

Work Integrated Learning (WIL)

WIL Course Options for Students

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★★★★★ **Federation University Australia ranked #1 in Victoria** for Skills Development*, Social Equity*, First Generation*, Full Time Employment* and Student Support*
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What is Work Integrated Learning (WIL)?

Work Integrated Learning (WIL) is a core component of the Bachelor of Business (B15), Bachelor of Cognitive Enterprise (BG5), Bachelor of Cognitive Enterprise (Professional Practice) (BF5) and Bachelor of Professional Accounting (BH5) **degrees** at **Federation Business School**. Students must complete a mandatory Work Integrated Learning (WIL) course as part of their undergraduate degree.

‘Work Integrated Learning (WIL)’ involves the integration of theory learned in the classroom with workplace experience and industry engagement. Thus, it provides students with the essential links between theory and practice with work-relevant education to ensure our graduates are fully prepared for entry into the workforce. It also looks great on your resume.

WIL may be real or simulated and can occur in the workplace, in class, at University, online or face to face (in a COVID safe environment and in line with government guidelines). Opportunities available include internships, voluntary placements, community projects, industry-based projects, work experience, case studies, study abroad or international exchange.

Students can elect to study a variety of **WIL course options** provided:-

- there’s room in their study plan,
- pre-requisites have been met,
- a class or placement is confirmed, and
- the student’s selection is approved by the Federation Business School (FBS) Undergraduate Program Co-ordinator.

Please note: Some WIL courses require Student HQ to enrol students on their behalf once FBS approval has been granted.

FBS is committed to providing opportunities for our students to work with Communities and Industry, to ensure they are work ready before they graduate.

For more information about any of these WIL opportunities, please contact any of the Federation University staff listed below:

Contact Us:-		
Dr Samuel Zhang FBS Undergraduate Program Co-ordinator	5327 6788	q.zhang@federation.edu.au
Ms Belinda Pearson Program Support Officer - WIL Administration	5327 8374	business.wil@federation.edu.au
Federation Business School Reception	5327 9431	businessschool@federation.edu.au
Federation University Student HQ	1800 333 864 61 3 5327 9018 Self Help	FRED = Federation Request and Enquiry Dashboard (International support phone number) Ask FED
Study Abroad	5327 6564	studyabroad@federation.edu.au
Industry Placement Program (IPP)	5122 6425	ipp@federation.edu.au

When should students do a WIL course?

To give students the best grounding for WIL, they should consider a WIL course no sooner than their second year of study.

Where does WIL fit into our degrees?

All undergraduate students have 1 x 15 Credit Point (CP) designated WIL allocated in their study plan. An additional 15 CP elective can be merged with the 15 CP WIL course in the study plan to allow room for 1 x 30 CP WIL course providing you have room. Some students undertaking a double major will not have room for a 30 CP WIL course. Students undertaking Professional Practice are required to complete 120 CP WIL.

What WIL opportunities are available?

Students can apply for either a:-

1. Class-based course

OR

2. Placement course

These can either be:-

2.1 University pre-approved WIL opportunity

OR

2.2 Self-source your own WIL opportunity

(Self-Placement - *Projects and Internships only – conditions apply*)

OR

2.3 Potential to use your own Employer

(*Projects and Internships only – conditions apply*)

Eligibility

Students need to familiarise themselves with all expectations and requirements specific to their Program prior to enrolling in a WIL class or going on placement. It is the student's responsibility to apply for and complete 1 course from the WIL course options as it is a mandatory component of our Programs.

- Domestic students are eligible to undertake all WIL course options.
- International students are eligible for some WIL courses and are strongly encouraged to participate in WIL placement however, they should be aware that external placements, projects, and internships may affect the amount of paid work they can do under visa regulations. Additional information can be obtained from the [International Office](#), [Student HQ](#) or on the [immigration](#) website.

Please note: Under the Education Services for Overseas Students (ESOS) Framework, international students on a student visa are responsible for upholding the conditions on that visa. You should [check your student visa for the conditions](#) that apply to you.

Communication

Students will receive communication regarding WIL opportunities via their [Federation University student email address only](#). We will **not** contact you [via your personal email](#) due to confidentiality concerns. If you choose to forward your Federation University emails to your personal email, you will need to log back into your student email account occasionally to clean up your inbox. If your inbox fills, you will no longer receive emails and may miss important information. Instructions on forwarding emails can be found using [Ask FED](#) self-help.

