

# Student Checklist



## Before, during and after your WIL activity.

This checklist will help you to prepare for and get the most from your WIL activity. Complete the sections as you start to prepare and as you progress through your WIL activity. Make sure you keep a copy of this document so that you can refer to it throughout your studies and planning your next steps.

## WIL Experience Arrangements

|  | YES | NO | N/A |
|--|-----|----|-----|
| I have checked I am meeting my visa requirements while completing this WIL activity.   |     |    |     |
| I have completed the necessary course prerequisites required to participate in the WIL activity.   |     |    |     |
| I have confirmed my working days and hours with the participating organisation and I will complete timesheets as required (if relevant).   |     |    |     |
| I have read and signed the appropriate WIL Agreement prior to commencing the WIL activity.   |     |    |     |
| I have checked with my WIL Coordinator whether my WIL activity is paid or unpaid.  |     |    |     |
| If I am being paid for the WIL activity, I have agreed on a wage/salary with the participating organisation.   |     |    |     |
| I have obtained the relevant approvals/checks to work in the industry workplace, e.g. working with children check, police check.   |     |    |     |
| I have obtained the relevant licences that I need to work in the industry workplace, e.g. <i>working with hazardous materials licence, licences required to operate certain machinery.</i> |     |    |     |
| I know what I intend to learn during my WIL activity.  |     |    |     |
| I have done some background research on my industry/community WIL partner to understand the context.   |     |    |     |
| I appreciate that I will encounter diverse perspectives during my WIL activity.  |     |    |     |
| I understand any intellectual property implications of my WIL activity.  |     |    |     |

## Identify your skill set, values and interests

Answering the questions below will help guide you to the type of WIL activity you might be most interested in pursuing.

- What skills and knowledge have you gained in your studies or other work experience? Does that lend itself to a particular type of WIL activity?
- Think about past or present roles you have had. What do (or did) you like about your role? Think about a day at work that you really enjoyed and felt content.
- What don't (or didn't) you like about the role? What would you change about your work environment/roles that you felt more satisfied and content?
- If you stayed in the role for a long time, what kept you there?
- If you left the role after a short time, what prompted you to leave?
- What were your working conditions like? What did you find rewarding?
- What kind of people do you enjoy working with?



## During your WIL placement

|   | YES | NO | N/A |
|---|-----|----|-----|
| I make the most of my meetings with my supervisor to get feedback on my performance.  |     |    |     |
| I consistently reflect on what I am learning and the skills I am developing during my WIL experience and any skill.               |     |    |     |
| I actively seek additional opportunities for experience during my WIL activity.   |     |    |     |
| I actively enhance the collaboration between myself and my WIL supervisor.  |     |    |     |
| I ask questions to ensure I fully understand my tasks and complete them well.   |     |    |     |
| I am planning how I can evidence my new capabilities after my WIL activity.   |     |    |     |
| I establish clear communication strategies, timelines and modes of communication with those I am working with on my WIL activity. |     |    |     |
| I seek advice and support from others when I encounter challenges or changes during my WIL activity.                              |     |    |     |

## After your WIL placement

|   | YES | NO | N/A |
|---|-----|----|-----|
| I have included what I have learnt including skills on my resume/LinkedIn profile.                                |     |    |     |
| I have listed the tasks and responsibilities, projects, training and presentations on my resume/LinkedIn profile. |     |    |     |
| I have emailed my supervisor and colleagues to thank them for supporting me during my WIL experience.             |     |    |     |
| I have checked with my supervisor to see if they will act as a professional referee for future job applications.  |     |    |     |
| I reflect on how my thinking and perspectives have changed as a result of my WIL activity.                        |     |    |     |



# Student Checklist



## Rights, responsibilities and support during your WIL activity.

This checklist will help you understand your rights, responsibilities and support available during your WIL activity. Make sure you keep a copy of this document so that you can refer to it throughout your WIL activity.

