

# **Work Integrated Learning in ITEE**

## **Hosting a UniSA Student**

**Information for Industry and Community  
Partners**

# Contents

<b>Hosting UniSA students</b> .....	3
What are the benefits of hosting a student?.....	3
What is the commitment required of Host Organisations?.....	3
How much does it cost to host a UniSA student?.....	3
What is the process to host a student?.....	4
What are the timelines involved?.....	4
<b>Industrial Experience Placements</b> .....	5
Criteria for hosting a student on industry placement:.....	5
<b>Industry Projects</b> .....	6
What makes a good industry project?.....	6
Criteria for hosting an industry project:.....	7
<b>Internships</b> .....	8
Criteria for hosting an intern.....	8
<b>Contact Us</b> .....	9

# Hosting UniSA students

**Did you know that you can host UniSA students in your workplace as they undertake a placement, project or internship?**

Our students can undertake Work Integrated Learning (WIL) in the form of placements, projects or internships in industry as part of their courses and programs. WIL is more than just 'work experience', it is professional and personal development that supplements the student's academic studies. Students undertaking WIL with Host Organisations have the opportunity to practically apply the knowledge they learn at University with real world experience.

## What are the benefits of hosting a student?

- Access to talented students before they graduate
- Students bring fresh ideas and new ways of looking at things to your workplace
- Development opportunities for your staff who mentor and supervise students in the workplace
- An opportunity to give students industry knowledge and perspective

## What is the commitment required of Host Organisations?

- Students will be in the workplace for 12 - 24 weeks (full or part time, as agreed)
- Learning objectives are set and agreed between the student, workplace and supervising academic
- Provide challenging tasks and responsibilities, which are within the capability of the student
- Ensure students are given a local induction and orientation session, including WHS
- Supervise the student's work and/or provide professional advice and guidance in accordance with learning objectives agreed
- Provide written feedback at the end of the experience
- Attend any relevant assessment activity such as student presentations
- Adhere to the WHS Act 2012 (SA) and the Fair Work Act 2009

## How much does it cost to host a UniSA student?

This depends on the discipline of study and the course requirements.

- It may cost you nothing – such as when you host a student to undertake an industry experience placement; or
- You may choose to offer payment – such as to a student completing an internship in your organisation; or
- You may be charged a fee-for-service rate – for organisations seeking answers to complex problems from a team of students undertaking a project such as the UniSA Maths Clinic.

These costs can be explained and negotiated when you speak to the Manager: Industry Experience.

Please be aware that the University and industry partners must adhere to the provisions outlined in the *Fair Work Act 2009*.

## What is the process to host a student?

If you wish to host a UniSA student, then the steps below demonstrate the typical process:

1. Register your interest via our website
2. We will contact with you
3. We will work with you to shape your request
4. We will liaise between you and our academic staff
5. We will assist with the selection of appropriate students
6. We will ensure all relevant compliance paperwork is completed
7. An academic supervisor will be allocated
8. We will support your organisation and the student throughout the duration of the placement/ project/ internship
9. The student will complete assessment activities
10. Feedback will be sought from the student and Host Organisation about the experience

## What are the timelines involved?

- Allow a lead in time of up to 12 weeks prior to main study periods
- Main study periods when students undertake WIL opportunities are:
  - February – June
  - July – November
  - November – February

We will strive to accommodate your specific needs but cannot guarantee we will always have students to undertake these opportunities.

There are three different types of WIL experiences that UniSA students can undertake. They are:

- Industry Experience Placements
- Industry Projects
- Internships

Further information is provided below about each of these options.

# Industrial Experience Placements

## **Industrial Experience provides an opportunity for students to gain valuable hands-on training and experience in real world situations.**

Professional organisations in Australia may require students to undertake a minimum amount of industry experience working with a relevant organisation. Disciplines in the IT, Engineering and Environment fields have different requirements, including:

- Engineering students (electrical, mechanical and civil) are required by Engineers Australia to complete 12 weeks FTE (60 working days) of relevant industry experience.
- Construction Management students are required to complete a total of 100 days of industry experience during their four year study program.

Engineering and construction management students are required to source these experiences themselves. Students can undertake this as one single experience (ie 12 weeks or 100 days), or as two or more shorter experiences.

Students must be supervised by a fully qualified professional in their industry (eg engineer or construction manager) and must undertake tasks that are appropriate to their skill level. Administration and non-relevant tasks should be kept to a minimum to ensure maximum benefit for the student. Many organisations rotate students throughout different aspects of their business to give them the opportunity to observe and reflect on different aspects of working in the industry.

UniSA provides the appropriate insurances for the student in the workplace and all students must complete a short WHS online module prior to going to a worksite. Host Organisations will be required to provide a local induction and orientation for students – particularly around WHS in the workplace. Students must complete a report about their experience and their learning once they have completed their placement. The industry supervisor is required to sign a Certificate of Practical Experience to confirm the student has completed their placement as agreed.