Summary of WIL Course Options

WIL Courses available	Commitment
Consulting Project (ENACTUS)	12 weeks class-based course (<i>non-placement</i>)
Industry Based Case Studies	12 weeks class-based course (<i>non-placement</i>)
International Exchange and Study Abroad	1 or 2 semesters depending on the courses you elect to study
New Colombo Plan (NCP)	2 - 4 weeks overseas study tour (<i>group placement</i>)
Industry Project	110 hours placement
Business Internship	160 hours placement
Professional Practice (Cognitive Enterprise)	1400 - 1600 hours# placement
Industry Placement Program (IPP) <i>These placements are managed by IPP.</i>	400 - 800 hours# placement <i>Contact ipp@federation.edu.au for their WIL scope.</i>

Host Organisation funded placements which are dispersed to students via a scholarship arrangement.

New Colombo Plan (NCP), International Exchange, Study Abroad, Industry Based Learning (IPP), Projects, Business Internships and Professional Practice are considered FBS placement courses and are all subject to mandatory pre-placement paperwork plus School approval prior to enrolment and commencement.

1. WIL Class-based courses

BUENT3704 Business Consulting Project (ENACTUS) (15 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
Successful completion of at least 8 courses (120 credit points).	✓ <i>Domestic students</i>	<i>Students can self-enrol but require School approval of their student project prior.</i> <i>Exemption to Supplementary Assessment applies (HECC 8/18/21).</i>
	✓ <i>International students</i>	
Please note: This course is administered and managed by FBS (business.wil@federation.edu.au).		

This course runs through an **ENACTUS** (**Entrepreneurial, Action, Us**) activity, completed during the semester. Enactus is a global student organisation which brings together business leaders and students to 'Enable Progress through Entrepreneurial Action'. It's a community of students, academics, and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better, more sustainable world.

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. They 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.

An Enactus Project can be almost anything providing it empowers people to improve their quality of life and standard of living. Each project must consider relevant economic, social, and environmental factors as well as the **UN Sustainable Development Goals (SDGs)** in identifying and implementing the project.

Enactus students devise, develop, deliver, and document each of their projects and report the outcomes of their projects in their annual reports which are delivered at the Enactus National Conference and Championships. The annual reports give a good idea of the range of projects that teams undertake and are an excellent source of inspiration for new **projects**.

Every University in Australia which is part of the Enactus Program engages staff and students in environmental and sustainable activities worldwide for an inclusive and sustainable global economy. Enactus aims to improve the lives of those in need; both locally and globally.

- **EN**trepreneurial - initiating business innovation with integrity, innovation, sustainability, and passion
- **ACT**ion - the experience of social impact that sparks social enterprise
- **US** - student, academic, business leaders collaborating to create a better world, solve local and global issues.

Enactus hours count towards the **Federation Advantage** Award for Volunteering or Leadership via a points system and can be added to a student's résumé.

Typical Assessments involved in BUENT3704 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Interim Report	Written interim report	10% – 20%
Final group project report or essay	Written report or essay	30% - 50%
Final group presentation	Group presentation to industry client	30% - 50%
Individual oral report	Oral assessment task	20% - 30%

BUENT3705 Work Integrated Learning: Industry Based Case Studies (15 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
Successful completion of at least 8 courses (120 credit points).	✓ Domestic students	Student can self-enrol.
	✓ International students	
<i>Please note:</i> This course is administered and managed by FBS (business.wil@federation.edu.au).		

This class-based 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.

This is a semester long WIL class-based course led by an Academic within the FBS (12 weeks duration).

It is ideal for students who seek engagement, love analysis, plus are keen to make recommendations for solving current, authentic workplace issues based on studies already completed in their discipline area but who may not have the capacity to undertake a placement.

Typical Assessments involved in BUENT3705 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Weekly activities that engage students in a variety of tasks that build skills and knowledge in problem solving.	Mini tasks	10-20%
Individual reflective journal inclusive of regular entries encapsulating the lived experience of working in a team, problem solving and personal growth.	Journal	20-30%
Formal Report - completion of a written report that meets the stated outcome as a group.	Report	30-40%
Group presentation on the project undertaken.	Presentation	10-20%

2. WIL Placement courses

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

Pre-requisites:	This course is open to:	Enrolment information:
BUEXC2501-2504 - Successful completion of at least 6 courses (90 credit points).	✓ Domestic students	School to approve. Mandatory pre-placement paperwork to be completed 6 months prior to travelling.
BUEXC3501-3503 - Successful completion of at least 8 courses (120 credit points)	✗ International students (Due to international visa requirements).	
Placement duration: varies from 1 semester up to 1 year		
Please note: These courses are administered by Study Abroad (studyabroad@federation.edu.au).		

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 Federation University approval prior to travel).

Outgoing exchange students will:	Outgoing study abroad student will:
<ul style="list-style-type: none"> remain enrolled at Federation University pay their tuition fees as they 'normally' would (eg: defer fees to a HELP loan, pay outright) have the equivalent course recorded as complete on their Federation University records when they return to Australia. 	<ul style="list-style-type: none"> take leave from studies (LOA) with Federation University while they are studying overseas pay the tuition fees to their host institution get a credit exemption for courses studied overseas on their Federation University records when they return to Australia.

