

Student Checklist



Before, during and after your WIL activity.

This checklist will help you to prepare for and get the most from your Work integrated Learning (WIL) activity i.e. placement, industry project or other work related learning experiences. 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.			

Maintaining your global network

Completing a WIL activity is a great way to develop your professional network. Add names and contact details to this table so you can keep in touch.

Name	Contact (e.g. phone or email)	Company or how we met	Relationship (e.g. colleague, supervisor, mentor)	How I plan to keep in touch or follow up (e.g. LinkedIn, periodic email)



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