

SEBE WIL Placement: How to Complete Your Industry Placement Form in DocuSign

Section 1 : Student Instructions

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Visit [Work Integrated Learning | Students](#) webpage and select "**How to apply for a WIL placement**"



invaluable hands-on experience and industry connections.



Play video 01:54

[How to apply for a WIL placement](#)

Learn how to identify your WIL unit, find a placement opportunity with the organisation of your choice, and submit your application.

Frequently asked questions

Helpful answers to common questions about WIL placements, the application process, enrolling in your WIL unit and more.

Browse WIL opportunities

Browse faculty-sourced WIL opportunities in TargetConnect to find a placement that is right for you.

Information sessions and events

Attend an information session to learn more about the application process.



2 Under How to Apply - Select "**Step 3. Apply for approval**"

Step 1. Identify your WIL unit	
Step 2. Find a placement opportunity	
Step 3. Apply for approval	

Approaching a host organisation

Before self-sourcing a WIL placement, please ensure you have read and understood the following information.



3 Click "**SEBE WIL Industry Placement Form**"

Once you have secured a placement, you **must** submit an InPlace application for approval (prior to your placement commencement date). Placements **cannot be backdated** and the processing of applications takes approximately **10 working days**. Therefore, your application start date must be **at least two weeks after submission**. Please coordinate and negotiate this timeline with your host organisation.

1. Before you send your placement agreement to an organisation, you should contact the WIL team to check if your faculty has an existing agreement with your host organisation.
2. Then, complete the following forms:

SEBE WIL INDUSTRY PLACEMENT FORM

Student Instructions:

Please complete the SEBE WIL Industry Placement Form via DocuSign, ensuring that you provide accurate contact details for your host supervisor. Once the form is fully completed and signed, upload it to your application on InPlace.

Please note: If you have completed this form using the previously available PDF version, you may submit it with your application on InPlace.



4

Ensure that **your Full Name and Email Address** are entered **correctly**, as the completed document will be sent to this email.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Host Supervisor

Name: *

Full Name

5

Enter your **Supervisor's Full Name and Email Address accurately**, as the document will be sent to them next to complete their sections and provide their signature.

Please enter your name and email to begin the signing process.

Student

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Host Supervisor

Name: *

Full Name

Email: *

Email Address

6 Click "Begin Signing"

Your Name: *

Your Email: *

Please provide information for any other signers needed for this document.

Host Supervisor

Name: *

Email: *

Begin Signing

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7 An access code will be sent to your email. Please check your inbox (and your spam or junk folder if you don't see it) and **enter the code to access the document**. Once entered, click **Validate** to proceed.

Please enter the access code to view the document

SEBE Work Integrated Learning
Deakin University

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.