Students can study at the exchange institution for one Semester and receive credit for up to 4 courses in their Federation University degree. As a guide, 15 CP is equivalent to 7.5 ECTS (European Credit Transfer System). Each institution has specific admission requirements, may only offer certain subjects for exchange students, or may have GPA requirements however, most classes are taught in English.

The cost of exchange and study abroad will vary depending on which country students want to go to, whether you choose to live on- or off-campus, and several other factors (including extra recreational travel). It is important for students to do their own research and investigate how much it might cost.

Please note: OS HELP loans may assist eligible students who are based in Australia, to undertake some of their studies overseas. Students may receive one loan up to \$7,037 (more for students studying in an approved Asian country) per six-month study period, to assist with a range of expenses such as airfares and accommodation. The total funds available by the Department of Education for OS-HELP loans are limited each year, so loans may not be available to all students who apply.

- For further information about OS-HELP loans please email studyabroad@federation.edu.au or refer to the [Study Assist website](#).

When a Federation University student expresses their interest in studying at an overseas institution on **Exchange** or **Study Abroad**, they should contact [Federation University Study Abroad](#) directly. Students are given [a list of the institutions](#) with which the University currently has exchange agreements, are encouraged to explore the various courses of study available and complete an [Approval Form](#). Students are also required to speak to the Undergraduate Program Co-ordinator regarding their overseas plans and the courses they would like to study.

BUEXC3504 (New Colombo Plan (NCP)) (15 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
<i>BUEXC3504 - Successful completion of at least 8 courses (120 credit points)</i>	✓ <i>Domestic students</i> ✗ <i>International students (Due to international visa requirements).</i>	<i>School to approve.</i> <i>Mandatory pre-placement paperwork to be completed 6 months prior to travelling.</i>
Placement duration: typically, a minimum 2-week period (up to 4 weeks maximum)		
Please note: This course is administered and managed by FBS (business.wil@federation.edu.au).		

The **New Colombo Plan (NCP)** is a signature initiative of the Australian Government to increase 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.

This 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 will:-

- Be exposed to a different University (including curriculum, staff, and students) and culture/country/history and social norms, leading to a love of learning beyond the classroom.
- Be expected to adapt to life and study in a foreign country and deal with the complexity that this will bring.
- Represent Federation University and as such will be expected to be a good corporate citizen.
- Be required to attend pre-departure meetings + wrap-up meeting, information sessions and participate in New Colombo Plan events organised by FBS and/or the Federal Government. These events may include open day(s), publicity, and information sessions, and/or presentations to Boards or Committees.
- Be expected to complete all compulsory NCP requirements/documentation at least 8 weeks prior to travelling.
- Have a current passport with at least 6 months validity (after the scheduled return date).
- Be required to provide feedback upon completion of this NCP overseas study tour.
- Provide photos and testimonials upon completion of this NCP overseas study tour (highly recommended).

To be eligible a student **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's 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, exemptions may apply for 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 have received an NCP grant previously.

Typical Assessments involved in BUEXC3504 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Written Journal (Non-Academic - no references)	Reflective Diary (max 300 words daily - basis for Essay)	20%
Group Report	Group Report (1500 words total (excluding references))	30%
Reflective Essay	Reflective Essay (2000 words total (excluding references))	50%

BUGEN3700 Industry Experience Project (Community or Service) (15 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
Successful completion of at least 4 courses (60 credit points) from any subject area at any level.	✓ Domestic students	Students can self-enrol but require School permission prior. Mandatory pre-placement paperwork plus confirmed placement required prior to commencement.
	✓ International students	
Placement duration: 110 hours, average 9 hours per week		
Please note: This course is administered and managed by FBS (business.wil@federation.edu.au).		

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 an authentic business scenario. This provides 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; students will conduct a situational and industry analysis and develop a strategy and recommendations to address the problem.

Students should present findings of practical solutions to organisational management teams by combining business models and organisational dynamics.

Students have previously engaged with Rotary, Apex and Royal South Street Competition, other volunteer organisations plus have helped with Ballarat International Foto Biennale, Springfest and Ballarat Beer Festival.

Typical Assessments involved in BUGEN3700 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Industry Placement Presentation	Oral Presentation	20% - 40%
Industry Project Written Report	Report	50% - 60%
Bi-weekly Journal Entries on work placement linking to activities undertaken.	Journal Entry	10% - 20%

BUGEN3705 Business Internship 1 (30 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
Successful completion of at least 16 courses (240 credit points) from any subject area with a GPA of at least 5.	✓ Domestic students	Students can self-enrol but require School permission prior. Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. Exemption to Supplementary Assessment applies.
	✓ International students	
Placement duration: 160 hours, 2 days per week, up to 12 weeks (13 weeks if an induction is required)		
Please note: This course is administered and managed by FBS (business.wil@federation.edu.au).		

