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Work Integrated Learning (WIL) aim

The aim of Work Integrated Learning and the work placement component thereof is to provide students with an opportunity to apply the knowledge and skills acquired during their course to an authentic workplace experience. Students will undertake a 120-hour professional work placement and conduct a project or take part in a simulation exercise that allows them to ascertain their level of preparedness for a professional career. Prior to the experience component, students will conduct research and prepare a report on the relevant firm and industry sector. Students will be required to reflect on their experience and identify their strengths and weakness and articulate a plan to address their shortcomings. While work experience is a component of the placement, considerable emphasis will be on the development of workplace knowledge and employability skills such as communication and coordination skills.

Information & responsibility guide – Students

Student responsibilities include the following (please also refer to the Subject workflow schedule) :

- Preparing a suitable cover letter and resume for submission to prospective host organisations
- Securing a placement with a suitable host organisation
- Performing tasks, in line with the Student & Host agreement to meet the subject learning outcomes and course outcomes
- Completion and submission of relevant forms before, during, and after the semester (please refer to the Subject Workflow section in this document)

Information & responsibility guide – Host organisations

Host organisation responsibilities include the following (please also refer to the subject workflow):

- Providing students with suitable learning opportunities to meet the subject and course learning outcomes
- Completion and submission of relevant forms before, during, and after the semester (please refer to the Subject Workflow section in this document)

AIHE WIL Team- Contact details

Phone: 08 7225 1915

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Frequently Asked Questions

<p>1. How many hours of work do I need to do as part of my work placement?</p> <p>Students need to complete 120 hours of work to complete this component of their WIL placement.</p>
<p>2. Over how many weeks will my placement run?</p> <p>The placement will run over 8 weeks (from week 3 to week 10 of the semester)</p>
<p>3. Will I still have lectures during my placement?</p> <p>For Work Integrated Learning, you will have classes in some of the weeks during which you are doing your placement. Please refer to the subject outline which will give you an indication of weekly responsibilities including assessment tasks.</p>
<p>4. Who is responsible to secure the work placement for students?</p> <p>It is the responsibility of each student to secure their own work placement with a suitable host organisation.</p>
<p>5. What happens if I cannot find a host organisation to do a placement with?</p> <p>Please contact the subject coordinator as soon as possible if you are struggling to secure a placement in order to help. Please note that placements already start in week 3, so the earlier you communicate with the subject coordinator the better.</p>
<p>6. What will happen if I cannot complete my placement?</p> <p>In order to pass this subject, and to be able to complete the assessment tasks, you will need to complete your placement. If you fail to do so you will need to repeat this subject again.</p>
<p>7. How long before my placement begins do I need to start looking for a suitable host organisation?</p> <p>AIHE advises student to start sending out cover letters and resumes to potential host organisations in week 6 of the semester preceding the semester during which you will do your work placement to ensure that you have enough time to secure a placement and complete the relevant paperwork.</p>

8. *I am already doing some work on a part time basis; can I use that as my placement?*

Host organisations need to meet certain criteria and have to be able to confirm that you have met certain requirements during your work placement. Part-time work that you are currently generally only qualifies in very limited circumstances. If you are unsure about the suitability of your host organisation, please contact the subject coordinator or the WIL team at AIHE as soon as possible.

9. *How will I know what is expected from me, and when I need to complete documents, tasks, and assessments?*

The subject outline which is available on the Learning Management System (Canvas) for the relevant subject, will provide details about assessment tasks. The subject workflow provided in this document provides an overview and links to assessment tasks and relevant documents to be completed before, during, and after the end of the semester.

[Links to documents on AIHE Web page](#)

TO BE UPDATED

Subject workflow

Week	Subject outline (including assessments)	Task list: Student	Task List: AIHE staff (Subject coordinator; AIHE professional staff; Head of School and/or Delegate (Course Coordinator); Host Organisation	Links to documents / forms
Ongoing			Host organisation – This expression of interest form is to be completed by any host organisation that is interested in a student placement	AIHE Host Organisation Expression of Interest Form
Six weeks before start of semester		Student & Subject coordinator for BUS3002 to start working on getting documents ready (including CV etc) to secure placement	Subject coordinator	Student to start working on CV and cover letter. Cover letter template: AIHE WIL Cover letter template
Week 0			AIHE Professional staff Provide subject coordinator with names of students enrolled. Subject coordinator Send	AIHE Student Risk and Assessment This form should be completed by the subject coordinator, HOS, course coordinator, or professional staff member at the start of the semester and should include Equity and Diversity, special needs, and potential risks. Any additional risks or concerns during the course of the semester should be recorded in a new form.

			communication to students about placements	AIHE WIL - Host Company profile and Risk Register (office.com) This form needs to be completed (and register updated) needs to be completed every semester for each host organisation by the end of week 1 after a site visit was conducted by the subject coordinator and/or HOS/Course coordinator.
Week 1	Class session <ul style="list-style-type: none"> Placement preparation Complete WIL agreement Discuss roles and responsibilities – Host organisation, supervisor, subject coordinator, student, AIHE 	<ul style="list-style-type: none"> Complete and sign WIL agreement 	AIHE professional staff Ensure that all documents are saved in WIL repository (or follow up where relevant)	AIHE - WIL Host & Student agreements (Learning Register) (office.com) AIHE Host Organisation and Placement Details Form – Host organisation to complete this form and return to AIHE. AIHE WIL Agreement Form – This signed agreement by host organisation & student should be uploaded by AIHE professional staff for every student enrolled in BUS3002 every semester by the end of week 1 of the semester. Students provided with WIL Handbook
Week 2	Class session <ul style="list-style-type: none"> Review placement approvals and ensure all forms completed 	Student to keep copy of placement checklist for their own records	Host organisation to complete and return checklist	Host to complete pre-placement checklist: AIHE Host Pre-Placement Checklist Student to complete and keep copy of Student Placement Checklist: AIHE WIL Student placement checklist
Week 3	Placement / Project Assessment: Business and Industry		Subject Coordinator and HOS/Course coordinator	AIHE - WIL Site visit report (office.com) This form should be completed by the subject coordinator and/or HOS and/or Course coordinator

	Research Project (1,000 words).			after every site visit (conducted twice a semester, once at the start of the placement and one more time during the course of the semester)
Week 4	Placement / Project			
Week 5	Class session & Placement / Project Assessment: Reflective Journal (1,500 words).			
Week 6	Placement / Project			
Week 7	Class session & Placement / Project Assessment: Reflective Journal (1,500 words)			
Week 8	Placement / Project			
Week 9	Placement / Project Assessment: Reflective Journal (1,500 words)			
Week 10	Placement / Project			
Week 11	Class session <ul style="list-style-type: none"> Review placement experience, discuss reflections and issues 	Student to complete placement evaluation form	AIHE Professional staff Ensure that relevant forms are completed and returned Host organisation to complete evaluation form	Feedback forms to be completed by: <ul style="list-style-type: none"> Student AIHE STUDENT WIL FEEDBACK FORM Host AIHE Intern Performance Evaluation Form
Week 12	Class session Assessment:			

	Post Placement Reporting: a) Placement outcome report (1,000 words). b) Post placement / project presentation (15 minutes).			
Week 13				