

School of Business and Creative Industries Work Integrated Learning (WIL) Program

BCI301 and BCI303 WIL Placement Course Fact Sheet for Host Organisations

Thank you for considering hosting one of our students on placement. The WIL Placement courses BCI301 (Business students) and BCI303 (Creative Industries students) are available to students in their final year of study. We do hope the following information assists you with your decision making to participate.

Placement courses provide opportunities for students to obtain academic credit for a course at university, while at the same time gain valuable experience in the workplace prior to completing their studies and seeking employment in their chosen field. In these courses, students undertake a placement with a business for a period of 96 hours in the workplace across the Semester or Session. Typically, students work one day each week across twelve weeks of the UniSC Semester.

There is some flexibility as to how this time is allotted, for example, two half-days may better suit the requirements of the business and/or student. We also understand that different businesses operate outside of the Monday to Friday 9am to 5pm period. However, the intention is that the 96 hours will be spread over a time frame sufficient to allow the student to experience a range of duties in the workplace and an opportunity to develop new skills and knowledge as they put the theories learned in their university studies into practice.

Please note:

- No remuneration or payment is made by the business or community group to the students or to the University for hosting a placement student.
- Students undertaking a placement are covered by the University's insurance policies for worker's compensation and third-party insurance.
- It is a requirement that participating businesses will nominate a Placement Workplace Supervisor with no less than two years supervisory experience, who will be responsible for guiding the student/s duties and progress in the workplace. The Placement Workplace Supervisor will also be required to complete an on-line evaluation form at the conclusion of the placement. Workplace supervisor evaluations inform the university as to the workplace readiness of our students.
- Placements must be aligned to the dates of the university Semesters and Session 8. Placement can take place in either Semester 1 (late February to end of May), Semester 2 (late July to end of October) or Session 8 (late November to early February).
- Students are required to submit assessment pieces relevant to their placement experience which will be assessed by the Academic Supervisor/Course Coordinator at USC. These assessments are in addition to any work allocated by the workplace supervisor.
- Students have a fixed capacity to undertake their placements and do so while juggling competing obligations. We ask that our placement hosts are available and ready to welcome their students to their workplaces in the first week of the semester or session.

Offering a WIL experience to students

There are a number of things for employer/industry groups who would like to participate in the School's WIL program to think about prior to offering a WIL experience to students. Such things include:

- what is the business wanting to achieve?
- what skills and knowledge do you need the student/s to possess?
- will a project or a placement be most suitable to achieve your outcomes?
- how long is the WIL experience likely to be?
- what resources might you require e.g. a detailed position or project description, a dedicated workplace supervisor, a workstation, computer, phone, other equipment?
- will the student require any vaccinations, a police check or a Working with Children check prior to commencement?
- what is expected from you as an employer/host organisation?
- what support is provided by the university?
- what can I expect from the student/s?
- in the event of a COVID-19 lockdown, does the business have the capability and willingness to support the student to work from home in a virtual placement situation?

Getting started

Ensuring that the student is the correct choice for the organisation and the organisation is the correct choice for the student is crucial. To assist students to make an informed decision and to assist your organisations to select the most suitable student for your project or placement, we ask that you please complete our Workplace Host Expression of Interest form.

It will be helpful if you prepare a position or project description. Information we require will include:

- a description of your organisation and its purpose
- it's location and size
- overview of project(s) or placement position you are offering
- the tasks or set of activities the student/s will undertake
- the knowledge and skills required of the student/s
- expected deliverables
- any requirement for the student to have any vaccinations, a police check or a Working with Children check prior to commencement
- the name and contact details of the dedicated workplace supervisor

As the School plays a key role in preparing students for WIL activities, the Course Coordinator will approve or decline your proposed placement or project. Please ensure that you provide as much detail as you can about the structure, purpose of the program of work, key tasks and learning goals. The project or placement should be worthwhile, that is, both meaningful to the student and valuable to the organisation. Please include tasks that are both challenging and achievable within the given timeframe and explain how the student's project or tasks fits into your organisation's goals or strategy, so the student/s understand the 'bigger picture'. This will also ensure a shared understanding of the purpose of the experience for all stakeholders and safeguard against confusion or unmet expectations.

To register your interest in hosting a USC business or creative industries student as a placement student in your organisation please request a copy of the "Workplace Host Expression of Interest" form by contacting our Technical Operations – Work Integrated Learning Unit at TechOpsWIL@usc.edu.au.

Alternatively, please contact the Course Coordinator at SBCIWIL@usc.edu.au.