

Thank you for participating in the AIHE WIL program. The below checklist can be utilised as a guide to assist with on-boarding of your new student intern, and includes suggested induction tasks and preparation.

Note: This checklist is to be used only as a general guide and is not intended to be a complete list.

Student Name:

Host Organisation Name:

Duration of Internship:

Internship Activities/Tasks:

Pre-Commencement	
Done	Task
	<p><b>Contact Student (<i>one week prior to commencement</i>)</b> Contact the student and discuss arrangements for first day: a location, start time, who to meet, what to bring, etc.).</p>
	<p><b>Preparation</b></p> <ul style="list-style-type: none"> <li>• Arrange physical and digital access (<i>as required</i>): <ul style="list-style-type: none"> <li>○ Building access</li> <li>○ Various business software applications</li> <li>○ Various files &amp; folders</li> </ul> </li> <li>• Arrange desk space.</li> <li>• Prepare an Induction pack for the intern with contact details of key people, policies, procedures, etc.</li> <li>• Notify the student of any applicable team/project meetings or upcoming key events in the business.</li> <li>• Prepare any confidentiality or non-disclosure agreements that you would like the intern to sign (and forward a copy of the agreement to AIHE).</li> <li>• Review and sign the AIHE WIL Agreement form (<i>note: the student is not allowed to commence if this paperwork is not signed and the placement is not formally approved by AIHE in writing</i>).</li> </ul>
	<p><b>Notify Internal Staff (<i>one week prior to commencement</i>)</b> Email the team to advise when the new student will be commencing. Provide brief outline of the project the student will be working on, student's tertiary background, reporting line, etc.</p>

First Day	
Done	Task
	<p><b>Welcome and Introduction</b></p> <ul style="list-style-type: none"> <li>• Introduce to staff members (<i>as appropriate</i>).</li> <li>• Show intern to their workstation.</li> <li>• Provide with induction pack (<i>as applicable</i>).</li> <li>• Confirm with intern that they have signed and returned the AIHE WIL agreement forms. If not they should forward it to <a href="mailto:WIL@aihe.sa.edu.au">WIL@aihe.sa.edu.au</a> or to the relevant contact at AIHE, immediately.</li> <li>• Identify and discuss the Confidentiality or Non-Disclosure Agreements (<i>as applicable</i>).</li> <li>• Ensure intern has a clear understanding of the project, their role and clarify duties.</li> <li>• Discuss project objectives and agree to key deadlines (<i>as appropriate</i>).</li> <li>• Discuss expectations (<i>within reasonable grounds</i>).</li> <li>• Discuss initial tasks related to the project and any immediate first steps.</li> <li>• Ensure new intern is appropriately set up to begin work on agreed tasks including access to any required data, resources or other information.</li> </ul>
	<p><b>Workplace Tour</b></p> <ul style="list-style-type: none"> <li>• Provide a tour of 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.</li> </ul>

	<b>Health &amp; Safety Induction</b> <ul style="list-style-type: none"> <li>• Provide a health and safety induction which covers the information that the intern should know in order to operate safely within their new work environment; including any general safety information required by AIHE.</li> </ul>
	<b>Initial Planning Discussion</b> <ul style="list-style-type: none"> <li>• Plan the activities to be undertaken during the internship.</li> <li>• Set goals and milestones for internship.</li> </ul>

## During Internship

Done	Task
	<b>Work Area Practices (first week)</b> <ul style="list-style-type: none"> <li>• Discuss approach to work arrangements, notifying about illness, work hours, stationery etc.</li> <li>• Discuss any work area practices or team values or guiding principles.</li> <li>• Discuss any other expectations (<i>as appropriate</i>).</li> </ul>
	<b>Individual Support (first week and ongoing)</b> <ul style="list-style-type: none"> <li>• Identify essential processes, procedures and training (<i>as applicable</i>).</li> <li>• Identify any further assistance the intern might require, and provide them opportunities to ask questions.</li> </ul>
	<b>Weekly Project Progress</b> <ul style="list-style-type: none"> <li>• Ensure weekly check-in meetings are scheduled to track progress and provide feedback and support as required.</li> </ul>
	<b>General Check-in Conversation</b> <ul style="list-style-type: none"> <li>• Discuss questions or issues raised by the intern that require clarification.</li> <li>• Discuss progress against milestones and project goals.</li> <li>• Motivate the intern and provide professional insights.</li> <li>• Address any challenges and provide mentorship (<i>as appropriate</i>).</li> </ul>

## Finalising the Internship

Done	Task
	<b>Final Check-in Conversation</b> <ul style="list-style-type: none"> <li>• Confirm status of relevant tasks/project.</li> <li>• Have informal discussion with intern about possible career progression (<i>either internally or if you have anyone in your network that could potentially support intern in expanding their work experience</i>).</li> <li>• Address any challenges, answer questions and provide constructive feedback.</li> <li>• Ensure return of any materials and equipment the student may have used during internship.</li> </ul>
	<b>Formal Student Feedback to AIHE</b> <ul style="list-style-type: none"> <li>• Complete and send Intern Performance Evaluation Form to AIHE, when requested.</li> </ul>

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](mailto:WIL@aihe.sa.edu.au) or call on (08) 8470 0156.