



Work Integrated Learning

Student Experience and Graduate Outcomes

Faculty of Business & Law

Deakin University, Locked Bag 20001, Geelong, VIC, 3220

bl-wil@deakin.edu.au

WIL Adviser +61 3 522 78084 +61 3 924 68255

Faculty reception +61 3 5227 1277

www.deakin.edu.au/buslaw/wil

- Community Based Volunteering**
- Business Internship**
- Industry Based Learning**

(please tick applicable unit)

Jobshop – Organisation details

Host organisation (employer) details

<i>Name of organisation</i>	
<i>New organisation?</i>	
<i>Division</i>	
<i>ABN</i>	
<i>Use host logo (yes/no?)</i>	
<i>Logo details (if any)</i>	
<i>Address</i>	
<i>email</i>	
<i>Reception phone</i>	
<i>Website</i>	
<i>No of employees (total)</i>	
<i>No of employees (at placement site)</i>	
<i>Scope of operations</i>	
<i>Industry category</i>	

Student internship (job vacancy) details

<i>Position</i>	
<i>Length of internship</i>	
<i>Administrative contact Name/position/phone/email</i>	
<i>Contact to display to students (Y/N?)</i>	
<i>Publish date</i>	

<i>Expiry date</i>	
<i>Employment type (paid/unpaid)</i>	
<i>Number of positions available</i>	
<i>Remuneration (if any)</i>	
<i>Job application no./reference code</i>	
<i>Job location (country)</i>	

Descriptive details (internship details)

<i>Summary (for display in search results)</i>	
<i>Details (bullet points can be used)</i>	
<i>Prerequisites (majors, interests, licenses, experience, working with children certificate, etc.)</i>	
<i>Application procedure</i>	<p>Apply directly to host.</p> <p>email to at and attach the following:</p> <ol style="list-style-type: none"> 1. Cover Letter, 2. Resumé (CV) and 3. briefly outline why you are interested, as well as your weekly availability <p>To discuss the suitability of this position to your study program or Work Integrated Learning issues in general please contact a Faculty WIL Adviser at bl-wil@deakin.edu.au or go to the WIL website http://www.deakin.edu.au/buslaw/enhance-study/work-integrated-learning</p> <p>If accepted as an intern students will be required to be concurrently enrolled in the unit MIS390 (or MIS391 if a second internship) – this is a strict requirement of this WIL opportunity. You are responsible for ensuring that undertaking a WIL unit contributes to your course requirements</p>
<i>Website (links to job information or downloads if applicable)</i>	
<i>Attachments - website</i>	-
<i>Attachments - documents</i>	

4. Health and safety questionnaire - To be completed by WIL host

Health and Safety (please colour your answers)

Do you have written policies on health, safety and welfare at work?	Yes	No
Do you have a policy regarding health and safety training for people working in your organisation, including use of vehicles, plant and equipment, and will you provide all necessary health and safety training for the student(s)?	Yes	No
Is the organisation registered with: <ul style="list-style-type: none"> • Victorian WorkCover Authority (WorkSafe)? • other appropriate authority (interstate or international hosts only)? 	Yes	No
Risk assessment <ul style="list-style-type: none"> • Have you carried out risk assessment of your work practices to identify possible risks, whether to your own employees or to others within your organisation? • Are risk assessments kept under regular review? • Are the results of risk assessments (e.g. controls, training etc.) implemented? 	Yes	No
Accidents and incidents <ul style="list-style-type: none"> ▪ Is there a formal procedure for reporting, investigating and recording accidents and incidents to the Victorian WorkCover Authority or other relevant authority? ▪ Have you procedures to be followed in the event of serious and imminent danger to people at work in your organisation? ▪ Will you report to the University all recorded accidents involving student(s)? ▪ Will you report to the University any sickness involving student(s) that occur during their experience with your organisation? 	Yes	No

If the answer to any of the above questions is 'No' then the Work Integrated Learning team may require additional information to determine the level of risk.

Contact personnel: Who is your nominated contact for compliance with the requirements of Occupational Health and Safety legislation?

Name	
Position	
Phone	

Additional notes: Work Integrated Learning use only
(not published on Deakin JobShop)

<i>Trimester</i>	
<i>Relist for next trimester</i>	
<i>Prepared by</i> <i>(Faculty contact)</i>	
<i>Date</i>	February 27, 2015
<i>Contacts</i>	
<i>Notes</i>	