

Work Integrated Learning (WIL)

Monash Sourced Placement Information

What is a Monash Sourced placement?

- The WIL team aim to match you with a host organisation that aligns with your placement proposal
- Monash Sourced placements are with host organisation in Australia.
- Host organisations must meet Monash University OHS guidelines and must be approved to be part of the WIL program

Do you get paid?

- Student are not required to be paid during their placements as they receive *academic credit* for their placements. The WIL team does not ask any host to provide payment to students for Monash Sourced Placements

Virtual Work Integrated Learning (VWIL)

As industry has adapted, so have our placements. Virtual WIL offers a local immersive experience that will be supported by a host supervisor, unit coordinators and the WIL team. VWIL is not a simulation; it is an opportunity to be part of an historic change to the way in which we work, and to learn from the experience.

The main difference between our normal WIL placements and VWIL is that the placement will be undertaken remotely (most likely at home), rather than in the physical workplace.

VWIL involves the same excellent hosts and industry exposure you would expect from an internship unit. The duties at your placement will generally be the same as previous internships, with some adjustments made to accommodate the changing needs of industry.

What types of Monash Sourced placements can you do?

- The WIL team find placements that are in the following 6 general placement categories:
 - Biological Sciences
 - Chemistry and Biochemistry
 - Earth, Atmosphere and Environment
 - Mathematics and Statistics
 - Physics and astronomy
 - Psychology
- Placements are determined by the projects that host organisations have available during the teaching period in which you apply and are therefore varied. All placements will provide you with insight into industry, develop professional skills and broaden your network and understanding about the sector in which you are working.

What type of work is required for a placement?

- We seek placements that are meaningful and relevant to your studies.
- We will provide you with a placement description prior to your host interview that will state the aims and duties of your placement
- We also will ensure that the learning outcomes of the unit you have selected can be met.

What does the host need to do?

- Appoint a mentor/supervisor for the student and induct the student into the placement.
- Provide meaningful work with the opportunity to experience a real-world professional environment in their workplace
- Provide a safe working environment (host will need to complete an OHS form when setting up the placement, and provide information regarding their public liability insurance).
- Monash University has a Personal Accident Insurance Policy which provides capital, medical and loss of income benefits for all currently enrolled Monash University students.

- Provide minimum number of placement hours based on the unit requirements – to be determined before placement.
- Hosts will be asked to complete a survey at the end of the placement.

Minimum Numbers of hours required (to satisfy unit requirements)

	Faculty of Science Undergraduate	Master of Environment and Sustainability	Master of Financial Mathematics	Master Food Science and Agribusiness
6 Credit Point	120 hours	N/A	N/A	N/A
12 Credit Point	N/A	144 hours	180 hours	N/A
24 Credit Point	N/A	N/A	360 hours	360 hours

There is NO obligation for hosts to be involved in academic assessments. Assessment is arranged by faculty. Students may seek advice from the host around their assignments, but unit assessment is the responsibility of the unit coordinator.

Forms you need to provide:

Please ensure all documentation is completed correctly and signed before submitting.

At Application: Please upload your completed **Course Advice: WIL Eligibility** Form to InPlace

If Successful: the following forms will be attached to the Placement Confirmation email:

- **Student Placement Acknowledgement** – you must sign this and upload to InPlace before the start of the placement
- **Student Site OH&S Induction Checklist** - must be signed by you and your placement supervisor within the first week of your placement and uploaded to InPlace
- **Remote working arrangement form** (if any of your placement is completed remotely/offsite)

Your placement proposal:

We will use your responses to the Placement Proposal questions below to assess your application and shortlist you. Your responses may also be shared with the host organisation when we send your resume.

Placement proposal questions:

1. Please describe what type of placement you are interested in and what you hope to achieve.

Please provide clear information about the fields of work that you are interested in and what you would like to gain from your placement.

2. Please identify what specific skills you would you like to develop during your placement and why.

You will need to consider the professional and technical skills you would like to develop and areas for improvement that you would like to develop.

3. What personal and professional goals do you hope to achieve as part of your placement?

In this section you should be able to provide us with information on how your placement will support your career goals.

4. Please explain how the placement you hope to gain is relevant to your degree/major and how it will enhance your learning

In this section you will need to describe how the placement will relate to your course or major.

5. What strategies and actions will you need to adopt to ensure you have a positive placement experience? (Please don't exceed 200 words)

Consider how you will make the most of the placement experience and your professional conduct.