This course allows students to work on multiple tasks and manage projects with a Host Organisation.

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 the organisation. Through practical projects they will also be expected to demonstrate critical analysis and the development of recommendations into a specific area of the organisation's activity, 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 plus 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.

Typical Assessments involved in BUGEN3705 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Individual Written Report	Written Report 1 (week 8)	30-40%
Written Report and Oral Presentation	Written Report 2 and Presentation (week 12)	30-40% 20-30%

BUGEN3707 Professional Practice 1 (60 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
Successful completion of at least 16 courses (240 credit points) from any subject area at any level and a minimum credit grade average (GPA 5).	✓ Domestic students	School to approve. Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. Supplementary Assessments are not available for students who fail this course.
	× International students	
Note: This course is only available to Bachelor of Cognitive Enterprise (Professional Practice) students.		
Placement duration: 700-800 hours per professional practice course, 1400-1600 hours total		
Please note: This course is administered and managed by FBS (business.wil@federation.edu.au).		

A 'Cognitive Enterprise' is a business that combines new technologies with innovative processes and data, to enhance customer experience and gain competitive advantage.

Students will use current, disruptive technologies such as Artificial Intelligence (AI) Blockchain, Internet of Things (IoT), 5G and Edge Computing to change current business models, reinvent processes, and reimagine the way we all work.

This course together with BUGEN3708 (Professional Practice 2) supports 1400-1600 hours requirement of professional placement with an organisation that qualifies to be a cognitive enterprise such as IBM®. This is a workplace practice-based course that aims to enhance students' level or career readiness. During the placement, students will be provided the opportunity to apply the acquired knowledge in a professional, digitally focused setting. They will gain substantial, valuable insights into a contemporary workplace (cognitive enterprise) including the appreciation of the dynamics of such organisations, the impact of the external or competitive environment on strategy of such organisations as well as values, attitudes, and skills important to run these organisations.

Typical Assessments involved in BUGEN3707 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Complete a learning agreement with the Host Organisation.	Pre-requisite	Satisfactory/Unsatisfactory
Satisfactory performance as indicated on the proforma completed by the Host Organisation.	Hurdle requirement	Satisfactory/Unsatisfactory
Completion of required placement hours as confirmed by the Host Organisation.	Hurdle requirement	Satisfactory/Unsatisfactory

BUGEN3708 Professional Practice 2 (60 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
<i>BUGEN3707 Professional Practice 1 (60 credit points)</i>	✓ <i>Domestic students</i>	<i>School to approve. Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. Supplementary Assessments are not available for students who fail this course.</i>
	✗ <i>International students</i>	
Note: This course is only available to Bachelor of Cognitive Enterprise (Professional Practice) students.		
Placement duration: 700-800 hours per professional practice course, 1400-1600 hours total		
Please note: This course is administered and managed by FBS (business.wil@federation.edu.au).		

Students will expand on learnings in Professional Practice 1 by actively participating in a Host Organisation's everyday business activities and upon completion will deliver a practical project related to digital business models. They will develop strong business skills such as strategic, entrepreneurial and innovation skills required to lead businesses in a digital-focussed environment plus also develop an understanding of how the latest technologies are changing the current business world and future business settings.

Students will get a head start in their career through real-world, hands on work experience during the professional practice year.

Typical Assessments involved in BUGEN3708 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Individual reflective journal inclusive of regular entries encapsulating the lived experience of working in a cognitive enterprise and the personal growth attained through that experience.	Reflective Portfolio	Satisfactory/Unsatisfactory
A report on workplace experience linking academic study and theories with actual workplace operations and strategies used to deal with challenges or problems in the workplace.	Final Report	Satisfactory/Unsatisfactory
Presentation based on the final report.	Presentation	Satisfactory/Unsatisfactory

BUGEN3750 Industry Based Learning Project (IPP) (30 credit points)

Pre-requisites:	This course is open to:	Enrolment information:
<i>Successful completion of at least 16 courses (240 credit points) from any subject area at any level.</i>	✓ <i>Domestic students</i>	<i>School to approve. Mandatory pre-placement paperwork plus confirmed placement required prior to commencement. Exemption to Supplementary Assessment applies (HECC 8/18/21).</i>
	✓ <i>International students</i>	
Placement duration: 400 hours: 3 months full-time or 6 months part-time 800 hours: 6 months full-time or 12 months part-time		
Please note: This course is administered and managed by the IPP Team (ipp@federation.edu.au). IPP is available to students studying an undergraduate, Bachelor's degree.		

IPP offers students an industry funded scholarship of up to \$15,000. It provides students an opportunity to undertake work experience, broadly related to their field of academic study. Students undertake approved projects for an employer, which will contribute to the overall goals of the organisation.

