Work Integrated Learning
STAGE 1

Step 1

Register for WIL at www.vu.edu.au/wil

Step 2

WIL Preparation Program:
- ✓ review WIL Preparation Program materials on-line;
- ✓ obtain WIL Handbooks, other resources, on-line or at WIL Centre;
- ✓ develop and submit professional resume, and
- ✓ visit WIL Centre and meet WIL Co-ordinator (FP G302 or CF 1047)

OPTIONAL? **OR** MANDATORY?

YES **YES**

Step 3

Verify available elective/s in course
see Course Co-ordinator to confirm.

YES

Step 4

Consider all suitable WIL employment options
eg. casual, voluntary, part or full time.

Step 5

ALL STUDENTS
May review positions secured and distributed by WIL

Review positions circulated by WIL Co-ordinator:
- ✓ apply / interview …
- ✓ offer made & accepted.

OR

Students may also decide to conduct their own independent WIL search (*i.e. via own networks*) or use current employment.

Consult with WIL Co-ordinator re:
- ✓ strategies/options,
- ✓ positions which meet criteria, *then*
- ✓ pursue independent job search.

OBTAINED WIL POSITION?

YES

Step 6

- ✓ Confirm position details with WIL Co-ordinator.
- ✓ Attend WIL Commencement Briefing
- ✓ Obtain WIL Enrolment Authorisation

Step 7

STAGE 2
(in the following semester or year)

STAGE 2
includes:
- Enrolment in BIL or 2 Co-op Units;
- Completion of on-line academic assessment tasks, *and*
- Satisfactory completion of approved WIL workplace position & hrs.