

WORK INTEGRATED LEARNING

OBTAINING AN AUTHORISED WIL POSITION

The four primary methods of confirming a suitable Work Integrated Learning (“WIL”) position and the associated documentation requirements are as follows:

1. WIL Positions Distributed by Work Integrated Learning Co-ordinators

This is the most common method for you as a Business and Law student to obtain a WIL position, as thousands have done over the past 50 years.

Once you are registered with the Centre you will have access to all relevant WIL positions (via email) that are sourced, negotiated and secured by WIL Co-ordinators through their established networks. These positions are generally **only open to students registered with the Centre**.

You simply need to have submitted a professional WIL resume and have actively participated in the Preparation Program and other related Centre-based activities (eg Expos, Careers’ Panels etc).

Employment Verification and Re-enrolment Requirements:

When you are successful in gaining a position in this manner, no further employment verification documentation is required in advance. A WIL Re-enrolment Authorisation Letter will then be provided to you to enable you to complete the appropriate enrolment at the next Re-enrolment session.

Copies of all employment documentation including signed contracts should be provided to your respective WIL Co-ordinator as per the WIL Program Guidelines.

2. Positions Advertised in the “Open” (Public) Job Market

Many registered students also wish to apply for positions relevant to their course which are advertised in the “open” or public job market. **This is acceptable and encouraged.** Entry-level, trainee, vacation or “internship” positions in this “open market” would be suitable as WIL positions and are often distributed widely via various websites, job boards, and other electronic media (eg SEEK and My Career). Many companies and industry or professional associations, including student associations, also have web-based employment pages which advertise current vacancies which you can access readily.

While there are a smaller number of positions being advertised in the print media today, the major city and local and regional newspapers and other traditional means of securing advertised jobs are still relevant and important in a WIL job search.

In considering which positions to apply for in this market, you need to identify and target career and job interests which are broadly relevant to your University course.

CRITERIA: WIL positions should provide you with the opportunity to “**challenge and extend your knowledge of the relevant industry sector at a level commensurate with a tertiary education**” (the basic criteria statement for any WIL position).

WIL Co-ordinators can provide specialist advice and strategies if you are interested in “self sourcing” a role and targeting WIL employment in this “open” market. This may include tips on responding to on-line application tools, appropriate terminology to use in application letters when describing University Work Integrated Learning objectives and responsibilities and interview tips.

If in doubt, always seek prior advice from your WIL Co-ordinator **before** applying for positions in this manner. In all cases, however, you **must consult with your WIL Co-ordinator prior to attending an interview** for any prospective WIL position to ensure that the position meets the criteria and requirements for WIL.

Please refer to the section below titled “**Employment Verification and Re-enrolment Requirements**” for important notes detailing the WIL documentation required for advertised positions.

3. Positions Targeted “Pro-actively”

You may also wish to embark on an independent “self marketing” strategy and proactively target career positions which would meet the WIL criteria and your own professional career interests. This strategy can be extremely rewarding and will also help develop your own networking skills and capabilities, as you will be directly involved in driving the overall job search process to a far greater degree than via other strategies.

However this “pro-active” approach will also require you to show a more intensive commitment and will generally require more time than other search methods. It therefore requires a longer lead-time and close consultation with the WIL Co-ordinator from the beginning.

You may also wish to access other personal or professional contacts for a suitable WIL position. This may be through a previously established professional network through your family, friends, past employers, social groups, lecturers or other professional networks.

In all cases however, you **must advise and obtain approval from your WIL Co-ordinator** before embarking on this strategy. This would usually be done from 3 - 6 months prior to the expected time of commencement of your WIL position. You may consider this approach, in addition to reviewing the opportunities advertised via the WIL Co-ordinator however there are protocols in place to ensure that the integrity of the WIL program is maintained. Your Co-ordinator will advise you accordingly.

Please refer to the section below titled “**Employment Verification and Re-enrolment Requirements**” for important notes detailing the WIL documentation required for pro-actively targeted WIL positions.

4. Current - Pre-Existing - Employment

Your current employment may also be used for WIL employment and as the basis of your enrolment in a WIL unit of study. The WIL position criteria (refer #2 above) must be met – and in particular the requirement that the work being undertaken is **at a level commensurate with a tertiary education**.

Please refer to the section below titled “**Employment Verification and Re-enrolment Requirements**” below or important notes detailing the WIL documentation required for pro-actively targeted WIL positions. It may also be necessary to provide documents confirming your ongoing employment (e.g. a recent pay “stub”, payroll statement or tax advice).

Employment Verification and Re-enrolment Requirements

For WIL Positions Advertised in the “Open” (Public) Job Market (#2 above), Positions Targeted “Proactively” (#3 above) and any Current Pre-existing Employment (#4 above), the following documentation will need to be provided to your WIL Co-ordinator in advance, to substantiate enrolment in any WIL Unit of Study :

- 1) Documentation eg a contract that confirms your current or expected employment status, including expected commencement and concluding dates (as applicable), job title, employment mode (casual, ongoing etc), time fraction (if not full time, average weekly hours should be stated), salary and other relevant terms and conditions of employment;
- 2) A Job Description detailing the duties to be performed in the appointed role – or being undertaken in current positions.

This documentation may be in the form of a formal signed contract of employment **and** Job/Position Description, or other suitable documents. It must be presented on independently verifiable documentation, on company/business letter-head, preferably in hard-copy format. Additional supporting documents may also be required.

For clarification of any of the above information, please seek the advice of a WIL Co-ordinator as soon as possible to allow for appropriate follow-up prior to Re-enrolment and the Semester commencement.