

Student Checklist



Rights, responsibilities and support during your WIL activity.

This checklist will help you understand your rights, responsibilities and support available during your Work integrated Learning (WIL) activities such as 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 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"> • take reasonable care for my own health and safety • take reasonable care that my conduct does not adversely affect the health and safety of others • comply, so far as I am reasonably able with instructions • cooperate with reasonable work health and safety policies and procedures that I have been notified of by the participating organisation. 			
I will immediately report accidents, incidents and critical near misses to: <ul style="list-style-type: none"> • my WIL Coordinator or my University OHS team • my industry partner supervisor and/or workplace supervisor at the participating organisation (if relevant) • emergency services if appropriate (000). 			
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 (where relevant).			
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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