

Work Integrated Learning - Industry

Frequently Asked Questions

The following ***Frequently Asked Questions*** have been provided to assist you when making a decision to host a UniSA student for a Work Integrated Learning opportunity.

If your specific question is not answered here, please contact the ITEE Manager: Industry Experience via email ITEE.industryliason@unisa.edu.au for assistance.

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How do students prepare for their WIL opportunity?

All students must complete the University's online WHS module ('Undertaking a Safe Student Placement') before doing any kind of WIL activity. This module introduces students to some basics of work, health and safety and also appropriate workplace behaviours.

It is expected that if you will be hosting the student at the workplace you will provide a full local induction, including appropriate WHS information.

Students may also be required to provide proof about additional pre-requisites that have been identified by the host organisation, such as:

- White Card
- DCSI Clearance
- Other security clearances

Students will also be provided with information about the course and the project, placement or internship learning outcomes and assessment tasks required.

What is the role of the workplace supervisor?

The workplace supervisor plays an important role in the learning and development of the student while at your workplace. It is important that you give the workplace supervisor enough time and resources in their role to ensure proper oversight of the student as the duty of care for the student is shared between the University and your organisation.

The workplace supervisor should:

- Provide clear explanations about what is required both in terms of the agreed tasks, project and learning outcomes, as well as in terms of the culture of your organisation, its values and behavioural expectations
- Have relevant professional experience in the discipline in which the student is enrolled
- Provide feedback at the completion of the placement and sign any paperwork that the student needs to provide to UniSA to confirm that they completed the placement
- Provide appropriate office space, equipment and resources required to enable the student to complete the assigned tasks

What is the role of the academic supervisor?

The academic supervisor supports the learning and assessment requirements of the student. The academic supervisor role is to:

- Ensure that the student is well briefed and prepared for their WIL experience
- Help to develop and/or finalise the project scope with industry and the student
- Provide a duty of care to the student during the WIL activity. To do this they may visit the student or contact the student during the placement activity.
- Assess the student's assignment(s)

How do I find the right type of student(s) for what I am looking for?

By registering your interest to provide a UniSA student with a WIL experience you will be required to provide as much information as possible about the opportunity available. The type of information we will be seeking will include what discipline, specialisation or particular experience you are looking for in a student.

Sometimes you might not know exactly what you are looking for or you might decide to consider students from a number of different disciplines or specialisations.

Your organisation may also wish to host more than one student to form a multi-disciplinary team – depending on the project or industry problem you are keen to have explored by our students.

In the Division of ITEE, the available disciplines and specialisations are:

- Construction
- Engineering:
 - Electrical
 - Mechanical
 - Civil
- Science:
 - General
 - Environmental Science
 - Geospatial Science
- Information Technology:
 - Networking Cybersecurity
 - Software Engineering
 - Software Development
 - Mobile Application Development
 - Games and Entertainment Design
 - Enterprise Business Solutions
 - Data Analytics
- Mathematics:
 - Industrial and Applied Mathematics
 - Data Science

Our Manager: Industry Experience is keen to chat to you about your needs and determine which students might be best suited for your particular work integrated learning opportunity. Contact us now to see how we can help.

Can I host a student outside the academic calendar year?

This will depend on the type of WIL experience that you are offering and the required discipline of the student cohort you are seeking. If you are offering a student an Industry Experience Placement, then it is often preferred over the summer vacation break and outside of the normal academic calendar.

However, many courses require WIL experiences (such as projects and internships) to be undertaken as part of their course-work. This would then be required during the allocated study periods during the academic calendar year (February – June and August – November)

There is some flexibility to suit industry and student needs, but this would need to be negotiated with the University. Having a long lead in time is preferable as this enables our students to plan their study load and our academics to plan their workload if the WIL experience is to be undertaken outside of the normal academic year.

Can students study while on placement?

