

WORK INTEGRATED LEARNING PLACEMENT — EMPLOYER GUIDE

Welcome to the Work integrated Learning program, and thank you for providing an important learning opportunity to a University student.

As a result of feedback from earlier research and feedback this guide has been developed to support organisations providing work integrated learning placements.

This guide includes:

- a suggested Agenda for your first meeting with the student
- a Template (12 week plan, project brief)

Our staff are also on hand to provide you with support – please call either

Name: T: (0) _____ or

Name: T: (0) _____ or email _____

YOUR FIRST MEETING

Suggested Agenda:

1. **Introductions** – Tell the student about your career path, ask about their education and experience outlined in their resume.
2. **Expectations** – Tell the student why you were interested in taking on a work integrated learning placement, and ask them why they wanted to do the placement. Tell the student what you expect them to be doing during the placement, and ask about their expectations of the placement. Make sure your expectations match and clarify any issues up front.
3. **Learning opportunities and feedback** – The students were told to be clear about their learning objectives for the placement, and have been asked to complete the statement – ‘By the end of the placement I want to be able to...’. Ask the student about their learning objectives, and look for ways to provide learning opportunities. The students will be keen to receive feedback, so let the student know how and when you will give them feedback. Ask about specific areas or skills that students would appreciate like additional feedback or support.
4. **Plan** – You may want to use the 12-week plan template to provide the student with a general idea of what they will do during the placement, this could be then complemented with a “project brief template” to give the student a defined project.
5. **Buddy** – It would be a good idea to allocate somebody to whom who the students can spend time with or go to for questions. You may want to rotate the buddy role to reduce the impact on your staff but also to give the student a varied experience.
6. **Events, meetings** – Identify any upcoming events or meetings that the student could contribute to or even just sit in on. Additional professional association or networking events outside the organization would also be useful learning experiences for students.
7. **Company information and office procedures** – Give the student written information about your company/organisation and your team for them to read. Let them know what they should do if they need to take a leave day or are running late for work. Emphasise relevant Occupational Health and Safety, and Harassment policies and procedures.
8. **Introductions and office layout** – Introduce the student to your team and other key staff members/personnel, show them where all the basic facilities are – kitchen, toilets, and security procedures. Out line break procedures and responsibilities/expectations.

___ WEEK PLAN

Week	Buddy/Mentor	Training	Meetings	Events	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					