

SCHOOL OF ARCHITECTURE & BUILT ENVIRONMENT WORK INTEGRATED LEARNING

INDUSTRY PLACEMENT



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

INFORMATION FOR WORK INTEGRATED LEARNING (WIL) PROVIDERS

Thank you for considering a role in providing WIL experiences for Bachelor of Design (Architecture) and Bachelor of Construction Management (Building) (Honours) students enrolled in ARBE3030 at the University of Newcastle. WIL allows students to integrate real world skills and experience with theoretical concepts and knowledge obtained throughout their studies, ultimately improving graduate employability.

Hands-on professional experience is vital to students' learning, and we hope this will be a positive experience for both our students and your organisation.

Initial Process

Students undertake a WIL placement in either the private sector or similar placement in a university, government, NGO or community organisation. By the end of the placement students will have developed their job application skills, overall industry knowledge, and graduate employability.

WIL MODES

If you are interested in hosting WIL students, there are two (2) options outlined below of how to get involved.

1) Placement

Students are required to complete a minimum of 140 hours of WIL placement within a host organisation. Students will apply for placement via a CV and Letter of Application directly to prospective organisations. Employers are encouraged to organise interviews with student candidates.

If their application is successful the student and host organisation will be asked to complete a Work Integrated Learning Agreement, which may be paper-based or online. Please read and complete the form carefully, preferably with the student present (if possible). This agreement negotiates working arrangements, period of placement and weekly hours.

Students will also need to complete a Risk Assessment suited to your organisation prior to commencing WIL. A Safety Induction and any relevant documentation from your organisation can assist them in completing this.

At the end of the placement, the host organisation will need to provide a letter of completion to confirm the student completed the minimum requirements of the placement.

2) Industry-Based Project Elective

Students are required to complete 140 hours of WIL working in groups on an industry-based project with a host organisation in partnership with the university.

Organisations interested in hosting a WIL project group should scope their project proposal(s) so that the complexity/length of the activities matches 140 hours of work for a group of approximately 14-20 students. Student groups will be allocated to projects by the university and will liaise with the host organisation.

Industry-based projects can occur at any time throughout the year. If your organisation is interested in running a project, the School of Architecture & Built Environment will be accepting Expression of Interest (EOI) for the next round of applications.

School of Architecture and Built Environment

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HOST ORGANISATIONS SHOULD PROVIDE PRACTICAL EXPERIENCE

The nature of WIL should be equivalent to an entry-level professional role in your organisation, or more advanced work depending on the skills and experience of the student.

STUDENT KNOWLEDGE

Students enrolled in ARBE3030 will be undertaking one of the following degrees:

- Bachelor of Design (Architecture)
- Bachelor of Construction Management (Building)

Students need to complete their WIL course prior to graduation and may be undertaking other courses concurrently. These students should be equipped with the specialist knowledge and skills required for success in the industry.

Students are keen to expand their practical knowledge and enhance their employability. Administrative and clerical duties, such as photocopying or filing, should be minimal or equal to that of other colleagues. Students should have the opportunity to 'shadow' or observe a mentor, with the aim of being actively engaged and making contributions to your organisation.

WIL ASSESSMENT

In addition to the 140 hours of placement, students will need to submit three assessments to University Course Coordinators for ARBE3030:

- CV and Letter of Application
- Reflective Writing Journal
- Placement Completion (student & host sign off)

ASSIST STUDENTS TO “FIT IN” AND LEARN THE BASICS OF YOUR ORGANISATION; HOW IT FUNCTIONS AND THE NATURE OF STUDENTS' INTERACTION WITH COLLEAGUES.

- Provide an overview of your organisation and/or department.
- Provide clear direction on company expectations - appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues.
- Review the student's responsibilities and discuss each other's expectations for the WIL experience.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences.
- If possible, students should be provided with a mentor, not just a supervisor. Mentors can be a source of additional information about the organisation and an objective counsel on any potentially sensitive issues that may arise.

ARE YOU READY FOR A STUDENT WIL EXPERIENCE?

When students commence WIL in your workplace, you can help them get started by clearly articulating your expectations. You should have some idea of what you want from the student, based on the information provided in the Work Integrated Learning Agreement. Please go over it with the student. Students want to perform well during WIL, and it helps if performance expectations are made clear from the outset.

Students are required to identify and establish goals for WIL based on Course Learning Outcomes. Please take the time to discuss this with students at the beginning of WIL experiences, as well as midway through to ensure their goals are being met.

DOES THE STUDENT NEED A SPECIAL CLEARANCE TO WORK WITH YOU?

Please help us ensure any additional documentation particular to your organisation (e.g. Working with Children Check, Prohibited Employment Declaration, Criminal Record Check, or health evaluation) is completed prior to students commencing WIL. Students will also need to complete a Risk Assessment and site safety induction prior to commencing WIL. Any relevant documentation from your organisation can assist them in completing this.

Part of their ARBE3030 coursework, students will be required to complete White Card Training through a registered provider before commencing placement.

MATCHING STUDENTS WITH THE RIGHT WIL

Double-check that students' fields of study reflect the work your organisation, and that you have opportunities for students to experience professional practice in that area. Both students and host organisations can mutually benefit from WIL.

HAVE A PROBLEM WITH WIL

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the Academic Supervisor immediately. University intervention is rarely necessary, but addressing an issue immediately often sees a swift, simple resolution, the preservation of a good working relationship, and a productive WIL experience.

WHAT IF A STUDENT IS INJURED?

Work Health and Safety concerns must be reported within 24 hours to the Professional Experience Unit.

CESE-PEU@newcastle.edu.au

INSURANCE

The University of Newcastle Student Placement Insurance: [University of Newcastle - Student Insurance](#)

Further details can be obtained by contacting: insurance@newcastle.edu.au

INTELLECTUAL PROPERTY

If the Work Integrated Learning Experience is likely to generate Intellectual Property, we recommend to negotiate with the student **prior to commencement of the project**, and if required, enter into a separate agreement with the student relating to Intellectual Property rights ownership.

REMEMBER

Although students are formally educated, they may not have had the opportunity to put their knowledge into practice before. Provide practical instructions as you set tasks. Expect students to make mistakes, and help students fix them. Your assistance wherever possible will be appreciated. Ensuring students feel secure in the workplace, and within your team, encourages them to demonstrate their skills, and strengthens working relationships.

