

WIL Central

Preparing For WIL:

Partner Checklist

This checklist is designed to act as a prompt for partner organisations in preparing to host a UNSW student on a Work Integrated Learning (WIL) activity. Please note that not all of the points in this checklist will be relevant to all students or WIL activities. The checklist assumes that a placement or project has been organised and approved by UNSW and your organisation.

Prior to the WIL activity commencing:

- Ensure that your organisation has signed and submitted a WIL Agreement.
- Check that you have the contact details for the appropriate UNSW WIL Staff member for the WIL Activity.
- Appoint a suitably qualified and responsible supervisor/s who will supervise, provide educational experiences appropriate to the student's skills and experience, and, where required, participate in the appraisal of the student.
- Contact the student to formalise arrangements, e.g. days and hours they will work, contact details for their supervisor, what to do and where to go on their first day, scope of work, etc. This should be done in sufficient time to allow students to complete any requirements you may have and to organise travel and other arrangements.
- Arrange a workstation or space, and other tools necessary for completion of the WIL activity, as appropriate e.g. furniture, computers and software etc.
- Contact appropriate HR and IT personnel to arrange student access as needed.
- Be aware of policies and legal agreements of the placement, e.g., Work Health and Safety and ownership of Intellectual Property.
- Identify and mitigate any potential workplace hazards.
- Provide information to students of any necessary licences, approvals, registrations, dress codes, including any uniform, workplace confidentiality and privacy issues, security checks, and other requirements related to their WIL activity or the workplace in general.
- Provide information to students on the organisation's Code of Conduct including policies and procedures in relation to workplace bullying and harassment. If it is not possible to do this before the student begins their WIL activity it should be completed by the end of the first week of work.

During the WIL activity

- Provide or arrange for induction, orientation and any necessary training (including workplace health and safety) for the student at commencement of the WIL activity.
- Discuss the student's learning goals (e.g. as set out in their course outline or other UNSW documents, as well as those formulated by the student) to see how these might be met during the WIL activity.

- ❑ Arrange a series of regular meetings with the student for reviewing progress, providing constructive feedback, discussion about how theory and practice come together in the workplace, etc. For further details on effective supervision, see wil.unsw.edu.au
- ❑ Monitor student progress and performance and liaise with UNSW WIL staff as needed, e.g. interim or progress reports [see wil.unsw.edu.au for assistance with this process].
- ❑ Contact UNSW WIL staff immediately if things do not proceed as you anticipate or if you have concerns with the student's performance so that challenges can be resolved in a timely manner.
- ❑ Contact UNSW WIL staff promptly should there be a critical incident, accident or issue related to the student's health and well-being.

After the WIL activity is completed

- ❑ Have a final meeting with your student summing up the experience, provide constructive feedback, and discuss with the student your formal evaluation of their work in the organisation.
- ❑ Ensure the student hands over any relevant work and returns all property to the organisation before they leave.
- ❑ Complete and return to the WIL staff any assessment or evaluation documents about the student's performance within the timeframe requested by the WIL staff.
- ❑ Provide feedback to WIL staff about your experience and any suggestions for improvement via email or survey forms, etc.