

## Preparing Students for Work Integrated Learning (WIL)

Employers gain many benefits from engaging with educational institutions and students for WIL placements or projects. WIL experiences are regarded as critical components of students' studies that directly impacts on their work readiness. Preparing students is a crucial step for ensuring maximum benefit from the WIL experience. The industry partner, educational institution and student should work collaboratively in the preparation phase to ensure shared understanding of goals, roles and responsibilities.

### Preparing students

As an industry partner you play a key role in preparing students and colleagues to be involved in a quality WIL experience. The following list outlines some key practical activities and approaches to consider when preparing a student for WIL with your organisation.

- Collaboratively discuss expectations including:
  - responsibilities and scope of role
  - agreed outcomes, workload and deliverables
  - professional standards and behaviours in the workplace
  - the method and frequency of communication for example, how and when you and the student will communicate.
- Discuss supervision and assessment requirements including:
  - Assigning the student a mentor throughout the WIL activity
- How you would provide ongoing feedback, supervise and monitor student performance
- The format, frequency and method for evaluating their performance.
- Plan and conduct an induction to the workplace including:
  - Information about your organisation
  - a briefing on OHS and emergency procedures
  - risk and security processes
  - introducing the student to others in the workplace
  - confidentiality and intellectual property processes and requirements
  - familiarising students with the workplace culture, diversity and expected professional ethical behaviour
  - workplace technologies and other tools required for the role.
- Explain your reporting responsibilities to your workplace and to the educational institution.
- Encourage open communication with students.

As the educational institution also has a key role in preparing students for WIL activities, it would be beneficial for you to meet with the WIL coordinator to discuss your role and responsibilities in this process. You will need to agree on the structure and purpose of the program of work, key tasks and learning goals and formalise this into a WIL agreement.