Work Integrated Learning (WIL)

Federation University compulsory Project requirements

Work Integrated Learning (WIL) is a core component of the Bachelor of Business and Bachelor of Commerce degrees at the Federation Business School. 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 Federation Business School undergraduate student, some of your WIL courses may have a placement component. New Colombo Plan (NCP), International Exchange, Study Abroad, Industry Placement Program (IPP), Projects and Business Internships are considered placement courses.

This flyer outlines important Academic and Administrative information regarding BUGEN3700 Industry Experience Projects (Community / Service) 15 CP course, which will cover off the mandatory WIL requirement of your degree.

Expectations of Stakeholders:

<table>
<thead>
<tr>
<th>Student/s</th>
<th>Host Organisation</th>
<th>Academic Supervisor</th>
<th>WIL Co-ordinator</th>
<th>WIL Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completes mandatory paperwork prior to commencement of placement (administration)</td>
<td>Inducts student prior to commencement and mentors during placement</td>
<td>Ensures Moodle is updated, provides student with Course Description, discuss course assessments and establish timelines</td>
<td>Oversees the Academic component of the placement</td>
<td>Oversees the Administration component of the placement</td>
</tr>
<tr>
<td>Keeps in regular contact with Host Organisation and Academic Supervisor</td>
<td>Keeps in regular contact with Student/s and Academic Supervisor</td>
<td>Keeps in regular contact with Student/s and Host Organisation. Advise WIL Co-ordinator of any ongoing issues</td>
<td>Mentors the Academic Supervisor and Host Organisation</td>
<td>Ensures student/s InPlace documents are uploaded, enrolment occurred, records updated and results noted once placement is completed</td>
</tr>
<tr>
<td>Contacts the Academic Supervisor or WIL Co-ordinator immediately with any issues</td>
<td>Contacts the Academic Supervisor or WIL Co-ordinator immediately with any issues</td>
<td>Result student/s in relevant WIL course – notify WIL Administration once complete</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What you need to do now...

Ensure all the compulsory pre-placement documents are uploaded to InPlace, our student placement system (https://inplace.federation.edu.au/). Go to ‘Federation University homepage’, ‘Students’ link then ‘Student Placement’ link and enter your Student ID and current Federation University Password.

Students will NOT be able to commence placement until the following documents are uploaded and verified in InPlace plus enrolment in the relevant WIL course has occurred.
Some courses have class permissions, which means students cannot self-enrol; the Federation Business School will organise enrolment on the student’s behalf with Student HQ.

**Compulsory Pre-Placement Documentation:**

1. **Medical Declaration and Reasonable Adjustment Form**
2. **Consent Form: Hold and Release Student Information Form**
3. **Placement Agreement** - WIL Administration will advise which agreement is required
4. **Working with Children’s Check / Card (WWCC)** - Host will advise if this is required

<table>
<thead>
<tr>
<th>Student is...</th>
<th>Signature Parties...</th>
<th>Agreement required...</th>
</tr>
</thead>
</table>
| Going on multiple placements throughout their program | • Federation University  
• Student | Student Placement Agreement |
| Doing a 'one-off' placement | • Federation University  
• Host Organisation  
• Student | Single Placement Agreement |
| Going overseas | • Federation University  
• Host Organisation  
• Student | Overseas Placement Agreement |
| Federation University making an agreement with a new provider, or no agreement exists | • Federation University  
• Host Organisation | Organisation Placement Agreement (1-5 years duration) |

**What's next - Familiarise yourself with BUGEN3700 Course Requirements**

BUGEN3700 Industry Experience Project course is 15 credit points - 110 hours of placement and requires you to spend your placement hours working on specific tasks where you apply what you have learned during your study plus enhance your working skills during the experience.

Please refer to the link to the Course Outline, which is located on our website - [https://federation.edu.au/schools/federation-business-school/student-resources/course-outlines](https://federation.edu.au/schools/federation-business-school/student-resources/course-outlines).

Your Federation Business School Academic Supervisor will provide the Course Description, which outlines the course content, learning tasks and assessments required for the relevant WIL course.

<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 Course Reporting**

Please keep in regular contact with your Federation Business School Academic Supervisor as they will mentor you through this WIL course plus are assessing you upon completion of the course.

Mr Charles Giacco, Acting Work Integrated Learning (WIL) Co-ordinator (5122 6018 / c.giacco@federation.edu.au) will be overseeing all aspects of this WIL placement. Any concerns with/by the Students, Host Organisations or Academic Supervisors should be raised and addressed immediately.
Having problems:-

- Check InPlace student information
- The InPlace User Guide and WIL Course Options for Students booklet are both available on the Federation Business School Website: https://federation.edu.au/schools/federation-business-school/student-resources/work-integrated-learning
- You can also submit a request for assistance via servicedesk.federation.edu.au, or you can contact ITS on 1800 FED UNI (1800 333 864).

If after reading the WIL Course Options for Students booklet and checking the links above you have any queries about Work Integrated Learning, placement or InPlace, please email business.wil@federation.edu.au and include your Name, Student ID, Course / Program Code in the subject line of your email.

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

Information correct as of 21/09/2020