Access Code

VALIDATE

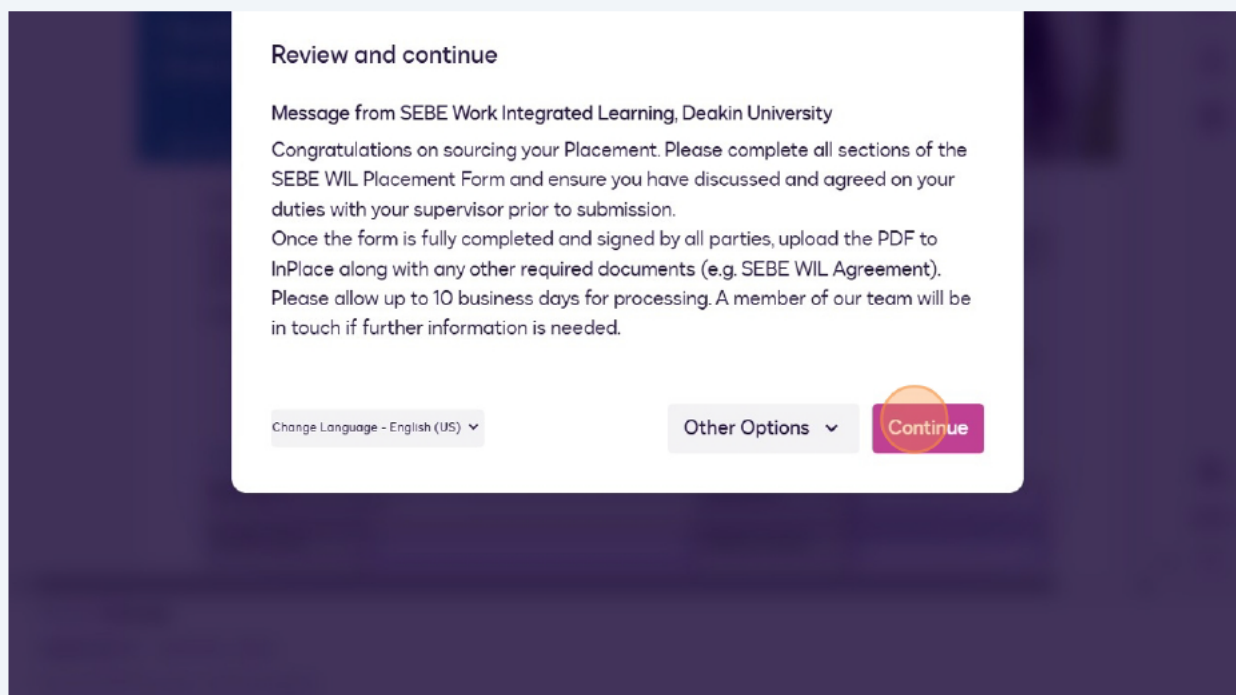
I NEVER RECEIVED AN ACCESS CODE

Hide Text

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8 Click "Continue"



9 Complete all the required sections of the form before submitting. Ensure that all fields are filled accurately to avoid delays in processing.

Deakin University CRICOS Provider Code: 001138

This form is required for all students requesting enrolment into a SEBE WIL unit.

Please submit this form via InPlace at least 10 working days before your proposed internship start date, and before the WIL registration deadline listed on the Faculty website. For internships outside of Australia, please submit at least 4 weeks in advance.

Submission and approval requirements:

- All internships must be undertaken for credit through enrolment in an approved WIL unit.
- Placements cannot commence until written approval is provided by the WIL team, and the student has enrolled in the approved unit.
- Incomplete forms will not be processed and/or placements will not be approved.
- Unapproved placements are not eligible for insurance cover or academic credit.

PART A: Student and Placement Details

Full name		Student ID	
Deakin email		Mobile number	
Course name			
Course code		Major/Specialisation	
Organisation name			

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You will see **Schedule 1 – New Placement** and **Schedule 2 – Existing Employee**. Please select the correct option that applies to you. Once selected, you will gain access to complete the relevant section accordingly.

Review and complete
Finish

Next

Required - Schedule for Completion - Schedule 1 - New Placement

☒ Schedule 1 – New Placement
☐ Schedule 2 – Existing Employee

Schedule for Completion
Select Schedule 1 if you have never worked with the host partner before. If you are currently employed by the host partner, select Schedule 2 (See pages 8 – 10).

Agreement by Student

- I warrant that:
 - information given by me in this Industry Placement Form is true, complete and correct;
 - the placement to which this Industry Placement Form relates is not being used by me toward completion of any other credit-bearing unit; and
 - I have disclosed to Deakin any previous relationship (professional or personal) with the host organisation and/or any member of its staff.
- I have read and understand the Student Guidelines set out in Annexure
- I have read, understand, accept and agree to be bound by the Student Responsibilities set out in Annexure A.
- I consent to the WIL team contacting me via my contact details provided in this Industry Placement Form to discuss any aspect of my placement.

Student Signature

Sign

Date

10 October 2025 | 9:14 AM AEDT

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Once you've completed your sections, click **Sign**, then select **Adopt and Sign** to apply your signature to the document.

Review and complete
Finish

Next

Required - Sign Here - SignHere's provided in this Industry Placement Form to discuss any aspect of my placement.

☒ Sign

- the placement to which this Industry Placement Form relates is not being used by me toward completion of any other credit-bearing unit; and
- I have disclosed to Deakin any previous relationship (professional or personal) with the host organisation and/or any member of its staff.
- I have read and understand the Student Guidelines set out in Annexure
- I have read, understand, accept and agree to be bound by the Student Responsibilities set out in Annexure A.
- I consent to the WIL team contacting me via my contact details provided in this Industry Placement Form to discuss any aspect of my placement.

Student Signature

Sign

Date

10 October 2025 | 9:15 AM AEDT

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Click **Finish**. Once you click **Finish**, an automatic email will be sent to your Supervisor for them to complete the remaining sections and provide their signature.

