

Name of host company

Company ABN

Website

Address

Will the intern receive induction and get briefed on your OHS practices and are there clear procedures to report hazards?

Supervisor Name:

Supervisor Title:

Commencement date

Internship hours

Number of days per week

☐ 2 days

☐ 3 days

☐ 4 days

Do you have public liability insurance? ☐

Preferred days for internship:

(This may be changed in consultation with the student)

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

Organisational Backgrounds

A brief description of the company

WIL Program Title

i.e. Business Admin Internship

Internship Program Objectives

The purpose of the WIL Program is to provide the student with an Australian workplace learning experience.

**This list is not exhaustive*

Exposure to Business Environment and Workplace Meetings

- Opportunities to observe, participate in and contribute to business meetings. These may be large or small, formal or informal.
- Professional writing.
- Practice a range of professional writing including emails, business letters and reports.
- Practice team work.
- Establish workplace relationships, formally and informally, build rapport in areas such as teamwork, and collegial working relationships.
- Report research findings to supervisor or other team members verbally.
- Expand understanding of host company through familiarisation with host company policies and procedures related to business procedures.

	<ul style="list-style-type: none"> Develop skills and understanding of workplace culture and professional behavior through familiarisation with host company expectations. <p>Ability to Build Professional Communication</p> <ul style="list-style-type: none"> Build professional business communication skills through appropriate interactions with various team members and stakeholders (within the host company) in order to develop workplace communication skills, technical skills and knowledge related to the field of study.
<p>Industry Specific Key Learnings and Student Outcomes</p> <p>Please indicate the specific industry learning experiences the student will be exposed to during the WIL Program, i.e. exposure to accounts payable, training on database analysis, social media marketing, etc.</p>	
<p>Your Expectations</p> <p>The student will have knowledge related to their field through formal study.</p> <p>Please indicate any key knowledge areas related to the industry/field or soft skills which will help the student succeed in this WIL program.</p>	