



AUSTRALIAN COLLABORATIVE  
EDUCATION NETWORK LIMITED

## WIL Checklist for Industry

### Before your WIL student starts

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- 1. Identify appropriate experiences, tasks, projects tailored to students if this has not already been determined
- 2. Identify professional development opportunities and resources required and find out how the university can help and provide support and advice
- 3. Manage administrative tasks such as:
  - a. Organising Supervision/workload and communicate with your work team
  - b. Organising payment to students If it is a paid placement -
  - c. Contacting the university liaison person and establish communication strategies
  - d. Setting up Computer logon/ access
- 4. Make contact with the student to provide relevant starting information e.g. starting date and time, security access details and parking arrangements.

### Onsite WIL induction

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- 5. Introduction to supervisor and team members
- 6. Work Place Health and Safety procedures
- 7. Location of Fire exits
- 8. Dress Code
- 9. Work hours
- 10. Location of desk and other relevant amenities
- 11. Location of relevant resources
- 12. Identify preferred communication and reporting methods
- 13. Computer access and login
- 14. Any policies, such as social media and privacy, to protect everybody's reputational risk

### Offsite WIL introduction

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- 15. Introduction to you and your organisation
- 16. Your availability
- 17. Location of relevant resources
- 18. Identify preferred communication and reporting methods

## Supervising a WIL student

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- 19. Promote learning environment by encouraging students to ask questions, offer their own ideas and come to you or their lecturer with their problems / issues.
- 20. Encourage students to find their own answers before coming to you.
- 21. Ask students to reflect on successes and failures to foster professional evaluative judgment skills
- 22. Model the behaviour you expect of the student.
- 23. Provide students with the “bigger picture” so that they can understand where their work fits within your organisation
- 24. Remain patient and understanding as this may be the students’ first experience with work related activities.
- 25. Where possible provide students a sense of ownership over the work they are doing e.g. offering discrete projects
- 26. Offer regular feedback and encouragement when they are doing well.
- 27. Have set regular meetings / check ins with the students or the university.
- 28. Check for understanding with the student by asking them to explain back to you what you would like them to do.
- 29. If it is placement encourage your team to support the student in the same way.

## After the WIL experience

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- 30. Provide your student with final feedback.
- 31. Provide your university contact with feedback about your experience.
- 32. Ask the university and student for feedback
- 33. Arrange for your next WIL student to start!

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