This 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.

Typical Assessments involved in BUGEN3750 (this is a guide only and may vary per Semester):

Learning Task	Assessment	Weighting
Students' critical reflection on the planning and processes required for the industry placement.	First Report/Journal (week 8) (Report to Academic Supervisor for assessment - journal to IPP staff)	20-40%
Students' critical reflection on their industry placement, including issues, highlights and theories applied.	Final Report/Journal (approximately week 26) (Report to Academic Supervisor for assessment - journal to IPP staff)	30-50%
Students' critical reflection on their industry placement, including issues, highlights and theories applied.	Individual Presentation (approximately week 26)	20-40%

WIL Placements in further detail

WIL pre-placement documentation

All students who are enrolled in a program or course which has mandatory WIL placement within their program of study must complete the [compulsory pre-placement paperwork](#) before commencement of any WIL.

Host Organisation Supervisor

Any student undertaking WIL placement must have a Host Organisation Supervisor to onboard, induct, orientate, guide, support meaningful learning, and provide constructive feedback.

FBS Academic Supervisor

Students are allocated an Academic Supervisor from FBS during WIL placements. The Supervisor will be from the student's study area, will mentor them through the placement plus [assess](#) the student upon completion of the WIL course.

2.1 University pre-approved opportunities

All University [pre-approved](#) WIL vocational placement opportunities for all campuses and locations are promoted in [InPlace](#), our student placement system. Students interested in any pre-approved placement opportunities should log into InPlace and apply for those of interest.

Important pre-approved placement information:-

- Don't forget to attach a resume and cover letter to any preferred opportunities.
- Students who have not met the appropriate pre-requisites should not apply for the opportunity.
- If attachments or mandatory requirements are missing from your application, it will be noted as void.
- The dates/times listed in the opportunities are a guide and negotiable between the Host Organisation and the Student/s (*this applies only to Projects and Internships*).
- Applications will be forwarded to the FBS Undergraduate Program Co-ordinator, Host Organisation (or relevant panel) for consideration once they are submitted on InPlace.
- The School will only accept a limited number of applications for the opportunity. Once the maximum number of applications are received the opportunity automatically closes.
- The opportunity may also close to further applications before the opportunity end date should the Host Organisation or School deem the earlier applicants suitable and successful.

- Please make note of the closing date and allow time for the Host Organisation and the University to process applications. This may take up to 6 weeks in some cases.
- If students obtain a confirmed placement from another opportunity, please ensure to withdraw applications from other opportunities.

2.2 Self-source your own opportunity (Self-Placement)

Alternatively, FBS students can self-source their own WIL placement (*applies to Projects and Internships only*) via the [InPlace](#) 'Self-Placement' function or via the FBS Host Opportunity form ([WIL scope](#)).

Important self-placement information:-

- Students must meet course pre-requisites plus get School pre-approval prior to enrolment occurring in the relevant WIL course and then accessing the 'Self-Placement' option.
- The InPlace 'Self-Placement' option only appears on the students 'To Do' list once they enrol in a WIL placement course.
- Students can contact their prospective Host Organisation to secure a placement – there must be a valid placement opportunity prior to seeking School approval and enrolling in the placement course.
- Prospective Host Organisations must also pre-approve the placement, follow government guidelines to provide a (COVID) safe work environment, have a valid [ABN](#), business address, contact phone number, email address, sign an Organisation Placement Agreement prior to commencement plus have a Supervisor to mentor and guide the student while on placement.

2.3 Potential to use your current Employer

Any student/s who wish to undertake a Project or Internship with their current employer must provide a list of tasks, timeframes plus contact details for their Host Organisation and supervisor during this placement.

Students should document their prospective WIL placement, tasks, and responsibilities via the:-

- FBS Host Opportunity form ([WIL Scope](#) - PDF-writable document).
 - This is located on the [Federation Business School webpage](#) under 'Useful documents' heading.
 - Complete pages 2, 3 and 5 of the WIL scope in consultation with your current employer.
 - The FBS Undergraduate Program Co-ordinator will review the opportunity and advise outcome usually within 10-15 business days.

Important employer-based placement information:-

- Any student completing WIL placement with their current employer must keep a timesheet (attendance record) which documents the dates, days, times, and hours spent performing the duties required for the WIL placement. This must be signed by your Host Organisation Supervisor and the final version uploaded to InPlace upon completion of the placement.

WIL Placement conditions

- Vocational placements provide students with the opportunity to apply the theory and skills learned while studying in a professional workplace. Under these arrangements students can gain the skills they need to transition successfully from study to work, while giving industry the opportunity to enrich student learning experiences and increase the number of work-ready graduates.
 - Some examples of the types of suitable WIL placements include exploring and reporting on efficiencies organisations may benefit from, increasing an organisations social media presence, market analysis and forecasting projections, business best practice or a project such as reviewing a business process or manual. Page 6 of the WIL Scope lists examples of suitable placement tasks.
- All FBS WIL placement courses require School approval prior to any student enrolment plus completion of mandatory pre-placement paperwork before commencement of any WIL placement.
- Placements should be relevant to the student's discipline area (eg: Finance, Management) plus be appropriate and achievable in the allocated placement hours of the WIL course.