## **Criteria for hosting a student on industry placement:**

- Provision of a workplace supervisor with relevant experience and/or qualifications (of at least 5 years) who will provide guidance, support and advice for the student
- Allocation of relevant and meaningful tasks / projects appropriate to the skills and experience of the student. No more than 10% clerical or non-related tasks
- Provision of a working environment that is conducive to developing the student's knowledge of the profession
- Provision of appropriate work facilities such as desk, PPE, computer, etc.
- Full local induction, including WHS

# Industry Projects

**An Industry Project is a planned body of work provided by an organisation to an individual or team of students that results in the delivery of an agreed, tangible outcome.**

Students are provided with a clear project brief and expected to work on this project in an agreed timeframe.

The project requirements will be determined by the discipline, course and industry requirements and are negotiable - but are usually the equivalent amount of work of 1-2 days per week (10 hours+) for 12 weeks. Projects may be undertaken in the workplace or off site (ie at the University Campus), but students must meet with the industry supervisor regularly.

All ITEE disciplines require projects for their respective courses, but the duration, outcomes and requirements differ depending on the course requirements.

Student projects are usually undertaken during each semester of the academic year (February – June; August – November) or over the summer vacation break (November – February) as they must fit into a course for academic credit. Projects provided for students must not be time critical as they must fit into this timeframe.

The tasks given to students should be meaningful and appropriate to their skill level (ie similar to a trainee type level position) and should represent a learning opportunity for the student. The student must be fully supervised at all times and their learning supported. An industry project for students should not be a task or project that you would normally pay a contractor or employee to undertake.

## What makes a good industry project?

Industry projects should be of real interest and importance to the host organisation, but should not be in the critical path.

Typically projects might involve:

- problems of a logistical nature
- prototype design and development
- modelling
- analysis of alternatives
- design assessment
- statistical analysis
- producing documentation

All industry project requests will be considered and assessed to determine if they meet the academic requirements of discipline-specific courses. The academic will also consider the suitability of the student cohort in relation to the project outcome.

## Criteria for hosting an industry project:

- Provision of an organisational liaison person with the ability to:
  - Provide a project brief or work with the student and/or academic to develop the project brief
  - Meet with student/s at a minimum of 3 times during the length of the project (if not being conducted in the workplace)
  - Provide feedback at the conclusion of the project
- Allocation of a project appropriate to the skills and experience of the student/s relevant to their area of discipline
- Provision of background information, specialised equipment, software, tools etc if not available at UniSA
- Support and guidance throughout the length of the project
- Provision of a workplace supervisor, workplace facilities (such as computer, telephone, desk) and a local induction if the project is being undertaken in the workplace

# Internships

**An internship is where a student is placed in a workplace to undertake an industry project for a period of 12-15 weeks full time equivalent. This may be full time, part time or some combination of both and is fully negotiable between your organisation, the University and the student.**

Students should be supervised, and have a mentoring-style relationship with a senior person who has a skill set relevant to that of the particular student/project. The supervisor must be available during the internship working hours on a daily basis for guidance as well as regular feedback.

Tasks given to students should be meaningful and appropriate to their level of skill (ideally equivalent to graduate level position). Administration and non-relevant tasks should be kept to no more than 10% of the entire duration of the internship. Assessment for internship courses may include a lengthy report on the project outcomes that is formally presented to key stakeholders such as the industry supervisor, industry heads, the academic supervisor, and the course coordinator.

Internships may be unpaid (as they meet the requirements of a vocational placement under the Fair Work Act) but sometimes payment in the form of a scholarship or similar may be appropriate.

The tasks given to students should be meaningful and appropriate to their skill level (ie similar to a trainee type level position) and should represent a learning opportunity for the student. The student must be fully supervised at all times and their learning supported. A student undertaking an internship should not replace a contractor or employee.

## Criteria for hosting an intern

- Provision of a supervisor with relevant 5+ years' experience and/or qualifications with the ability to provide guidance and advice in the form of verbal, instantaneous feedback as well as formal feedback sessions
- Allocation of relevant and meaningful tasks / projects appropriate to the skills and experience of the intern. No more than 10% clerical or non-related tasks
- Appropriate workload for the intern for the period of the internship
- Provision of a working environment that is conducive to developing the intern's knowledge of the profession in an organisation with an appropriate level of activity in the relevant discipline
- Provision of appropriate work facilities such as desk, PPE, computer, etc.
- Full local induction, including WHS



## Contact Us

Our **Manager: Industry Experience** is keen to chat to you about hosting a student in your workplace and provide you with any further information.

Email: [ITEE.Industryliaison@unisa.edu.au](mailto:ITEE.Industryliaison@unisa.edu.au)

Phone: (08) 8302 5648