Student Guide

Work Integrated Learning

Faculty of Business and Law
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How does it work?

The Faculty of Business and Law has strong partnerships with an extensive range of industries and organisations but you are also welcome to self-source a work placement. With a structured Deakin WIL unit, our dedicated WIL team assists you with selection guidance, application advice, conducts relevant checks and also manages your application. When you undertake a WIL placement, your learning is guided through a series of progressive assessment tasks.

How do I apply?

The application process differs depending on whether your WIL experience is faculty or self-sourced. Faculty-led programs, such as international study tours, Interns@Deakin, FreelancingHUB and the MWL701 unit have clearly-identified, straightforward, individual application procedures.

If you are applying for self-sourced placements this must be done via the online InPlace system. You will be asked to select the unit you are applying for and to provide relevant information about your proposed activities. Applications must include the signed Host Form, which includes an Occupational Health & Safety (OH&S) questionnaire and Insurance Declaration, as well as your current résumé. All applications are subject to academic approval which means you are not able to commence an internship until the enrolment process is complete. Applications must be submitted at least ten business days prior to your proposed start date.
How will I benefit from a WIL experience?
You will gain key work experience that is relevant to your career goals. A WIL placement enhances your understanding of the business and/or community workplace environment, extends your professional contacts and helps link your learning to real-world practice. Other benefits include:

- sharing contemporary academic thinking and research with your organisation
- applying discipline-specific knowledge in a practical environment
- improving your verbal and written communication and negotiation skills
- working and learning independently while taking responsibility for your work
- engaging ethically and productively in a professional context
- working and learning with others from different disciplines and backgrounds
- enhancing your potential for securing a paid graduate position.

How do I find a WIL opportunity?
We offer structured WIL programs through the Interns@Deakin program, international WIL study tours and other faculty-sourced opportunities. Intern opportunities from employers who have contacted Deakin directly are advertised on UniHub while overseas opportunities can be found at deakin.edu.au/abroad.

DeakinTALENT is designed to connect you with employers. This is a career development learning environment that is open to students across all discipline areas and year levels. DeakinTALENT is free, available 24/7 and accessible from anywhere. It’s the online resource that can help you put your best application forward. You can contact the DeakinTALENT team at any time for résumé, interview and career support.

We also support self-sourced opportunities. This is where you find and negotiate your own WIL experience and it can be a valuable step in preparing you for the world of work. However first, we encourage you to read the ‘Ten Steps to Securing an Internship’ document that is available on each unit’s web page (links available in the following unit descriptions) to ensure you are fully aware of the process.

A word of caution
There are a number of websites listing WIL opportunities in Australia and overseas. If you’re exploring WIL opportunities online, be careful about the authenticity of organisations that offer fee-for service arrangements as they are not recommended by Deakin. It’s also a requirement that a host organisation has five or more employees, that you don’t report to a relative, work for an organisation that is solely operated by a relative, and that the organisation provides consent for your participation.

Will I be insured?
If you are enrolled in an approved, unpaid WIL experience you will be covered by Deakin University’s insurance. If your internship is a paid placement this is considered an employment relationship and you should be covered by your employer’s insurance. If you undertake a WIL unit overseas you must register with Study Abroad deakin.edu.au/abroad. For more information on WIL insurance please visit deakin.edu.au/student-insurance.
How to enrol in a WIL unit

Unlike other units, you cannot directly enrol in a WIL unit until formal approval has been granted by the WIL team. Structured programs are preapproved for enrolment and you will be assisted through the enrolment process by the WIL team. For self-sourced placements, you must submit an online application through InPlace. This process is completed online at InPlace and you must ensure that your InPlace application is received at least ten business days prior to your placement commencement date. To apply you will need to provide the following:

• your details
• expectations for your WIL activities and learning outcomes
• proposed commencement and completion dates (including total number of hours and breakdown of hours)
• your current résumé (and your current position description for Work Based Learning applications)
• a signed and completed Host Form, including all relevant sections of the OH&S questionnaire (and Insurance Declaration if unpaid).
• a signed course plan which can be obtained from a Student Adviser at one of our on-campus Student Central Hubs, or contact buslaw@deakin.edu.au or phone (03) 9244 6555.

Once you’ve submitted your application, there are three possible outcomes:

• approved
• further information requested
• not approved.

If your application is not approved our WIL team will contact you to explain why. If it’s approved, we will advise both you and the host organisation via email and you may then add the unit via StudentConnect.

However if you’re subject to other special approval requirements you may need to submit an Enrolment Variation form and our Student Advisers will be able to assist you. Please also note that the Faculty of Business and Law reserves the right not to approve applications from students who are currently subject to Faculty Academic Progress Committee restrictions or deliberations.

I’m an international student - can I apply?