- Projects and Internships must be outside the scope of the student's regular employment (eg: not their normal everyday paid duties) plus should identify outcomes for both the Host Organisation and Student.
- The 'application to commencement' phase can take up to 6 weeks to allow Schools to promote the opportunity (where applicable), student/s to apply, interviews to occur and the finalisation of mandatory pre-placement documentation. This applies to all forms of placement (university pre-approved opportunities, using your current employer and self-sourcing your own placement).
 - FBS Undergraduate Program Co-ordinator, Host Organisation or relevant panel will review applications, interview, and select the most appropriate student/s.
 - Please note:* An interview does not guarantee that the students' application will be successful.
 - WIL Administration will then advise student/s of the outcome via InPlace.
 - The School will request Student HQ complete the enrolment on the student's behalf once the placement opportunity and student application has been approved.
- Students are ambassadors of the University and as such, are encouraged to always act in a professional manner plus adhere to the Organisations code of conduct, hours/attendance, security and confidentiality.
- All WIL placement students, Host Organisations and FBS Academic Supervisors are expected to have continual communication and engagement throughout the vocational placement to ensure the desired outcome is achieved upon completion. This includes but is not limited to phone calls, emails, skype, zoom.

Career Accelerate Program (CAP)

Students interested in any WIL placement courses should complete the [Career Accelerate Program \(CAP\)](#) to ensure they have the skills, interests, and motivation to make a positive impact when placed with Host Organisations. CAP provides students with the opportunity to develop the skills and knowledge to successfully gain a placement plus make the smooth transition from industry placements into professional employment. This is a non-credit bearing program available to all Federation University students. You can take the whole program or pick and choose the topics you want when you need them.

CAP is a FREE, fully online, self-paced Moodle course that provides students with the opportunity to develop relevant skills and knowledge to gain a placement or employment. Students can [self-enrol for CAP online](#).

Topics include:-

- Writing job applications - cover letter, resumes, key selection criteria.
- Improving job interview performance.
- Developing your unique personal brand and networking.
- Understanding workplace culture and appropriate business communication.
- Researching career and industry options for your course.
- Understanding workplace rights and responsibilities.

For more information on CAP or if you have difficulties self-enrolling, please contact the Federation University Careers and Employability team via email: edge@federation.edu.au.

Students are also encouraged to speak to the University Careers and Employability Advisors.

Evidence of WIL Placement – Letter

Students who have participated in any WIL placement can request a letter from the School which notes the WIL placement details eg: course, year, days/hours involved (*and location noted for New Colombo Plan only*).

This can be provided upon request as confirmation of your WIL course placement essentials.

WIL Placement best practice timeline

BEFORE			DURING				AFTER
WIL opportunity	Interview and Selection	Onboarding	Induction and Orientation	Meaningful Learning	Constructive Feedback	Wrapping Up	Evaluation and Feedback
<ul style="list-style-type: none"> • Host Organisation to compile and submit WIL Scope for review. • Negotiate and agree on proposed tasks, timelines, suitability. • Promote approved opportunity to students. • Forward applications for consideration. 	<ul style="list-style-type: none"> • Host to interview shortlisted applicant/s. • Engage selected student/s. • Confirm placement details and complete pre-placement paperwork/legal agreements. 	<ul style="list-style-type: none"> • Appoint both Organisation and Uni supervisors to mentor student/s. • Set up access, log in's, workstation etc. • Ensure Host Organisation pre-placement requirements are complete eg: WWC, Hand Hygiene, immunisations, Police Check prior to commencement. 	<ul style="list-style-type: none"> • Introduce student to team, workplace, and/or industry. • Outline expectations, reporting lines and timelines. • Induct for OH&S and other relevant Host policies and procedures. 	<ul style="list-style-type: none"> • Engage in a range of activities and tasks (which were outlined in WIL Scope). • Collaborate with internal and external stakeholders. 	<ul style="list-style-type: none"> • Provide student/s with valuable feedback. • Reflection. 	<ul style="list-style-type: none"> • Attend student/s final presentation (assessment). 	<ul style="list-style-type: none"> • Host and Student complete FBS WIL feedback form. • Host to consider nominating student/s for FBS student awards.

