Work Integrated Learning (WIL)
Self-Placement vs Opportunities

Some of your Work Integrated Learning (WIL) courses may have a placement component - BUGEN3705 Business Internship and BUGEN3700 Industry Experience Project are considered placement courses.

Students can apply for either a University <u>pre-approved</u> WIL placement opportunity via <u>InPlace</u> (our student placement system) <u>or</u> self-source <u>their own</u> WIL placement opportunity via InPlace Self-Placement (*conditions apply*).

All University pre-approved placement opportunities for all campuses and locations are promoted in InPlace. Students interested in any pre-approved placement opportunities should log into InPlace and apply for those of interest.

HSE5 WIL Placements - what happens next…

- Students will receive an email from the WIL Program Support Officers for the relevant Schools before the start of semester outlining the pre-placement process and mandatory paperwork required.

- The Federation Business School will organise your enrolment in BUGEN3705 Business Internship with Student HQ prior to the anticipated placement semester.

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

- Students either apply for a University pre-approved opportunity <u>or</u> 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 <u>take up to 6</u> weeks so allow enough time to finalise the administration requests prior to commencement of your anticipated placement.

- Placement cannot commence until the enrolment is finalised, proposed placement is approved by the School plus mandatory pre-placement documentation is uploaded <u>and</u> verified on InPlace.

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

Once you are enrolled in a placement course such as BUGEN3705 Internships, the 'Self-Placement' option will appear on your InPlace 'To Do' list.

The option for students to submit self-sourced WIL placements is set by your School.

1. Click on the **'Self Placement'** item to submit a self-sourced WIL placement for approval.

2. Provide specific information regarding the placement with the Host Organisation which you have arranged. Anything with a red * is a compulsory field to be completed, all others are optional.

   Students may receive 'feedback' or be marked as 'Not Approved' if you have not met the pre-requisites <u>or</u> if there is not enough detail provided for the Schools to determine if the self-sourced WIL placement is suitable.

3. Then click **'Submit'**. You can also click on 'Save as draft' if you need to come back to it later.

Your submission will then be reviewed by the Program Co-ordinator and WIL Program Support Officers for the relevant School.

University pre-approved WIL Opportunities

Some Schools use the Opportunity module in InPlace to advertise University pre-approved placements. You can access the opportunities from the **'Available'** menu item:-

- Click on any opportunity to view more information, such as dates and application requirements.

- From here, click on **'Apply Now'** button (bottom right corner of screen) to register your interest.

  If you cannot click the 'Apply Now' button, you may not have completed your pre-placement requirements or other mandatory documentation.

- After clicking 'Apply Now' you will need to upload any required documents (your resume, cover letter and any other pre-placement requirements noted in the opportunity eg: Working with Children's card, Police Check etc).

- Click on '**Submit Application**'.

  Once your application is submitted, it will be forwarded to the Host Organisation to review/interview and you will receive a response after the closing date advising you if your application was successful.

Problem uploading documents to InPlace?

- Ensure you are using Google Chrome or Firefox (not Internet Explorer).

- Please use your Federation University email to access InPlace and the documentation in it - the system will not 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 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…

- 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.

If after checking the links above you have any queries about the Work Integrated Learning pre-placement requirements then please email business.wil@federation.edu.au and include **your Name, Student ID, Program/Course Code** in the subject line of your email.

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

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

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