

## Frequently Asked Questions (FAQs)

### What is Work Integrated Learning (WIL)?

WIL provides students with the essential links between theory and practice plus the opportunity to interact with industry and community organisations through observation and skills development, completing practical, vocational work placements, assisting with projects, exploring, and reporting on efficiencies which Host Organisations may benefit from.

### Do I need to do WIL?

Yes, all Federation Business School (FBS) undergraduate students who commenced in 2019 must undertake 1 x WIL course as part of their Program. WIL has been compulsory for Bachelor of Business students since 2016, Bachelor of Commerce students since 2019, Bachelor of Professional Accounting students since 2021.

Bachelor of Commerce students who commenced pre-2019 can opt to do WIL as an elective, providing there's room in their study plan. Bachelor of Cognitive Enterprise (*new in 2022*) requires 30 - 120 CP WIL.

### Why do I need to do WIL?

WIL provides students with work-related education to support and enhance student learning and to ensure graduates are fully prepared for entry into the workforce.

### When do I need to do WIL?

Students can undertake WIL in their second or third year of studies providing they've met the course pre-requisites. WIL class-based courses are scheduled to run in traditional Semesters. WIL placement courses such as BUGEN3700 Projects and BUGEN3705 Internships can be done in any available Semester.

**Semester 1:** March - June

**Winter:** April - July

**Spring:** September - December

**Semester 2:** July - October

**Summer:** November - February

### Where do I start my WIL search?

Here is the link to the [Federation Business School WIL webpage](#) which describes WIL in further detail.

### How do I enrol in WIL?

Students can only self-enrol into some WIL courses. If the WIL course is noted as having **mandatory pre-placement paperwork required**, then FBS need to approve the courses prior to requesting Student HQ complete the enrolment on the students' behalf.

Should there be other issues with enrolment then please contact Student HQ via [fred.federation.edu.au](mailto:fred.federation.edu.au).

### Can the Host Organisation offer to pay me for WIL placement?

No, WIL placement courses such as BUGEN3700 Industry Experience Project and BUGEN3705 Business Internship are vocational placement courses (eg: unpaid work experience with an assessment component for academic credit which is required as part of the student's education).

Vocational placements that meet the definition under the Fair Work Act 2009 (the FW Act) are lawfully unpaid. Students completing vocational placements are not considered to be employees and therefore are not entitled to the minimum wage nor other entitlements provided under the FW Act. Students may enter an employment arrangement with the Host Organisation however this contract **must** be separate to the WIL placement, hours, tasks etc.

### Can I get an exemption from doing WIL?

No, it is a mandatory requirement that our students complete some form of WIL as part of their undergraduate program. This can occur in the workplace, on campus, online, face-to-face (or via a mixture of methods).

### Can I do more than 1 WIL course?

Yes, but not the same course as previously undertaken.

### Can I do WIL with my current employer?

Yes, providing it is outside of the scope of your normal everyday paid duties. IISS - Business would need to review and approve this prior to commencement of any placement.

Any student completing WIL placement with their current employer must keep a time-sheet (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 then upload the final version onto InPlace upon completion of the placement.

### Can I do a Project or Internship with a Host Organisation of my choice?

Yes, students can self-source their own WIL placements (*applies to Internships and Projects only*) with a Host Organisation of their choice. IISS - Business would need to review and approve this prior to commencement of any placement.

Students should submit an [InPlace](#) 'Self-Placement' request or complete the IISS Business Scope Opportunity form ([WIL scope](#)) on the IISS - Business web-page and return to [WIL.IISS@federation.edu.au](mailto:WIL.IISS@federation.edu.au) for consideration by the IISS - Business Undergraduate Program Co-ordinator.

The 'application to commencement' phase can take up to 6 weeks so please allow enough time for promotion, finalisation of pre-placement paperwork, on-boarding, induction plus enrollment prior to commencement of any anticipated WIL placement.

### Expectations of students

Students are expected to have continual engagement with the Host Organisation and their Academic Supervisor throughout all WIL placements to ensure the desired outcome is achieved upon completion.

Students are [assessed](#) upon completion of the WIL courses and as such must participate in all aspects of placement plus the relevant WIL course assessment pieces.

### Who can help me with my WIL placement application?

[Career Accelerate Program \(CAP\)](#) 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.

[Federation University Careers and Employability](#) are available to assist students with a variety of career, employability, and co-curricular activities.

The [EDGE](#) platform is also a great resource for resume building, cover letters, interview guides etc... Simply login, click on 'Resources' and from the drop-down menu, select 'Document Library'.

### Who can I talk to about WIL?

Students should seek information and advice regarding their WIL course options from:-

- WIL IISS webpage
- Within the WIL Course Options for Students booklet.
- IISS-Business WIL Co-ordinator or WIL Administration Officer ([WIL.IISS@federation.edu.au](mailto:WIL.IISS@federation.edu.au)).
- Student HQ.