

Thank you for participating in the AIHE WIL program. This is a great opportunity for you to gain practical experience in industry and expand your professional networks. Searching for a placement requires advance planning. The checklist is intended as general guide to help you through the process of sourcing a placement as part of your degree requirements.

Note: Completing BUS3002 Work Integrated Learning (WIL) with a placement, is a requirement for successful completion of Bachelor of Business degree at AIHE. It is therefore highly recommended that you ensure this checklist is used as a guide to ensure successful completion of this subject.

Eligibility & Preparation	
Done	Task / Note
<input type="checkbox"/>	<p>Bachelor of Business</p> <ul style="list-style-type: none"> • Successfully completed BUS2001 Careers and Networking prior to considering enrolment in BUS3002 WIL. • You must be in your second or final year to enrol in BUS3002 WIL. • Confirm with Student Services that you are eligible to enrol and complete BUS3002. • Access and utilise BUS2001 resources and Placement Handbook to prepare yourself and career documents (i.e., resume, cover letter, LinkedIn, etc).
<input type="checkbox"/>	<p>Preparation (6 weeks prior to enrolling in BUS3002)</p> <ul style="list-style-type: none"> • Contact BUS2001 Lecturer or Subject Coordinator to inform that you wish to enrol in BUS3002 • Prepare resume and ensure it is tailored for the specific position you are seeking. • Prepare a sample cover letter and ensure it is tailored to the specific position you are seeking. • Prepare a 30 second Elevator pitch that you can use to introduce yourself to potential host organisations and business owners. Keep practicing until you are confident. • Create/update your LinkedIn profile, ensuring all information is accurate and you have a professional profile photo (note: AIHE can assist you with this). • Contact Student Support Services if you feel you need help with your employability skills or career related documents (i.e. resume, cover letter, etc). • Create a list of professional associations to contact and explore student membership options (and benefits). • Explore business events and attend these to increase your visibility within the industry and utilise it as an opportunity to approach business owners to build trust and potentially seek an internship opportunity. • Create a shortlist of businesses you intend to approach. Review their websites and obtain as much information about them as possible, utilising LinkedIn and other resources. • Obtain contact information of business owner or manager/s and their contact details. You may wish to utilise LinkedIn for this task. • Ask family and friends for recommendations or if they know any businesses willing to support you for an internship. • Confidently approach the organisation (business owner or manager) by phone, email, formal letter or in person. • Submit resume/cover letter and proposal to undertake an unpaid placement related to your field, for the organisation. • Follow up with relevant personnel to determine the outcome of application and to ensure the organisation understands the requirements of the placement. • Prepare for the interview or follow-up meeting and ensure you make a good first impression. • Send a thank you email after your meeting or interview. • Liaise with AIHE to seek any further information or clarification.
<input type="checkbox"/>	<p>When Suitable Placement is Found</p> <ul style="list-style-type: none"> • Liaise with AIHE to complete the necessary agreement and compliance requirements. • Notify BUS2001 Lecturer or Subject Coordinator and email through the details of the host organisation and details of planned internship activities/tasks. • Ensure that the host organisation has physical premises (such as an office) from which you can complete your internship activities. • Ensure supervision will be provided throughout the time you will be performing your internship duties. • Ensure the host organisation is not related to you and there are no conflicts of interest (i.e., the business is owned by family or close friends). • Ensure you can easily travel to and back from business premises.

<input type="checkbox"/>	<ul style="list-style-type: none"> • Ensure you can commit 2-3 days per week for placement activities (<i>noting placements are generally unpaid</i>). • Revise and agree on duration of the placement with the host organisation, noting placements are generally 120 hours unless agreed otherwise by AIHE. • Review and sign the AIHE Placement Agreement forms and ensure the forms are returned to AIHE prior to commencement of the placement. • Ensure AIHE formally approves the placement, in writing, prior to commencement of the placement. • Ensure you have information about start date/time, location, and supervisor details.
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First Day

Done	Task
<input type="checkbox"/>	<p>Welcome and Introduction</p> <ul style="list-style-type: none"> • Introduce yourself to staff members (<i>as appropriate</i>). • Familiarise yourself with the office space and workstation. • Identify and discuss Confidentiality or Non-Disclosure Agreements which the host organisation asks you to sign (<i>as applicable</i>). • Ensure you have a clear understanding of the project, your role and clarify duties. • Discuss project objectives and agree to key deadlines (<i>as appropriate</i>). • Discuss expectations of your manager • Discuss initial tasks related to the project and any immediate first steps. • Ensure you are appropriately set up to begin work on agreed tasks including access to any required data, resources or other information.
<input type="checkbox"/>	<p>Workplace Tour</p> <ul style="list-style-type: none"> • Be familiar with the building, including amenities, facilities, meeting rooms and any associated procedures related to the building (i.e.. in the event of a fire) or any other requirements.
<input type="checkbox"/>	<p>Health & Safety Induction</p> <ul style="list-style-type: none"> • Ensure you are provided with relevant health and safety induction which covers the information that you should know in order to operate safely within your new work environment; including any general safety information required by AIHE.
<input type="checkbox"/>	<p>Initial Planning Discussion</p> <ul style="list-style-type: none"> • Plan the activities to be undertaken during your internship. • Set goals and milestones for your internship.

During the Internship

Done	Task
<input type="checkbox"/>	<p>Work Area Practices (<i>first week</i>)</p> <ul style="list-style-type: none"> • Discuss business approach to work arrangements, notifying about illnesses, work hours, stationery etc. • Discuss any work area practices or team values or guiding principles. • Discuss any other expectations (<i>as appropriate</i>).
<input type="checkbox"/>	<p>Individual Support (<i>first week and ongoing</i>)</p> <ul style="list-style-type: none"> • Identify essential processes, procedures and training that the business requires from you (<i>as applicable</i>). • Identify any further assistance you may require and ask any other questions you may have. • Seek guidance on how to excel in the internship and whether the supervisor has any tips or advice for you.
<input type="checkbox"/>	<p>Weekly Project Progress</p> <ul style="list-style-type: none"> • Ensure weekly check-in meetings are scheduled to track progress and receive feedback and support as required.
<input type="checkbox"/>	<p>General Check-in Conversation with Supervisor</p> <ul style="list-style-type: none"> • Discuss progress against milestones and project goals. • Stay motivated as an intern and seek professional insights and guidance. • Address any challenges and work on finding solutions (<i>as appropriate</i>).

Finalising the Internship	
Done	Task
<input type="checkbox"/>	Final Check-in Conversation <ul style="list-style-type: none"> • Confirm status of relevant tasks/project. • Address any challenges, ask questions and seek constructive feedback about your performance. • Ensure you return any materials and equipment you may have used during your internship.
<input type="checkbox"/>	Formal WIL Experience Feedback to AIHE <ul style="list-style-type: none"> • Complete and send Student Feedback Form to AIHE, when requested. • Finalise any BUS3002 subject assessments or presentations related the WIL experience.
<input type="checkbox"/>	Thank You Letter <ul style="list-style-type: none"> • Write and send a personalised email or letter to the supervisor, thanking him/her for the opportunity and recap some of the positive experiences you had while completing your WIL program with the host organisation.

Note: If you have any questions or concerns that arise throughout the internship, please do not hesitate to contact the Work Integrated Learning (WIL) office on WIL@aihe.sa.edu.au or call on (08) 8470 0156.