



WORK-INTEGRATED LEARNING (WIL) Recognition of Paid Employment

The University of Queensland (**UQ**) is committed to providing its students with the opportunity to integrate theory with practice in real-world settings (“work-integrated learning”).

Your organisation (**Organisation**) currently employs, or proposes to employ, a student of UQ (**Student**). The Student wishes to have this employment recognised for credit or assessment purposes as work-integrated learning.

Purpose of this form

We ask that you complete this form in collaboration with the Student and then submit it to the Business, Economics and Law (**BEL**) Careers and Employability team via the StudentHub application process. Email employability@bel.uq.edu.au if you are unsure as to how to submit this form.

Full details of the agreed activities, learning objectives and goals are to be set out in this form and should reflect the Student’s study program.

UQ will recognise the activities for course credit if they meet educational and learning objectives.

IMPORTANT: Students are required to communicate their learning objectives with the Organisation before completing this form. Please contact the Student if these requirements have not been communicated to you. Minimum requirements are set out below. Students must ensure they have read the course profile and understand the assessment linked to work-integrated learning.

Minimum Requirements

- Students are required to complete a minimum of **100 (up to 240)** supervised hours.
- Tasks, duties, or specified project activities are to meet the Student’s learning objectives as well as to provide opportunities for them to gain practical, hands on experience, develop professionally & acquire skills to enhance their employability.
- Students must be undertaking activities that will develop new skills and enhance their employability. Students cannot use an existing role that they have been undertaking for more than 6 months from the commencement of the semester, unless higher duties are assigned to that role.

IMPORTANT: Basic administration (e.g., data entry, filing) or sales (e.g., cold calling) tasks are not deemed suitable.



Learning Objectives Statement

Employer Details:

A supervisor's feedback form will be emailed to the host upon the completion of the internship.

| | | |
|--------------------------------|---------------------------|------------|
| Employer (organisation) | Name | ABN |
| | Internship Address | |
| Nominated Supervisor | Name | |
| | Email | |
| | Phone | |

Student Details:

| | |
|----------------------------------|--|
| Student Name | |
| Student ID | |
| UQ Program | |
| UQ Course Name & Code | |
| Semester | |

Tasks and Activities *(To be filled out by the student)*

| | | | |
|--|--|--|--|
| Employment is: | 100% Working from home <input type="checkbox"/> | 100% Working from office <input type="checkbox"/> | Hybrid <input type="checkbox"/> |
| <i>If your internship includes any aspect of WFH, you need to review this form</i> | | | |
| Are you being paid for your internship: | Yes | No | |

Supervisor's statement *(To be filled out by supervisor)*

Provide a break-down of the tasks to be undertaken in the placement (Additional documents can be attached)

Student Learning Objectives *(To be filled out by student, minimum of three dot points)*

What employability attributes might you develop in this placement? For eg. communication, problem solving, conflict resolution and discipline specific skills.

| | | | |
|-------------------|--|--------------------|--|
| Start Date | | Finish Date | |
|-------------------|--|--------------------|--|

Supervisor Signature:

Student Signature: