Work Integrated Learning (WIL)

Federation University compulsory pre-placement requirements

Welcome to Federation University! As a School of Arts, Camp St student, some of your courses may have a placement component (like Internships, Events, Exhibitions, Performances, Tours) which are incorporated in courses such as ACACW1001, COMMD2004, COMMD3016, COMMD3017 and COMMD3027. The placement component of your degree will be determined by the Academic staff located at the Arts Academy, Camp St Campus.

This flyer outlines important administrative information regarding your placement.

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.

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.
Special Checks – Host Organisation to advise if needed	
5. **Police Check**	**Student** Host Organisations *may* request students obtain a Police Check before they commence their WIL placement.

Information correct 18/03/2022

	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.
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.

Problem uploading documents to InPlace

- Ensure you are using Google Chrome <u>or</u> Firefox (not Internet Explorer).
- Please use your Federation University email to access InPlace and the documentation in it - the system will <u>not</u> 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 <u>one whole</u> document <u>per</u> 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 WIL pre-placement requirements, please email business.wil@federation.edu.au and include **your Name, Student ID, Course/Program Code** in the subject line of your email.

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