If you are an international student who is considering a WIL experience in Australia you may require a work permit depending on your visa status. Please contact an International Student Adviser at one of our Student Central Hubs on campus, or email on isadvice@deakin.edu.au for further advice on visa policies and procedures.

“I am so happy that the solutions I developed are actually being integrated within my workplace.”

Gowri, Commerce, Work Based Learning at a not-for-profit organisation
Work Integrated Learning (WIL) units

Deakin’s Faculty of Business and Law WIL units are available are available in T1, T2 and T3 for on-campus and Cloud Campus students.

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Name</th>
<th>Duration</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWL201</td>
<td>Community Based Volunteering</td>
<td>100 – 160 hours (unpaid)</td>
<td>4 credit points (excluding CPL)</td>
</tr>
<tr>
<td>MWL202</td>
<td>Team Project</td>
<td>100 – 160 hours</td>
<td>6 credit points (including CPL)</td>
</tr>
<tr>
<td>MWL203</td>
<td>Work Based Learning</td>
<td>100 – 160 hours</td>
<td>8 credit points (including CPL) (min. 6 months with current employer)</td>
</tr>
<tr>
<td>MWL204</td>
<td>Global Business Experience*</td>
<td>Duration can vary</td>
<td>8 credit points (including CPL)</td>
</tr>
<tr>
<td>MWL301</td>
<td>Team Internship*</td>
<td>100 – 160 hours</td>
<td>8 credit points (including CPL)</td>
</tr>
<tr>
<td>MWL303</td>
<td>Business Internship *</td>
<td>100 – 160 hours (unpaid or paid)</td>
<td>12 credit points (including CPL)</td>
</tr>
<tr>
<td>MWL311</td>
<td>Industry Based Learning 3mth*</td>
<td>3 months full-time (paid)</td>
<td>16 credit points (including CPL)</td>
</tr>
<tr>
<td>MWL312</td>
<td>Industry Based Learning 6mth*</td>
<td>6 months full-time (paid)</td>
<td>16 credit points (including CPL)</td>
</tr>
<tr>
<td>MWL701</td>
<td>Business Internship Experience</td>
<td>Trimester-long unit, T1 and T2</td>
<td>6 credit points</td>
</tr>
<tr>
<td>MWL702</td>
<td>Business Practicum*</td>
<td>100 – 160 hours</td>
<td>6 credit points</td>
</tr>
<tr>
<td>MWL703</td>
<td>Team Internship*</td>
<td>100 – 160 hours</td>
<td>6 credit points</td>
</tr>
<tr>
<td>MWL704</td>
<td>Work Based Learning</td>
<td>100 – 160 hours</td>
<td>4 credit points</td>
</tr>
</tbody>
</table>

* Repeatable
Undergraduate Units

For the most up-to-date assessment information and pre-requisites for each unit please visit Deakin’s Handbook

Community Based Volunteering – MWL201
This unit encourages a hands-on approach to learning. It enables you to learn in, and with the community by helping you develop citizenship skills and the ability to appreciate the impact of your role as an individual in society. It offers a diverse range of opportunities – such as assisting in a remote village in India, at a hospital or your local charity or other not-for-profit organisation. Available to you at an early stage of your degree, this unit does not need to be related to your studies but it must be an unpaid position. Community Based Volunteering comprises 100-160 hours of placement and a weekly commitment can be negotiated with the host organisation providing it is not less than one day per week. For more information please visit deakin.edu.au/community-volunteering.

Team Projects – MWL202
This 100–160 hour placement gives you the opportunity to undertake an authentic project that facilitates your learning within a team structure. Through continuous assessment processes, it enables critical reflection on your placement, your graduate attributes, and employability competencies. Opportunities for this unit are faculty sourced and special workshops may also be offered.

Work Based Learning – MWL203
If you’re currently employed in full or part-time work, this unit provides you with an opportunity to take part in a learning experience that’s based in your regular employment position. You need to have been with your employer for a minimum of 18 hours per week for the past six months prior to commencing this experience. Before seeking approval to enrol in the unit, you will also need to have progressed sufficiently in your major sequence in order to be able to apply aspects of theory to practical workplace experiences and observations. To apply, you will need to identify a suitable business problem that you can address as your project and one that falls outside the normal scope of your duties. You will be expected to work on your specific project in addition to completing assignment work.

If you need assistance to determine suitability of a proposed host and project, please arrange an initial interview with one of our WIL Officers which may be done in person or by phone or email. For more information please visit deakin.edu.au/buslaw/wbl.
**Global Business Experience – MWL204**

This is an experiential learning unit designed for pre-approved experiences which means you cannot submit a self-placement request. It will involve between 10-24 days of overseas experience plus approximately 20 hours for individual reflection and associated assessment tasks. This unit provides an authentic and professional learning experience that will increase your awareness and understanding of the skills and tasks required as a global business graduate. Through a continuous assessment process, you will be able to critically reflect on your involvement in the international experience, your graduate attributes, and employability competencies.

