

# WIL: Essential Steps for Staff

This document lists the essential steps required for a unit coordinator tasked with setting up a Work Integrated Learning (WIL) unit. All underlined links and resources are available on the ECU intranet.

## Getting started

Download a copy of the [WIL Handbook for Staff](#).

### Step 1: Link WIL to learning outcomes and assessment

1. Check learning outcomes are clearly outlined and appropriate for placement.
2. Check assessment tasks are appropriate to WIL and are linked to learning outcomes.
3. Check unit plan provides time commitment required by students.
4. Ensure unit is listed in Curriculum Approval and Publication System (CAPS) as a WIL unit under Engagement Score.

### Step 2: Complete the risk assessments

1. Complete a risk assessment or complete the ECU Activity Risk Register for each workplace location. [Risk and Assurance Services > Tools and templates \(link\)](#) > ECU Activity Risk Register.
2. Consider any additional risks, including high-risk workplaces or unusual situations. Make a site visit to ensure safety if there are any outstanding concerns. Overseas WIL events must contact [insurance@ecu.edu.au](mailto:insurance@ecu.edu.au).
3. Ensure work placements comply with the current accreditation requirements of your profession.
4. For each student, complete the Student Placement – Risk Management Form: [Risk and Assurance Services > Tools and templates \(link\)](#) > Student Placement – Risk Management Form.
5. Record all student placement information on [Sonia Online \(link\)](#). Store all workplace and student risk assessment records within the school.

### Step 3: Clarify agreement with host and students

1. For professional practice placements, provide a letter to the host organisation: Student Placement Letter sample
2. For clinical placements, provide an agreement using a Host organisation agreement template or use the host's own placement agreement. This agreement will vary according to the specific needs of your school. Please contact the [Office of Strategic and Governance services](#) for more information on this template.
3. Provide the guidelines for:
  - a) Hosts: WIL Guidelines for Host Organisations
  - b) Students: WIL Guidelines for Students
  - c) Unit staff members: WIL Guidelines for ECU Staff

Provide a handbook for both Host and Student. Include:

- Duration or number of hours of the placements; ;
- Tasks the students are required to perform during the placement;
- Supervision and assessment arrangements;
- Responsibilities of the host organisation, ECU unit coordinator and the ECU student (including additional requirements, such as police clearances and working with children checks); and
- Information about ECU's insurance: [Practicum, Work Experience or Volunteer Activities \(link\)](#).

## Step 4: Follow up with host and students

1. Maintain regular contact with host and students.
2. Provide method for ongoing feedback from host organisations.

## Step 5: Review

At the end of the semester, review:

- Effectiveness of assessment tasks and unit content in each workplace.
- Whether risk assessment was comprehensive.
- ECU processes, policies and rules and professional accrediting bodies.