Expectations of Stakeholders

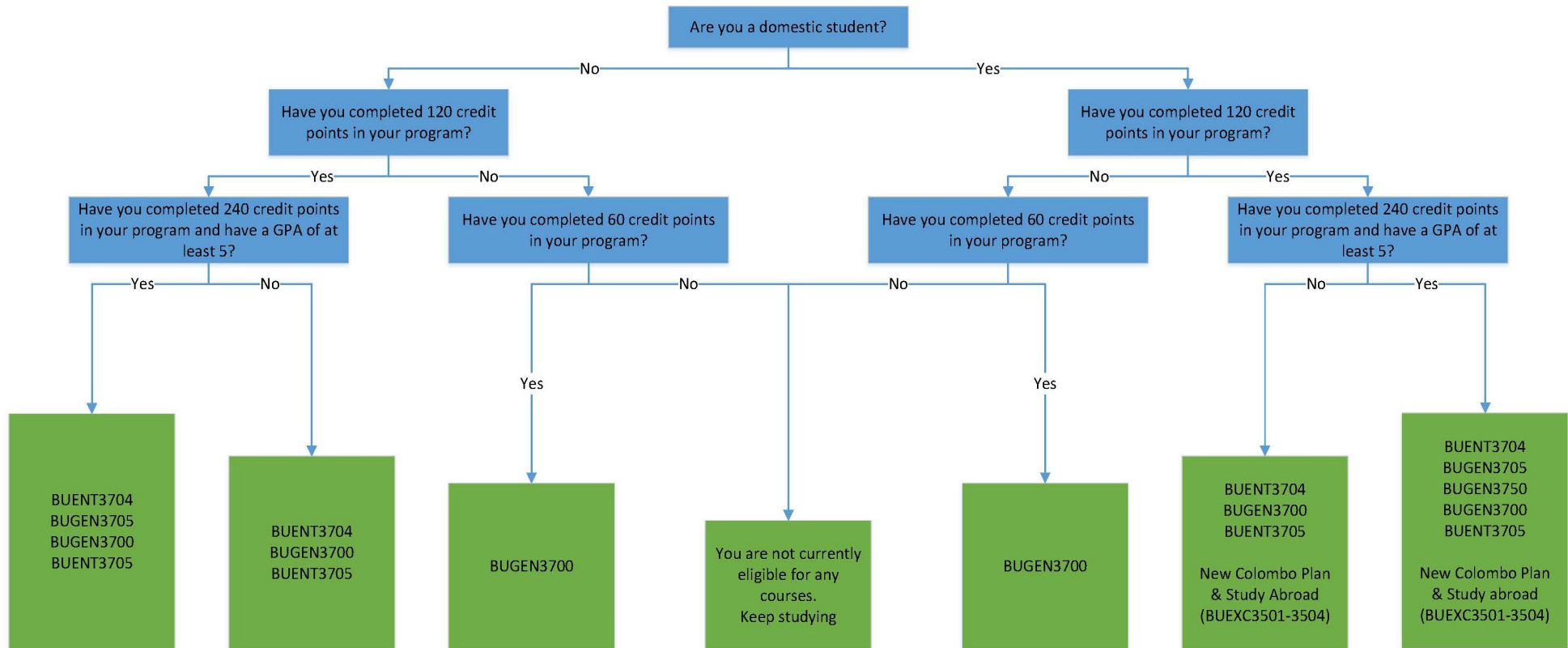
Student/s	Host Organisation	FBS Academic Supervisor	FBS Undergraduate Program Co-ordinator (UG PC)	WIL Administration
<ul style="list-style-type: none"> Completes mandatory pre-placement paperwork via InPlace prior to commencement of placement. 	<ul style="list-style-type: none"> Onboard and inducts student/s prior to commencement of placement. 	<ul style="list-style-type: none"> Ensures Moodle is updated, provides student/s with Course Description, discusses course assessments, and establishes timelines. 	<ul style="list-style-type: none"> Organises the student enrolment with Student HQ. 	<ul style="list-style-type: none"> Oversees the Administration component of the placement.
<ul style="list-style-type: none"> Undertakes meaningful learning. Asks questions. Always acts professional. Keeps in regular contact with Host Organisation and Academic Supervisor. 	<ul style="list-style-type: none"> Mentors the student/s. Share's knowledge, skills, information, documents, programs, and systems. Keeps in regular contact with Student/s and Academic Supervisor. 	<ul style="list-style-type: none"> Mentors the student/s. Keeps in regular contact with Student/s and Host Organisation. 	<ul style="list-style-type: none"> Oversees the entire placement process and resolves any issues which may arise. 	<ul style="list-style-type: none"> Ensures pre-placement paperwork is complete and enrolment finalised prior to commencement of any student placement. Ensures placement details and documents are stored in InPlace prior to commencement of placement.
<ul style="list-style-type: none"> Immediately contacts the Academic Supervisor or FBS UG Program Co-ordinator should any concerns or issues arise. 	<ul style="list-style-type: none"> Immediately contacts the Academic Supervisor or FBS UG Program Co-ordinator should any concerns or issues arise. 	<ul style="list-style-type: none"> Results student/s in relevant WIL course. Please notify WIL Administration once placement has concluded so InPlace records can be updated. 	<ul style="list-style-type: none"> Mentors the Academic Supervisor and Host Organisation (where applicable). 	<ul style="list-style-type: none"> Marks as complete once placement has concluded.

