Faculty of Business and Law
Work Integrated Learning (WIL)

Ten steps to finding an industry based learning opportunity and getting started.

Industry Based Learning (IBL) is part of the Faculty's undergraduate Work Integrated Learning suite and comprises the units:

MWL311 Industry Based Learning
(1 credit point each - 3 months paid full-time – 36 hours per week for 12 weeks)

MWL312 Industry Based Learning
(2 credit points each - 6 months paid full-time - 36 hours per week for 24 weeks)

You can do any combination of these units up to 4 credit points (48 weeks) in total and all can be completed with the same host. You can only enrol in these units once a WIL Adviser approves your application and 'unlocks' the unit.

Step 1

Please download and read the **WIL Student Guide** thoroughly.

Step 2

It is a prerequisite that you have completed 16 credit points of your degree and preferably completed 4 credit points of a relevant major sequence before attempting an IBL unit. It is your responsibility to ensure this unit contributes to your course requirements. If you are unsure please see a course adviser or contact **Student Central** or telephone +61 3 9244 6555.

Step 3

There are generally two kinds of IBL opportunities. Those negotiated by the Faculty and available only to Deakin students – these are promoted via email to relevant students (based on their major sequence/s) and listed on Deakin **UniHub**.

There is also a range of opportunities available and promoted by organisations themselves and/or Deakin UniHub. (In some instances, vacation work may meet the criteria for IBL). An IBL unit requires a specified number of contact hours, must be related to your studies and must be paid at an approved rate. Opportunities of a shorter duration may be more suited to a MWL303 Business Internship. IBL opportunities are formally structured and subject to rigorous and competitive application processes. Students are strongly advised to make the best use of the resources available, starting with the IBL listings on the Deakin UniHub website. Students considering an IBL should ensure they have a current and professional looking resume, and are confident in their ability to undertake formal interviews. Students may undertake an IBL in Australia or overseas. Fluency in the working language of the host is essential.

Step 4

There are five things you should take to an interview with a prospective volunteering host:

- IBL flyer (to give to the host organisation)
- OHS & Insurance Declaration (Host) form
- Resume (DeakinTalent has a free Resume checking service)
- Passion (for an internship experience and the career you aspire to)
- Understanding (what you want from the volunteering experience)

Step 5

Once you find a suitable opportunity, complete the online application process on **InPlace** (make sure you and the host organisation provide all the required information and signatures). If your internship is unpaid you will also need to upload the OHS & Insurance Declaration form on InPlace.

Step 6

Students must be paid during their IBL placements. Further advice for hosts and students is available from your WIL advisor.

Step 7

If your IBL Application is approved the WIL team will 'unlock' the unit on StudentConnect.

Step 8

You must then login to StudentConnect, enrol in the approved IBL unit and email your enrolment receipt to the WIL team. The WIL team will then email you and your host confirming approval and giving further instructions.

Step 9

Once enrolled you must login to CloudDeakin, locate the MWL311/312 site (listed under ongoing units) and read the welcome information– (under the 'Resources' Tab). Then introduce yourself to the BIP academic staff and other current WIL students.

Step 10

The next task in CloudDeakin is to go to the Assessment area and carefully read, then follow, the 'Assessment Overview and Instructions' document.

Last day to add a WIL unit

Trimester 1	18 March 2018
Trimester 2	22 July 2018
Trimester 3	18 November 2018

Note: You must submit your application at least 10 working days prior to your internship start date.

For more information and advice, please email **bl-wil@deakin.edu.au** or call +61 3 5227 8619.

Find out more at

deakin.edu.au/buslaw/wil

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