Australian Business Number		Phone number	
Placement position title			
Placement Arrangement	Onsite	Total placement hours/ days	Hours
Placement start date	13/10/2025	Placement end date	24/10/2025
Will I be paid to undertake the placement?	No	If paid, please specify hourly rate	

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Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

Finish

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Click **Close**. You can download this document for your personal reference; however, **DO NOT** submit this document via the InPlace application. (**Note** - This document is currently incomplete. Once you finish your section, an automatic email will be sent to your supervisor's email (entered in Step 5) so they can complete their part).

- Student Code
As a Deakin student, you are responsible for understanding your responsibilities and how you are expected to behave.
- Communication
While you are on placement, you must respond to requests from your supervisor and respond to any communication from your placement.
- Assessments
It is your responsibility to ensure that your placement does not impact on your academic performance.
- Personal Leave
There is no personal leave during your placement. If you have a personal emergency (that is, 30 or more days), you must inform your supervisor and make-up your placement days.
- Expenses
It is your responsibility to ensure that your placement does not impact on your academic performance.
- Disclosure of Disability or Health Condition
You are required to disclose any disability or health condition that will prevent you from meeting the requirements specified for your placement, including conditions that would affect occupational health and safety. Where a disability or health condition does not preclude participation in a specific placement, but could impact your success, it is recommended to disclose any needs before the placement commences to ensure your needs can be discussed and, if possible, reasonable adjustments can be made. You are welcome to seek assistance from the [Disability Resource Centre](#) or the Unit Chair in deciding whether they are required to disclose a disability or health condition.
- Placement Issues and Grievances
If you encounter difficulties or grievances during your placement (for example, difficulties with your placement supervisor, other member(s) at the host organisation, your Deakin academic supervisor or other Deakin staff):
a. firstly, discuss your issue (if you feel safe and comfortable to do so) directly with the person(s) concerned (without involving a third party); and

Save a Copy of Your Document

Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**

Ready to Finish?

You've completed the required fields. Review your work, then select Finish.

Finish



Do not download and submit this document yet. **Once your supervisor has completed their section, you will receive the finalized Industry Placement Form via email.** This is the version you should submit via your InPlace application. (Alternatively, the supervisor will also be able to download and share the completed version with you!)

Section 2 : Supervisor Instructions

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Once the student completes their section, you will receive an email via DocuSign. If you don't see it, please check your spam or junk folder. Click **Review Document** to begin.

The screenshot shows an email interface. On the left, there's a sidebar with a search bar, a list of emails (one with '77' and '38'), and a plus sign. The main content area displays an email from 'SEBE Work Integrated Learning' with the subject 'sebe-wil@deakin.edu.au'. The email body features a dark grey header with a white pencil icon and the text 'SEBE Work Integrated Learning sent you a document to review and sign.' Below this is a prominent pink button labeled 'REVIEW DOCUMENT'. The email text continues with a thank you and instructions for the supervisor to complete the SEBE WIL Placement Form, ensuring placement duties are agreed upon, and providing contact details for the student.

SEBE Work Integrated Learning
sebe-wil@deakin.edu.au

Thank you for offering a valuable and enriching placement opportunity to our student. As part of the application process, we kindly ask that you complete all sections of the SEBE WIL Placement Form. Please ensure placement duties have been agreed upon with the student beforehand.

If required, you may update Schedules 1 and 2 directly in the form; and if any changes are made, we ask that you notify the student.

If no existing agreement with Deakin is in place, we require the SEBE WIL Agreement to be signed by the appropriate signatories within your organisation. Please provide their contact details to the student.

Should we require further information, a member of our team will follow up directly.

15 Click "I agree to use electronic records and signatures." and "Continue"

Review and continue

Message from SEBE Work Integrated Learning, Deakin University

Thank you for offering a valuable and enriching placement opportunity to our student.

As part of the application process, we kindly ask that you complete all sections of the SEBE WIL Placement Form. Please ensure placement duties have been agreed upon with the student beforehand.

If required, you may update Schedules 1 and 2 directly in the form; and if any changes are made, we ask that you notify the student.

If no existing agreement with Deakin is in place, we require the SEBE WIL

Please read the [Electronic Record and Signature Disclosure](#).

☒ I agree to use electronic records and signatures. *

Change Language - English (US) ▾

Other Options ▾

Continue

16 Complete all required fields and confirm that the duties listed in **Schedule 1** or **Schedule 2** have been agreed upon between you and the student and are correct.