Frequently Asked Questions (FAQs) by students can be found on the [Federation Business School WIL](#) webpage.

WIL Course Eligibility Chart

(Please refer to chart on next page)

Which Work Integrated Learning courses are you eligible for?



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 (WIL), please contact the WIL team on business.wil@federation.edu.au

InPlace, Student Placement System

The [InPlace](#) Student Placement System is used by Federation University 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, Chrome, or Safari - Explorer is not recommended.

InPlace Website

- Log into InPlace with your Federation University student ID number and password (the password you're already using to log into My Student Centre). If you are having trouble logging into InPlace or have forgotten your password, please use the Password reset portal.
- You will need to access the system to apply for University pre-approved WIL placement opportunities, self-source your own WIL opportunity and to find out outcomes of your placement applications.

Student access to InPlace

Students are granted access to InPlace once they enrol in any course in any FBS Program. All New Colombo Plan (overseas study tours), Study Abroad, International Exchange Programs, Industry Experience Projects, or Business Internship placement opportunities (for any campus/location) are published in InPlace. Students can view and apply for these opportunities through the InPlace system.

Student help with InPlace

- **USER GUIDE:**
 - You can get the [InPlace Business Student User Guide \(pdf\)](#) via the [FBS WIL webpage](#) to help with getting started.
- **TECHNICAL SUPPORT:**
 - If you're having difficulty accessing or using the InPlace system, please log a request for assistance with [ITS Service Desk](#) via the portal or 1800 333 864.

Student Scholarships

There are several [Scholarships and Grants](#) available to support eligible students while studying their degree or undertaking a work placement. No matter who you are or what you're studying, the Scholarships and Grant office can help you find the right scholarship.

IBM® Professional Practice

IBM® is the largest technology and consulting employer in the world, serving clients in 170 countries and has been a major industry partner with Federation University Australia and its predecessor institution, the University of Ballarat, for more than 20 years.

Through their partnership with the Federation Business School, we are excited to offer undergraduate students a unique and exciting opportunity to turn their knowledge into experience and gain academic credit towards their Bachelor of Cognitive Enterprise (Professional Practice) degree.

The innovative program interweaves a 1400-1600-hour merit-based professional practice experience within IBM® Ballarat Global Business Services (GBS) team, working on large corporate contracts with students' current undergraduate studies. It combines study with work experience, significantly enhancing students' employability skills and expanding their personal and professional horizons. Students will become job-ready by earning IBM® Digital Badges (certifications) in Blockchain and AI during their degree. These Digital Badges are only available through IBM® partner organisations like Federation University.

Successful students will commence 12 months placement late in their second year of studies, continue early into their third year and are awarded a scholarship over the duration of their placement.

EDGE

EDGE is a careers, employability, and co-curricular system for Federation University students. EDGE allows users to go to a single location for a range of services, including:-

- Appointments with a Careers Advisor for help with:
 - finding jobs,
 - getting career advice,
 - resume writing,
 - interview preparation, and
 - starting a club, finding sports opportunities and much more.
- Information on events happening at the University throughout the year.
- Applying for paid employment (both inside and outside the university) plus volunteering opportunities.
- Use pre-created templates to:
 - build professional resumes,
 - create cover letters, and
 - frame interview guides.
- Access the Federation Advantage program to find out about the range of co-curricular opportunities for students, and get recognition for the skills developed, including becoming eligible for a range of awards.

The Federation University Careers and Employability Team can assist with preparing students for regional, national, or global placement opportunities. Their services are:

- Free,
- Confidential,
- Available for both Domestic and International students.

To make an appointment with a Careers and Employability Advisor, please log into log onto EDGE and go to Appointments in the menu along the left-hand side of the screen.

Employment Opportunities for Students

There are a few ways that Host Organisations and Employers can engage with our current students, academic programs, and graduates:-

- Host a placement
- Post a job opportunity

Employers who wish to advertise casual, part-time, paid internships, volunteer, or graduate job opportunities within their organisation to Federation University students promote these opportunities via 'EDGE'.

Employers post their 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 the current job vacancies.

Please email edge@federation.edu.au if you require any assistance with or further information on EDGE.

Students who seek guidance regarding their WIL course options should access:

- [Federation Business School WIL webpage](#),
- FBS Undergraduate Program Co-ordinator or WIL Administration business.wil@federation.edu.au,
- Student Mentors and,
- Student HQ.