

Work Integrated Learning: Self-sourced placement approach

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Today

- The work you've done so far – or not!
- The approach to an employer
- When to make an approach

The work you've done so far – or not!

- Your aspirations
- Identified a host organisation
- Understand the requirements of
 - your unit
 - the WIL team's requirements to approve a placement you have sourced

Your aspirations & Identifying hosts

Careers Connect & Student Futures

<https://www.monash.edu/careers>

<https://www.monash.edu/student-futures>

Identify your aspirations and a list of host organisations who fit with your objectives

Unit & WIL team requirements

Assurance

- Reputable organisation
- Identified Supervisor
- Appropriate activity & length of placement
- Safe environment

[Internship Proposal Form](#)

- What tasks will you be engaged in?
- What skills do you seek to develop?
- How will this meet your [unit](#) 'Learning Outcomes'?

Unit & WIL team requirements

- You must have negotiated with a host organisations to identify someone who will assign and supervise appropriate work during your placement and be able to explain to us what this work will be
- Complete the Internship Proposal form – do your best to complete all sections and give us an indication of the type of activity you'll be involved in, even if you don't have a very specific project or description for the host.
- The WIL team are likely to have further discussions with your prospective supervisor to ensure they have meaningful tasks available
- Go to the unit guide for the learning outcomes from your course too, as your assessment will be tied to these outcomes.

The approach to an employer

- Your personal preparation
- Your network
- What is your offer?
- Implementation

Your personal preparation

- Resume

<https://www.monash.edu/career-connect/jobs/apply/resumes>

- LinkedIn profile

<https://university.linkedin.com/linkedin-for-students>

- 'Elevator pitch'

Your network

- Who do you know already who you could ask for leads?
- How can you build and utilise your network?
- LinkedIn alumni

<https://www.linkedin.com/school/monash-university/alumni/>

What is your offer?

- Who are you and what do you want to achieve?
- What are you asking of the employer?
- How do you encourage them to say yes?

What is your offer?

- You're a student seeking an unpaid placement of at least xx Hours as an elective that will earn credit towards your degree.
- You're asking if there may be a project or activities that you could be assigned to complete within a given period of time that would develop your skills, understanding of the workplace, and meet your unit learning outcomes
- That this work be assigned, explained and supervised and that you'll be inducted into a safe environment
- That there is someone the WIL team can liaise with to complete a standard WIL agreement and an OHS form.
- That your supervisor is accessible to receive contact from WIL to confirm your placement activity and to check progress at the beginning and end of the placement

Implementation

- email - phone call - meeting
 - Introduction and motivation
 - Summarise what you're asking
 - Aim to arrange a face to face meeting

When to make an approach

When to make an approach

<https://www.monash.edu/career-connect/jobs/employability/work-integrated-learning>

- Identify unit, check eligibility and teaching period
- Start to prepare yourself and research organisations
- Start to make approaches when you are prepared
- Early preparation, approach and host agreement ideal