

# WIL CHECKLIST:

**WORK INTEGRATED LEARNING (WIL)** is a term describing diverse approaches to learning which integrate theory with the practice of work into a specifically designed curriculum. Examples include projects or placements in information technology, creative arts, business, law, engineering, architecture, nursing and teaching to name a few.

The benefits of WIL for employers and students are well documented. The future success of Australian industry will be improved by effective partnerships between business and universities to give students a realistic experience of learning in the workplace.

The IRU universities can help you to get involved in WIL in your field and seek to collaborate with you and support you in this important initiative. WIL in the case of your company might take the form of a business student developing a marketing plan, an information technology student developing a software application for your company or a law student helping you resolve an issue of community engagement.

This resource provides a checklist for guiding employer participation in WIL.

**DO YOU THINK YOUR BUSINESS WOULD BENEFIT FROM HAVING A WIL STUDENT UNDERTAKE A PLACEMENT OR PROJECT FOR YOU?**

**DO YOU WANT TO LEARN MORE ABOUT HOW TO GO ABOUT THIS?**

**WILL YOU ALLOW US TO COLLABORATE WITH YOU AND SUPPORT YOU TO HELP REALISE ADDITIONAL POTENTIAL IN YOUR BUSINESS WITH THE ASSISTANCE OF AN ENERGETIC AND ENTHUSIASTIC WIL STUDENT?**

**THEN, LET US SHOW YOU HOW.**



## CHECKLIST FOR IRU WIL SUPERVISION:

The University appreciates your willingness to host a student undertaking WIL in your workplace. The following checklist guides your participation in this activity, assisting you and the student to derive maximum benefit from the experience.

### Specifically, we ask you to please:

- ✓ Review the University Placement Handbook or Subject/ Course Guide;
- ✓ Be aware of the policies and legal requirements of the placement, e.g. Occupational Health and Safety;
- ✓ Create a welcoming atmosphere, introducing the student to staff and carrying out a full induction to the workplace;
- ✓ Ensure that the student has a dedicated workstation (or other tools) and formalise the days and hours they will work;
- ✓ Check the learning goals of the student's learning contract together with them;
- ✓ Set up a series of regular meetings with the student;
- ✓ Ensure there are opportunities to supply the student with constructive feedback on work performed;
- ✓ Create some discussion with the student on how theory and practice come together in your workplace;
- ✓ Ensure all the learning goals in the learning contract are covered during the placement;
- ✓ Contact the Academic Supervisor immediately if things do not proceed as you anticipate;
- ✓ For some universities, meet with the university representatives and the student in the workplace during the placement at least once; and
- ✓ Have a final meeting with the student, summing up what has been learned and evaluating the student's work.