### Health and Safety Rights and Responsibilities

|  | YES | NO | N/A |
|--|-----|----|-----|
| I have received/noted information from my University about the risks associated with the WIL activity or, if I have sourced my own activity, I have identified and considered any risks that might be involved.  |     |    |     |
| If the WIL activity is taking place at the industry partner's workplace, I have confirmed that I will receive a workplace induction when I commence the WIL activity, and if I do not receive an induction I will inform my WIL Coordinator.   |     |    |     |
| In regards to workplace health and safety, I will: <ul style="list-style-type: none"> <li>• <i>take reasonable care for my own health and safety</i></li> <li>• <i>take reasonable care that my conduct does not adversely affect the health and safety of others</i></li> <li>• <i>comply, so far as I am reasonably able with instructions</i></li> <li>• <i>cooperate with reasonable work health and safety policies and procedures that I have been notified of by the participating organisation.</i></li> </ul> |     |    |     |
| I will immediately report accidents, incidents and critical near misses to: <ul style="list-style-type: none"> <li>• <i>my WIL Coordinator or my University OHS team</i></li> <li>• <i>my industry partner supervisor and/or workplace supervisor at the participating organisation (if relevant)</i></li> <li>• <i>emergency services if appropriate (000).</i></li> </ul>  |     |    |     |
| If I have a reasonable concern about a serious risk to my health or safety from immediate or imminent exposure to a hazard, I may cease or refuse to carry out work, and will immediately advise my WIL Coordinator.   |     |    |     |
| I am aware of and have obtained the relevant vaccinations (as soon as practicable to allow full immunity to develop prior to placement) required for project or placement.   |     |    |     |
| I have contacted my University's Equitable Learning Service to discuss what reasonable adjustments might be made in relation to my disability, long term illness and/or mental health condition which might impact on my involvement in the placement or project ( <i>where relevant</i> ).  |     |    |     |
| I have assessed any medical condition/s I have to ensure they are well managed and will not pose a risk to me or others on placement, e.g. asthma, diabetes, pregnancy.  |     |    |     |
| I have checked with my WIL Coordinator that the appropriate insurance documentation has been provided to the participating organisation.   |     |    |     |

# Workplace Responsibilities & Support

|  | YES | NO | N/A |
|--|-----|----|-----|
| I have assessed whether I am able to meet the requirements of the role and have made arrangements to meet foreseeable obligations that may be impacted by the project or placement (e.g. child care arrangements made in advance, permission obtained to adjust prayer times to suit working hours).                     |     |    |     |
| I have spoken to the participating organisation about any religious, cultural or other considerations and any adjustments that may need to be made. For example, specific religious or cultural requirements regarding clothing which may interfere with safe use of equipment and further safety measures are required. |     |    |     |
| I have completed any WIL training recommended by my School or College.   |     |    |     |
| I am aware of and will abide by all information confidentiality requirements in the industry workplace.  |     |    |     |
| I will respect others and not discriminate against, bully or harass anyone, or tolerate such behaviour.  |     |    |     |
| I am aware of and understand intellectual property ownership that applies under the terms of the WIL Agreement that I have agreed to and signed.   |     |    |     |
| I will disclose/have disclosed any conflicts of interest regarding my placement to my workplace supervisor, prior to commencing my placement.  |     |    |     |
| If I am struggling with any issues affecting the WIL activity, such as housing, finance or support, I am aware that I can contact my WIL Coordinator to discuss these issues.  |     |    |     |
| If I am experiencing personal problems I am aware that I can access support services at my University such as a Counselling Service.   |     |    |     |
| I am aware that on my WIL activity I am representing my tertiary institution.  |     |    |     |
| I will conduct myself responsibly and professionally at all times.   |     |    |     |
| I will raise any concerns I might have with my supervisor.   |     |    |     |
| I will adhere to my Institution's Code of Conduct.   |     |    |     |



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