**Team Internship – MWL301**

This unit gives you the opportunity to gain a professional work placement with an approved host organisation to facilitate learning within a team structure. It is a 100-160 hour placement designed for you to learn in and with a team with the intention of critically reflecting on your placement, your graduate attributes and employability competencies through continuous assessment processes. Opportunities to undertake a Team Internship are generally faculty-sourced, and promoted and special workshops may be offered if you are working on projects with a common theme or common host. This unit may also have compulsory orientation sessions.

**Business Internship – MWL303**

This unit builds on the skills learnt in your core units and helps prepare you for employment after graduation. It can be completed in all majors or discipline areas as well as general business opportunities.

MWL303 can be taken through a number of Deakin’s structured programs, such as Interns@Deakin, FreelancingHUB and the Whitehorse Tertiary Business Skills Program. This unit also supports self-sourced internship opportunities so that you can negotiate placements that are specific to your career interests. For a list of opportunities that interested hosts are currently advertising to Deakin students, please visit the DeakinTALENT Jobs and Internships Board. While it’s not compulsory, we recommend that you first complete the MWL101 Personal Insight unit before seeking an internship as it equips you with the skills that assist in finding and negotiating an internship.

If you are a law student, MWL303 can be taken as a law elective where the placement is approved as being in a legal environment. If you have the room within your course, it is possible to take more than one Business Internship. For more information please visit deakin.edu.au/buslaw/internship.

“For a current list of overseas opportunities for MWL204 and MWL301, please visit deakin.edu.au/buslaw/ug-programs.”

“The internship provided an opportunity to develop relationships and networks within the organisation... and created a pathway to successfully obtain my ideal career once I’ve completed my studies.”

Brendan
Commerce, Business Internship at Warrnambool Cheese and Butter.
Industry Based Learning – MWL311, MWL312

Industry Based Learning (IBL) units allow you to gain an extended, discipline-based professional work placement with an approved host organisation. While this placement should benefit both you and your host organisation it is not solely about ‘work experience’. It also aims for significant educational learning outcomes that are linked to lifelong learning competencies and employability skills.

Focusing on the transfer of disciplinary knowledge and skills, this unit exposes you to professional standards and gives you the opportunity to explore the links between theory and practice both in a formal workplace setting and through curriculum-based reflective practice.

You will be expected to have progressed sufficiently in your major sequence to be able to apply aspects of theory to practical workplace experiences and observations. You will have regular contact with your host organisation (which may include site visits where appropriate) and in addition to negotiating and documenting your IBL experience, a major component of the assessment will be the completion of a number of reflection tasks based on the experience itself.

You are only permitted to enrol in one off-campus unit concurrent with IBL. Each IBL unit is a fixed duration with the following options:

- three months full-time (12 weeks @ 36 hours per week)
- six months full-time (24 weeks @ 36 hours per week)
- 12 months full-time (48 weeks @ 36 hours per week)

The start and end dates are negotiable and a nine month placement is possible through the combination of a three and six month duration with the same host organisation. If your proposed IBL experience is with an established industry WIL program, you will need to discuss your options with a WIL Adviser to determine how the two can be best integrated. For more information please visit deakin.edu.au/buslaw/industry.

Other WIL programs

The following specialist units are available if you are in a specific course (see unit description in the online Deakin Handbook or follow links for more information on each unit):

- Sport Management Practicum (MMS306)
- Legal Internship (MLL351)
- Deakin Law Clinics (various units available)
- International Litigation and Dispute Settlement (International Moot) (MLL355)
- Interns@Deakin and FreelancingHUB (coordinated by Deakin Talent).

“It is a practical kind of knowledge that you can’t learn in the classroom – putting those skills into a business context.”

Georgia
Commerce Industry Based Learning at CGU Insurance.
Postgraduate Units

Business Internship Experience – MWL701
This program is a business simulation (not an external internship) developed by industry professionals and delivered entirely on campus at Burwood. This unit has compulsory attendance requirements. It is designed to provide you with a simulated internship experience from the initial recruitment phase to working on a team-based project developed by industry professionals and presenting project outcomes to a board of management.

Business Practicum – MWL702
Similar to the undergraduate unit MWL303, the Business Practicum unit provides you with the opportunity to undertake an internship of graduate-level work with an approved organisation. It aims to develop your knowledge, workplace skills and graduate attributes to enhance your employment opportunities.

