a unique and exciting opportunity to turn their knowledge into experience and gain academic credit towards their degree via the IBM/Federation Business School Professional Practice Internship.

The innovative IBM Internship Program interweaves a 1600-hour unpaid internship experience within IBM® Ballarat Global Business Systems (GBS) Project Management team, working on large corporate contracts with your current undergraduate studies. It combines study with work experience, significantly enhancing students’ employability skills and expanding your personal and professional horizons.

Successful students commence after the completion of their first semester and will be awarded a scholarship over the duration of your degree (2 – 2.5 years). Further information can be found - https://federation.edu.au/schools/federation-business-school/about-us/future_pages/scholarships,-programs-and-awards/ibm-professional-practice-scholarship-program
KickStart Grants

These grants can be used for books, clothing, computers and the like.

You should go the Current Students > assistance-support-and-services > scholarships area to register for KickStart. Further details can be found on the Support Services webpage (https://federation.edu.au/current-students/assistance-support-and-services/scholarships).

- Domestic students - apply by visiting federation.edu.au/kickstart
- International students – please visit federation.edu.au/scholarships and select ‘international scholarships’

The Scholarships, Bursaries & Grants Office can be contact on 5327 9340 or scholarships@federation.edu.au.

The Edge (new in 2020 - formerly Career Hub)

The Edge is a careers, employability and co-curricular system for Federation University students (new in 2020). The Edge allows users to go to a single location for a range of services, including:-

- Appointments for help finding jobs, getting career advice, starting a club, finding sports opportunities, joining the Industry Placement Program (IPP), and more.
- Information on events happening throughout the year.
- Applying for student jobs both inside and outside the university.
- Use pre-created templates to build professional resumes.
- Access the Federation Advantage program to find out about the range of co-curricular opportunities for students, and get recognition for the skills developed, including becoming eligible for a range of awards.

You can find out more information at federation.edu.au/edge.

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

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

Please email edge@federation.edu.au if you require any assistance with or further information on The Edge system.
Frequently Asked Questions (FAQs)

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 which Host Organisations may benefit from.

Do I 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 I 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 I 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.

Where do I start my WIL search?

Here is the link to the Federation Business School website https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning which describes Work Integrated Learning in further detail.

How do I 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 your behalf. Should you have issues with enrolment then please contact Student HQ via info@federation.edu.au.

Do I 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 me 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 I 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 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 commencement of any placement.

Can I do a Project or Internship with a Host Organisation of my 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 any 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 to finalise the administration requests prior to commencement of your anticipated 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 can I talk to about WIL?
Students should seek information and advice regarding WIL course options from:-

- Refer to the Federation Business School webpage.
- Within the WIL Course Options for Students (this booklet).
- WIL Co-ordinator or WIL Program Support Officer for the Federation Business School.
- Program Co-ordinators.
- Student Mentors.
- Student HQ.

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.