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 organisation 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