Team Internship – MWL703
This unit offers you the opportunity to work in a small team while tackling real-world issues. Experiences may be located within industry or challenge-based situations that are offered in collaboration with our industry partners. Enrolment is subject to an application process and opportunities are generally faculty sourced and promoted. Team internships may also have compulsory orientation sessions.

Work Based Learning – MWL704
As with undergraduate unit MWL203, the application process for this unit asks you to identify a suitable business problem (that falls outside your normal scope of duties) which you will address as your project. This is completed in addition to your assignment work and you need to have been working with your employer for a minimum of 18 hours per week for the past 6 months prior to commencing this experience. For more information please visit deakin.edu.au/buslaw/wil-postgraduate.
What else do I need to know?

Assessment
Please consult the Unit Guide on CloudDeakin for specific assessment policies and guidelines. All assessment queries should be directed to the teaching team via the CloudDeakin discussion board in the first instance.

Graduation
If your WIL experience is the final unit of your degree you must submit all WIL assignments by the first day of the exam period in your trimester. This enables your Unit Chair to ensure all marks are finalised by the normal results release date for the trimester of enrolment and you will be able to participate in the graduation process. If you plan to graduate at the end of your WIL unit, please contact your Unit Chair by email in advance.

Occupational Health and Safety (OH&S)
Deakin University has a range of responsibilities under health and safety legislation to both our students and staff. Some of the key points from our OH&S policy include:

- the Occupational Health and Safety Act 1985 requires work practices, in particular hazardous work practices, to be made as safe as is practicable
- appropriate supervision, information, instruction and training must be provided to employees and students engaging in potentially hazardous work
- all levels of management and supervision are required under both legislation and University policy to take into account individual capabilities and restrictions, so far as practicable, for working arrangements
- persons on work experience at Deakin are the responsibility of the University
- although another organisation directly controls the work done on external placements, Deakin coordinates the work placement and has due diligence responsibilities
- the OH&S questionnaire included in the Host Form must be completed by the organisation for your application to be considered
- the Faculty of Business and Law reserves the right to not approve placements where it is considered the student will be put at an unreasonable risk if they proceed with the placement.

WIL staff and contact details
For all assessment-related queries, please contact our academic staff via CloudDeakin. The WIL units are administered by a team situated across the Burwood and Geelong Waterfront campuses. General enquiries, enrolment issues and other requests can be directed to bl-wil@deakin.edu.au or (03) 5227 8619. Appointments can be arranged for consultations as required.

Payment
If you are negotiating a paid internship, please be aware of minimum wage conditions and applicable industry awards. Further information and advice can be obtained through the Fair Work Ombudsman fairwork.gov.au.
CloudDeakin and Unit Delivery
CloudDeakin is our online teaching and learning environment and it’s where you will find all your WIL unit information. CloudDeakin is used for:
- delivery of course materials (welcome document, online tasks, combined assignment cover/detail sheets and, additional resources)
- assignment submission
- assessment and feedback
- administrative purposes (communication with enrolled students).

For more information please visit CloudDeakin. All confidential communication (including all emails relating to your application) will be via your Deakin University email account or InPlace. Information on the current Unit Chair and other assessment details can be found in the University Handbook.

Credit for Prior Learning (CPL)
CPL is strictly not available for WIL units. Due to the experiential learning nature of the WIL program, particularly the reflective assessment tasks, previous training or work experience are not considered to meet the requirements of these units.

Suitable Organisations
One of the criteria used to assess the suitability of an organisation is that it must have five or more employees on site. This is because a business internship must expose you to an existing or established workplace with co-workers, work processes, work culture and a supervisor and/or manager. The organisation is also expected to contribute to your development and provide you with regular formal or informal feedback regarding your performance.

Timing and dates
Completion of WIL units is very flexible. Except for graduation requirements, they are not restricted by standard trimester dates. Even though you may be enrolled in a standard academic period you may complete your WIL experience across different academic periods. Consequently, there are no fixed dates for assignments. Due dates for assignments flow from your placement and will be based on the start and end dates of your internship as indicated by the application form.

WIL Student Support Scheme
This scheme assists eligible domestic undergraduate students who are experiencing financial hardship. It is available for both domestic and overseas placements in all trimesters and more information can be found at deakin.edu.au/students/wilfinancial-support.
Further resources

General WIL enquiries
bl-wil@deakin.edu.au or (03) 5227 8619.

WIL website
deakin.edu.au/buslaw/wil

UniHub
unihub.deakin.edu.au For the latest internship and job postings

Deakin Talent
dekintalent.deakin.edu.au Resources, workshops, career coaching and more – to assist in boosting your employability.

Tips on how to start
blogs.deakin.edu.au/deakintalent-currentstudents/employment-opportunities/jobsearch/
Faculty of Business and Law

Work Integrated Learning
deaquin.edu.au/buslaw/wil

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