Work Integrated Learning (WIL)

WIL Course Options for Students
Additional information

Prepared by
FBS WIL Program Support

Status: Final  |  Version: 3  |  Date: 6 June 2019
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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 Co-ordinator. 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:

<table>
<thead>
<tr>
<th>Contact Us:-</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr Helen Weadon WIL Co-ordinator</td>
<td>5327 8458</td>
<td><a href="mailto:h.weadon@federation.edu.au">h.weadon@federation.edu.au</a></td>
</tr>
<tr>
<td>Debbie Lord Undergraduate Program Manager</td>
<td>5327 9288</td>
<td><a href="mailto:d.lord@federation.edu.au">d.lord@federation.edu.au</a></td>
</tr>
<tr>
<td>Belinda Pearson Program Support Officer - WIL</td>
<td>5327 8374</td>
<td><a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a></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>
</tbody>
</table>

- 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).

Under the Education Services for Overseas (ESOS) Framework, international students on a student visa are responsible for upholding the conditions on that student visa. ESOS refers to you studying a course (degree or diploma etc.) which we 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.

Your Program Manager can also provide information on further WIL course options.

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. Exemption to Supplementary Assessment applies (HECC 8/18/21). 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.

BUEXC2501-2504 or 3501-3503 International Exchange Study (15 credit points)

*Pre-requisites:* BUEXC2501 – 2504 - Successful completion of at least 6 courses (90 credit points).

BUEXC3501 – 3503 - Successful completion of at least 8 courses (120 credit points).

This course is only open to Domestic students due to International visa requirements.

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

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 FedUni approval prior to travel).
Students can study at the exchange institution for one Semester and receive up to 4 credits in their FedUni degree. 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 FedUni in FedUni courses and will pay their tuition fees as they 'normally' would. When they return, what they have studied overseas then gets converted across to a FedUni grade in the approved FedUni equivalent course.
- Outgoing study abroad students will take leave from studies with FedUni while they are studying overseas and pay the tuition fees overseas. Once they have completed their studies overseas, they then get credit exemption for what they have studied overseas.

When a FedUni student expresses their interest in studying at an overseas institution on study abroad, they are given a list of the institutions that we currently have exchange agreements with and are advised to have a look at the courses on offer at the institution.

Students going out on study abroad do not need to study at an institution that we have an agreement with. Students are also required to speak to their Undergraduate Program Manager or Course Co-ordinator regarding their overseas plans and the courses they would like to study. Study abroad students may also like to contact the institution directly to get the application documents.

Further 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.

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

This course is only open to Domestic students due to International visa requirements.

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

The New Colombo Plan (NCP) is a signature initiative of the Australian Government which aims to lift 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.

The New Colombo 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 travel overseas in a group headed up by an academic staff member, tour industries and share cultural experiences for a minimum 2 week period (up to 4 weeks maximum). At the end of their overseas trip, students write a report which is then filed with the Department of Foreign Affairs and Trade (DFAT).

To be eligible, students 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, exceptions may apply to 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 receive more than 1 short term and 1 Semester grant during their Australian course of study.

**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. Exemption to Supplementary Assessment applies (HECC 8/18/21).

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 is open to International and Domestic students.

Exemption to Supplementary Assessment applies (HECC 8/18/21).

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.

BUGEN3701 Business Simulation (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.

This course is a hands-on business simulation exercise designed to challenge teams via competitive decision making and management of trade-offs in a competitive business simulated industry environment. Students are expected to engage in case analysis and team projects for analysis and discussion of business decisions, issues, and strategic management trade-offs. The objective is to develop a broad perspective in managerial decisions and an appreciation of economic and social factors that drive modern global organisations. The course consists of a combination of lectures, readings and case studies. Students are expected to apply concepts and techniques garnered during the course in tackling case study preparation and discussion and team decision making and analysis. Participation in case discussions is a vital element of the course, and will be an important component of the overall performance in the course.

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 your supervisor during this project and what outcomes should be upon completion of the internship/project so we can review/approve this prior to commencement.

Some organisations choose to create a position description to outline the role, while others have outlined the responsibilities in a project outline document and sent back via email. The role should be relevant to you as a Business/Commerce student and appropriate for the amount of time that you 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 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 you 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 you commencing 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. Exemption to Supplementary Assessment applies (HECC 8/18/21).

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.
Federation Business School (FBS) Placement and Internship Best Practice Timeline

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

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

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

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

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

**After**
- Evaluation & Feedback

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

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

Students are granted access to InPlace student placement system once they enrol in either BUMGT2621 Business Communication or BUGEN2630 Principles of Responsible Business. Any New Colombo Plans (and overseas study tours), Industry Experience Projects or Business Internship opportunities (for any campus/location) are listed in InPlace system where students can apply.

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

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

- Log in with your student ID number and FedUni password (the password you’re already using to log into My Student Centre). If you are having trouble logging in to InPlace or have forgotten your password, please use the Password reset portal. Please remember that you must be enrolled in a placement course before your InPlace account will be activated.

- You will need to access the system to apply and find out the outcome of your applications. You can communicate with your placement coordinator, supervisors at the University, and in some circumstances, your workplaces (depending on where you are, your workplace supervisor may have access to the system).

Student help with InPlace

- **USER GUIDE:**
  - You can download the InPlace Business Student User Guide (pdf, 443kb) to help with getting started.

- **EMAIL SUPPORT:**
  - If you’re having difficulty using the system please contact our InPlace Support Coordinator - inplacesupport@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.

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

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

**WIL Course Eligibility Chart**

(refer to chart on next page)
Which Work Integrated Learning courses are you eligible for?

Are you a domestic student?

No

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
BUGEN3700
BUGET3701
BUENT3705

No

No

No

BUENT3704
BUGEN3705
BUGEN3700
BUGET3701
BUENT3705

Have you completed 60 credit points in your program?

Yes

BUENT3704
BUGEN3700
BUENT3705

No

No

BUENT3704
BUGEN3700
BUENT3705

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

No

No

BUENT3704
BUGEN3700
BUENT3705

You are not currently eligible for any courses. Keep studying.

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, please speak to Belinda Pearson, phone (03) 5327 8374, or email business.wil@federation.edu.au
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. BC5 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. Our Student Development and Employability team use a system called CareerHub (https://careerhub.federation.edu.au/students) where employers 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.

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.