



WIL Central

# Preparing For WIL: Student Checklist

## Managing Your WIL Activity: Rights, Responsibilities and Safety

This checklist will alert you to some important requirements in preparing for your WIL activity and it captures your key responsibilities as a UNSW WIL student.

**Note:** Whilst some items are compulsory (e.g. completing the eLearning module on Sexual Misconduct), not all WIL activities require all items listed below to be completed. To confirm, check your WIL course outline or program accreditation instructions as well as with your academic WIL Course Authority (Convenor/Lecturer in Charge) and/or WIL support staff (WIL staff).

Things to do before your WIL activity	Yes	Not Required
An approved work placement or project has been allocated to me or has been approved by UNSW WIL staff if I have sourced a placement or project on my own.	<input type="checkbox"/>	<input type="checkbox"/>
I have read and signed my UNSW WIL Agreement.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed the eLearning Module on Sexual Misconduct and uploaded my completion certificate.	<input type="checkbox"/>	<input type="checkbox"/>
I have read the <a href="#">UNSW Student Code of Conduct</a> .	<input type="checkbox"/>	<input type="checkbox"/>
I have read and, if required, signed any other applicable student declaration or Codes of Conduct.	<input type="checkbox"/>	<input type="checkbox"/>
I know and have record of the contact details of my WIL staff contact and any other relevant University staff.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed all required checks: insurance, police clearance, working with children check, visa, vaccination and other health checks.	<input type="checkbox"/>	<input type="checkbox"/>
I have organised my work, childcare or other commitments to ensure attendance throughout the placement or project.	<input type="checkbox"/>	<input type="checkbox"/>
I have factored in any additional costs required during my WIL activity, e.g., travel and accommodation.	<input type="checkbox"/>	<input type="checkbox"/>
I know of the different University support services available to me during my WIL activity, e.g., financial assistance, physical and mental health issues, academic support etc.	<input type="checkbox"/>	<input type="checkbox"/>

Having read the guidelines on the wil.unsw.edu.au webpage, I understand the roles and responsibilities of all stakeholders involved in my WIL activity, including myself, my workplace supervisor or industry project supervisor, and my UNSW academic supervisor or other WIL staff.	<input type="checkbox"/>	<input type="checkbox"/>
I have clarified all important information about practical aspects of my WIL placement including workplace location, name and contact details of the workplace supervisor, agreed or required workdays, the number of hours required, and any dress code or uniform requirements.	<input type="checkbox"/>	<input type="checkbox"/>
I have clarified all important information about my WIL project including where the project will be conducted, how and when to contact the project supervisor.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable with the Intellectual Property and confidentiality arrangements that apply to my WIL activity. (Note: It is advised that students should seek independent legal advice, for example from the student legal services of ARC, in relation to IP or confidentiality arrangements)	<input type="checkbox"/>	<input type="checkbox"/>
If my WIL activity involves a paid placement I am aware that remuneration must be at least at the applicable minimum rate set by the Fair Work Commission (see the <a href="#">Fair Work Act 2009</a> for more details).	<input type="checkbox"/>	<input type="checkbox"/>
I clearly understand the assessment I need to complete as part of my WIL course or program accreditation.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed all necessary pre-placement activities such as project workshops and/or online learning activities.	<input type="checkbox"/>	<input type="checkbox"/>
If possible before my WIL activity begins, I have completed a risk assessment of my WIL activity and submitted it to UNSW WIL staff (for more information refer to WIL Student Risk Assessment Guidelines).	<input type="checkbox"/>	<input type="checkbox"/>

<b>Things to do during your WIL Activity</b>	<b>Yes</b>	<b>Not Required</b>
If not done previously, I have completed a risk assessment of my WIL activity and submitted it to UNSW WIL staff (for more information refer to WIL Student Risk Assessment Guidelines).	<input type="checkbox"/>	<input type="checkbox"/>
I have completed a workplace induction within the first two days or notified my WIL staff contact if this has not occurred.	<input type="checkbox"/>	<input type="checkbox"/>
I have discussed my goals and expectations with my workplace supervisor at the outset of my placement.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted all documents needed by the workplace and/or UNSW.	<input type="checkbox"/>	<input type="checkbox"/>
I maintain regular contact with the workplace supervisor.	<input type="checkbox"/>	<input type="checkbox"/>
I follow workplace and industry protocols, e.g., wearing identification, use of mobile phones, confidentiality and privacy, dress code, etc.	<input type="checkbox"/>	<input type="checkbox"/>
I engage with all aspects of the learning process, e.g., regular supervisor meetings, reflective practice, workshops or online learning activities, etc.	<input type="checkbox"/>	<input type="checkbox"/>

I advise my workplace supervisor of any concerns I have about the workplace as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>
I maintain regular contact with UNSW WIL staff.	<input type="checkbox"/>	<input type="checkbox"/>
I advise my WIL staff contact and/or other University staff of any concerns I have about the workplace as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Things to do after your WIL Activity</b>	<b>Yes</b>	<b>Not Required</b>
I have thanked the workplace or project supervisor and other workplace staff.	<input type="checkbox"/>	<input type="checkbox"/>
I have had all relevant documents signed off, e.g., attendance records.	<input type="checkbox"/>	<input type="checkbox"/>
I have handed over relevant work to my supervisor/team and returned all workplace property.	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted all assessments or other required learning tasks.	<input type="checkbox"/>	<input type="checkbox"/>