

# Work Integrated Learning (WIL)

## Federation University compulsory pre-placement requirements

'Work Integrated Learning' (WIL) is a core component of all our undergraduate degrees at [Federation Business School](#). WIL involves the integration of theory learned in the classroom with professional 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 student, some of your WIL courses may have a placement component. New Colombo Plan (NCP), International Exchange, Study Abroad, Industry Placement Program (IPP), Professional Practice, Projects and Internships are considered placement courses.

### What you need to do now...

If you want to complete WIL placement then 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. <a href="#">Student Placement Agreement</a>	<b>Student &gt; Federation University</b> <ul style="list-style-type: none"> <li>All students who are enrolled in a program of study which includes any 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.</li> </ul>
2. <a href="#">Consent to Hold and Release Student Information</a>	<b>Student</b> <ul style="list-style-type: none"> <li>This is required to be completed upon commencement of your Program.</li> </ul>
3. <b>Medical Declaration and Reasonable Adjustment Request for Student Placements</b>	<b>Student</b> <ul style="list-style-type: none"> <li>The annual online Medical Declaration request is accessible on InPlace and must be completed at the start of every academic year.</li> <li>Alternatively, there is a hard copy on InPlace in the 'Shared Documents' tab, for completion and uploading to InPlace:-               <ul style="list-style-type: none"> <li>Go to 'Shared Documents' folder (top right-hand side of screen)</li> <li>Download 'Medical Declaration' and save the file to your computer.</li> <li>Complete and sign the form either digitally or manually, save then upload the completed version to InPlace.</li> </ul> </li> </ul>
<b>Special Checks – Host Organisation to advise if needed</b>	
4. <b>Working with Children's Card (WWCC)</b>	<b>Student</b> <ul style="list-style-type: none"> <li>Volunteer WWCC are free and last 5 years. If you want to be considered for WIL Placement then please ensure you have a clear, scanned copy of your <u>current</u> Victorian Working with Children's Card (WWCC) on InPlace. If you do not have a <u>current</u> Victorian WWCC then please visit the <a href="#">WWCC website</a> to obtain one.</li> </ul>
5. <b>Police Check</b>	<b>Student</b> <ul style="list-style-type: none"> <li>Host Organisations <i>may</i> request students obtain a Police Check before they commence their WIL placement.</li> </ul>

	<ul style="list-style-type: none"> <li>All students enrolled in a program or course which requires a police check must complete the process through Fit2Work. Email <a href="mailto:business.wil@federation.edu.au">business.wil@federation.edu.au</a> if you require the Police Check link and we will send it through.</li> </ul>
<b>6. Immunisations and vaccinations</b>	<p><b>Student</b></p> <ul style="list-style-type: none"> <li>Students <i>may</i> need certain immunisations prior to placement eg: tetanus, flu shot, COVID-19 vaccinations. Copies to be uploaded to InPlace prior to placement.</li> </ul>
<b>During and Post Placement</b>	
<b>7. Attendance Record/Timesheet</b>	<p><b>Student &gt; Host Organisation (if they are also your employer)</b></p> <ul style="list-style-type: none"> <li>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.</li> <li><b>NOTE:</b> <a href="#">Fair Work</a> 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.</li> </ul>

### Problem uploading documents to InPlace

- Ensure you are using Google Chrome or Firefox (not Internet Explorer).
- Use your Federation University email - the system will not recognise you as a student using personal emails.
- Click 'Control+Shift+Delete' to clear your computer cache and cookies then log back in and try again.
- 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.
- 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.
- You can only upload one whole document per section, to merge individual PDF pages right click on the document and follow the prompts to 'Combine files' in Adobe Acrobat.

### Still having problems with InPlace then try...

- 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.

### Any questions?

[Dr Samuel Zhang](#), Federation Business School Undergraduate Program Co-ordinator oversees all aspects of WIL for the School. Any academic questions or concerns should be raised and addressed with him immediately via email or 5327 6788.

### Great resource

- Work Integrated Learning overview** (for Host Organisations and Students) - both booklets available on the Federation Business School Website (bottom of screen under 'Useful Documents' heading)

Alternatively, contact [business.wil@federation.edu.au](mailto:business.wil@federation.edu.au) and a member of the WIL Team will respond. Please include **your Name, Student ID, Program/Course Code** in the subject line of your email.

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