



Successful Placements

Work Integrated Learning

Your placement provides an opportunity, not only to put theory in to practice, but also to develop new skills. You can increase your network, try out your profession, and add valuable experience and (hopefully) referees to your resume.

Preparing for your experience

It's almost time for you to undertake your WIL opportunity, so take the time to prepare and get as much out of it as possible:

- Check the location of your workplace and plan the journey in advance.
- Enquire about the dress code and whether the company operates a casual Friday.
- Confirm start and finish dates and the expected hours of the placement.
- Ensure that if you are undertaking a practicum unit, you have completed any requirements before you start the placement.
- Ensure you know the name or your supervisor and the expected start time.
- Ensure you arrive on time.
- Take a notebook on the first day, as you will be given a lot of new information and meet many new people.



A successful placement

To help you gain as much as you can from your experience:

- Make a good impression. Remember your work colleagues from this organisation could be future colleagues in another organisation.
- Make an active and positive contribution to the company or organisation that is providing the opportunity.
- Recognise there are a range of WIL options available and that you may undertake a different kind of activity next time in an attempt to learn slightly different skills.
- Keep a daily journal to explore your experience and consider your strengths, areas for development, proud moments and other aspects of your experience.
- Think about developing a portfolio of work experience or how the activities you complete each day have enhanced your skills and add this to your CV.
- Be proactive while you are there to ensure you gain as much experience as possible.
- Have clear expectations about what you want to achieve – what skills you would like to develop and knowledge you would like to gain.
- Suggest to the host supervisor to work together on a plan or agreement so you are both on the same page from the beginning.
- Have regular meetings/contact with your host supervisor to ensure you remain on track and meeting expectations.
- You could ask if a mentor is available, other than your host supervisor, to gain a different perspective of the workplace.
- Take the opportunity to attend networking and other events/meetings available with your host.
- Know the expectations for your placement unit. Ensure you understand what is being assessed.

- Are your expectations realistic? You are there to learn and not expected to know everything and do everything perfectly.
- Take the opportunity to learn about the workplace and its culture.
- Be confident but acknowledge and take responsibility for your mistakes. Help find solutions.
- Be helpful, show enthusiasm and interest.

A safe placement

You are responsible for your own safety. If at any time you feel unsafe, contact your Host Supervisor and Placement Coordinator (or the Careers Centre if these points of contact are unavailable). Follow each of the points below to ensure a safe work placement:

- Make a note of the following contact details prior to the commencement of your placement:
 - Host Supervisor
 - Practicum Officer
 - Practicum Coordinator
 - UWA Careers Centre
- Make a mental note of all emergency exits in your place of work and ensure you are aware of the emergency evacuation procedure and muster point.
- Comply with all health and safety requirements of the host organisation.
- Take care of your own health and safety and also that of others.
- Report all known or observed incidents, injuries, illness, near misses and hazards to the host organisation and to the UWA Placement Coordinator.
- Cultural differences must be respected.
- Respect the right of others to work free from discrimination.
- You must report any breaches of health and safety legislation, equal opportunity legislation (including sexual harassment, racial vilification) or poor personal security to the host organisation and to the UWA Placement Coordinator.



Feedback and reflection

Part of your learning is to deal constructively with, and action feedback. Try to achieve the best you can by:

- Active listening, asking for regular feedback and clarifying with questions if you are unsure.
- Check with your supervisor at the beginning of your placement about how feedback will be provided.
- Don't take feedback personally, it is professional feedback. Avoid comments like "it wasn't my fault", "I wasn't told".
- It is about improving, so ensure you acknowledge feedback.
- Reflect. Think about:
 - What have I improved on?
 - What am I doing well?
 - What is it that I am concerned about?
 - What don't I understand?
 - What am I having difficulty with?
 - What am I going to do?'

Don't forget to maintain balance

- Get regular sleep
- Eat well and drink plenty of water
- Get some exercise



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