Review and complete

Finish ▾ ⋮

Start

DEAKIN UNIVERSITY CARLUS PROWSEY LODGE SUITE 1203

PART B: Host Organisation Supervisor Details

Full name		Position title	Required
Department		Phone number	
Email address			
A brief career profile <i>(outline your experience relevant to the student's internship area of focus - ENGINEERING placements only)</i>			
Does the Organisation have an existing student placement agreement with Deakin?	-- select -- ▾		
Number of employees at placement location			

17 Sign the document by clicking **Adopt and Sign**.

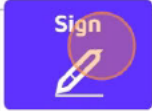
Review and complete

Next

Where relevant, please outline the induction program or plan for potential hazards or risks

Agreement by Host Organisation

- The host organisation warrants that the information given in this Industry Placement Form is true and correct to the best of its knowledge and belief.
- The host organisation (Required - Sign Here - Sign Here) be bound by the Host Organisation Responsibilities set out in Annexure B.

Supervisor Signature		Date	10 October 2025 12:27 PM AEDT
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DocuSign Envelope ID: FA033C9E-F61F-49D5-BE4A-CEED03E538AB

Electronic Signature

18 Click "**Finish**"

Review and complete

Finish

- Student Code of Conduct**
As a Deakin student participating in an academic placement, you are expected to uphold the [Student Code of Conduct](#). To assist you in understanding how you are expected to behave and approach your academic work, you should familiarise yourself with your student [Rights and Responsibilities](#).
- Communication with Deakin**
While you are on placement, you remain a student of Deakin. Therefore, it is expected that you will read your Deakin student email and respond to any requests from Deakin within 48 hours.
- Assessments and Unit Requirements**
It is your responsibility to complete all academic assessments of your placement experience and ensure the requirements of your placement do not impact on your course progress. You should understand and confirm your broader course requirements before the commencement of your placement.
- Personal Leave and Annual Leave**
There is no provision for personal leave or annual leave during your placement unless your placement is 6 or more weeks in duration (that is, 30 or more placement days). If you are absent during your placement, you must:
 - inform your placement supervisor and the WIL team or unit chair as soon as possible; and
 - make-up the time you were absent from your placement during or at the end of your placement.
- Expenses**
It is your responsibility to pay for travel to and from the host organisation placement site as well as any other pre-placement requirements including a criminal history check (for example, an Australian Police Check for domestic students or International Police Check for international students), Working with Children Check and immunisations, if applicable.
- Disclosure of Disability or Health Condition**
You are required to disclose any disability or health condition that will prevent you from meeting the requirements specified for your placement, including conditions that would affect occupational health and safety. Where a disability or health condition does not preclude participation in a specific placement, but could impact your success, it is recommended to disclose any needs before the placement commences to ensure your needs can be discussed and, if possible, reasonable adjustments can be made. You are welcome to seek assistance from the [Disability Resource Centre](#) or the Unit Chair in deciding whether they are required to disclose a disability or health condition.
- Placement Issues and Grievances**
If you encounter difficulties or grievances during your placement (for example, difficulties with your placement supervisor, other member(s) at the host organisation, your Deakin academic supervisor or other Deakin staff):
 - firstly, discuss your issue (if you feel safe and comfortable to do so) directly with the person(s) concerned (without involving a third party); and

Ready to Finish?

19

You may download a copy for your records or share it with the student. An **automatic completed copy** will also be **sent to both your email and the student's email**.

Save a Copy of Your Document

↓

Your document has been signed

If you would like a copy for your records, select Download or Print and save.

DOWNLOAD **PRINT** **CLOSE**

Ready to Finish?
You've completed the required fields. Review your work, then select Finish.

Finish

20

The student will now receive the completed document via email. They can **download this copy and submit** it to the SEBE WIL team **through an InPlace application**.

DEAKIN UNIVERSITY

Your document has been completed

VIEW COMPLETED DOCUMENT

SEBE Work Integrated Learning
sebe-wil@deakin.edu.au

All parties have completed Complete with Docusign: SEBE Industry Placement Form.

Thank you for offering a valuable and enriching placement opportunity to our student. As part of the application process, we kindly ask that you complete all sections of the SEBE WIL Placement Form. Please ensure placement duties have been agreed upon with the student beforehand.