This will depend what WIL experience they are undertaking and what program and courses they are enrolled in. If a student is undertaking a full time internship for one semester, then this will represent their entire study load.

If a student is undertaking a project 1-2 days per week to form one of their courses of their study load then they will be required to undertake other courses concurrently.

All students undertaking WIL activity will have assignments or assessment tasks to complete to meet their course requirements.

What do I do if I have concerns about a student's work performance?

Students undertaking a WIL activity in your organisation are bound by your professional standards and behavioural expectations in the workplace. As enrolled UniSA students they are also bound by the UniSA Student Code of Conduct. Poor student performance at the workplace may also have academic and insurance implications.

If you are concerned about a student's performance in your workplace it is expected that the workplace supervisor will raise it with the student in the first instance. Much like any other performance conversation it is expected that the workplace supervisor will seek to find out what the reasons for the issues are and outline the expected remedy to the problem.

If the student's performance does not improve it is suggested that you contact either the relevant academic supervisor or the ITEE Industry Experience Team for support.

How does the Fair Work Act relate to student placements?

The *Fair Work Act 2009* and the *Fair Work Regulations 2009* govern the employee/employer relationship in Australia. They provide a safety net of minimum entitlements, enable flexible working arrangements and fairness at work and prevent discrimination against employees.

The *Fair Work Act* sets out provisions for the treatment of unpaid work and vocational placements. Student WIL experiences may be legally unpaid as they meet the requirements of a Vocational Placement under the *Fair Work Act 2009*. See the information on unpaid [Student Placements](#) on the Fair Work Ombudsman's website.

Organisations may decide to employ a student, but if so, they **MUST** be paid the appropriate minimum wage as stated by the Fair Work Australia Ombudsman – visit their [website](#) for further information.

International students need to be aware of different visa conditions and working in Australia. If you are intended to take on an International student and are not sure of the conditions of their visa, it is wise to get the student to provide you with the conditions attached to their visa. For further information, see the appropriate Fact Sheet on the Fair Work Ombudsman's [website](#).

Are students undertaking WIL covered by UniSA insurance?

Yes. If a student is enrolled in a course and undertaking an approved WIL activity such as an industry placement they will be eligible for cover under UniSA insurance.

The insurance provided to students includes:

- Public liability insurance
- Professional indemnity insurance
- Personal accident insurance
- Travel insurance (if required)

These policies cover all Australian-based students, who:

- Are currently enrolled
- Are undertaking an assessed internship, scholarship or project, or a non-assessed work experience opportunity, approved by the University
- Have obtained a signature from the host organisation on the University's FS23 insurance form
- Are not an employee of the host organisation

Students undertaking WIL experiences overseas or interstate are still covered by this insurance, although there are limitations on insurance for the USA and Canada.

Certificates of currency for these insurance policies are available upon request. (Note that this does not apply to Hong Kong students.)

What if I want the student to continue on in my organisation after the WIL activity ends?

Once a student completes their course or program requirement, they cannot extend their placement past the end of the agreed date. However you may enter into an employment relationship directly with the student.

Please note that this will be a private employment relationship and must comply with the Fair Work Act 2009.

Are there any confidentiality agreements in place to protect my organisation's privacy or intellectual property?

We recognise that your organisation may be working with sensitive material and the involvement of University staff and students could be of concern to you. All students and staff are expected to adhere to any confidentiality agreement statements provided by an organisation.

Any work produced as a result of an internship, scholarship or placement will be treated as commercial-in-confidence by the academic supervisor and will not be used for any other purpose unless permission is granted in writing by the organisation.

If you have specific IP or confidentiality concerns please contact the ITEE Industry Experience Team to ensure that the appropriate legal documentation is prepared with the assistance of UniSA Legal prior to the student commencing their WIL activity.

Contact Us

If you would like more information about hosting a UniSA student in your organisation, contact the Manager: Industry Experience:

Email: ITEE.Industryliaison@unisa.edu.au

Phone: (08) 8302 5648