

Faculty of Education & Arts

School of Creative Industries

**CIND3510 – Professional Project
Work Integrated Learning (WIL)**

Newcastle City Precinct

Semester 1 - 2020



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

GUIDELINES

**GUIDELINES FOR SUPERVISING BACHELOR OF CREATIVE
INDUSTRIES STUDENTS**

Semester 1, 2020



Information for placement providers

Thank you for hosting a UON student who is undertaking the course CIND3510 for 10 units of credit that will count toward their degree

This is a short guide for WIL providers on supervising a creative industries student on WIL from the University of Newcastle.

Students approach potential organisations to host a professional WIL as part of their studies at the University of Newcastle. If the organisation agrees to host WIL, the student will ask the host organisation representative (i.e. the supervisor) to complete the online **WIL Agreement Form**, which can be found at:

<http://survey.newcastle.edu.au/TakeSurvey.aspx?SurveyID=82LJ962>

Please read this form carefully, preferably with the student present. It requires the host organisation to commit to WIL of a maximum of 80 hours. It may be completed in a single block (e.g. 10 days at eight hours a day), or a combination of block and/or intermittent times. The specific dates and times must be arranged and agreed in consultation with the supervisor before the placement begins. The student must be completed the placement aspect of CIND3510 by Friday 22 May 2020.

The University recognises that sometimes changes may be necessary according to work flows and the change or changes can be carried out via an email to the course coordinator. For the purposes of insurance coverage, changes to WIL times must be notified.

The host organisation's supervisor will also be involved in the assessment of the WIL. While not cumbersome, the assessment does require some reflection of the student's performance and contributes to 40% of the student's grade.

After reading the guide, if you have any questions about the WIL, please contact the course coordinator.

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Some points to consider

Are you ready and do you have capacity to host a WIL student?

When your student starts a WIL in your workplace, you can help the student by articulating clearly what you expect. You should have some idea of what you want from the student based on the information provided on the online **WIL Agreement Form**. Go over it with the student. Students want to perform well in their WIL and it assists them meet requirements if performance expectations are made clear.

Is the student a good match with your organisation?

Double-check that your student's field of creative practice is appropriate to the needs of your organisation and that you have opportunities for the student to experience that particular creative practice.

The student has had formal education but may not have had the opportunity to put what they've learnt into practice before.

Supervisors should provide an orientation for the student. Welcome your student to the workplace both formally and informally (perhaps you could welcome your student at an informal morning tea or similar). Introduce the student to other members of your workplace team and let the student know that you and your organisation are happy that he or she is here. Emphasise to the student that questions are okay.

Assist the student to “fit in” and learn the basics of your organisation; how it functions and the nature of how the student will interact with colleagues.

- Provide an overview of your organisation and/or department.
- Provide a clear direction on the number of hours to be worked (as per the **WIL Agreement Form**), appropriate attire, phone etiquette, work ethic, office decorum, resources, and other similar issues.
- Review the student's responsibilities and discuss expectations of the WIL from the perspective of both the student and your organisation.
- Outline any organisational processes for obtaining approvals, expenses, and notifying absences.
- Provide the student with not just a supervisor but also a mentor if possible. A mentor can be a source of additional information about the organisation and an objective counsel on any potentially sensitive issue that may arise between supervisor and student.

Providers should provide practical experience.

The nature of the WIL should be the equivalent of an entry-level professional or more advanced work depending on the skills and experience of the student. Providers should minimise administrative and clerical duties. Duties such as photocopying and filing should be no greater than other colleagues. Students should not “shadow” or observe a mentor but be actively engaged and making contributions to the host provider.

Don't just assume your student will know how to do something in the way you want it done. Provide instruction as you set the task.

Expect the student may make mistakes. Provide guidance on how to address those mistakes. A mistake could be the result of inexperience, failing to think ahead or a difference in communication styles. The student will appreciate your assistance and the development of a working relationship.

Help the student to show you what he or she is good at.

Help the student to feel secure in your workplace and a part of your team, so the student can demonstrate his or her skills.

Does the student need a special clearance to work in your organisation?

Please help us to ensure any additional documentation particular to your organisation (e.g. a health check, Prohibited Employment Declaration, or a Criminal Record Check) is completed prior to the student commencing the WIL.

How long is the WIL?

WIL placement may consist of a maximum of 80 hours. The placement may be organised generally in any way that is mutually acceptable to the placement provider and the student (e.g. it may be completed in a single block (e.g. 10 days at eight hours a day), or a combination of block and/or intermittent times.

The specific dates and times must be arranged and agreed in consultation with the workplace supervisor before the placement begins. They may be renegotiated by mutual agreement if necessary or desirable during the placement, as long as the total placement time is as close as practically possible to a maximum of 80 hours.

Students who are undertaking their placement during teaching semester must be available for tutorials and other essential requirements of any course the student is enrolled in. Students are not permitted to miss scheduled tutorials for courses in which they are enrolled.

Feedback

It will be helpful to the student if the WIL is concluded with a formal final evaluation so the student and organisation may share results and provide feedback to each other on the experience.

We will contact you

The course coordinator will contact the host organisation, by email initially, to ask the placement supervisor a series of questions about the student's attitude, compatibility with the professional work environment, and suitability for the profession. These questions are contained in the online **WIL Supervisor Feedback Survey Form**. Your response will contribute significantly to the student's assessment.

What to do if you have a problem with the WIL

If you have an issue with the student's workplace performance, counsel the student as you would any other employee and contact the course coordinator immediately.

University intervention is rarely necessary, but quick attendance to a matter can most often see an issue addressed and resolved quickly, easily and early in the WIL rather than at the end of a WIL when it may be too late.

What happens if a student is injured while on a WIL?

The University of Newcastle's has current insurance policies for all enrolled students (undergraduate and postgraduate) on a 24-hour-day basis for 365 days a year.

UON's insurance policies do not insure students for paid work experience and students on WIL in CIND courses may not be paid because it renders insurance invalid.

The policy provides cover whilst the student is engaged in course related activities and/or practical placement or community placement activities. It is an accident cover only and does not cover illness.

Thank you for providing a University of Newcastle student with an important learning opportunity and experience.

INSURANCE

The University of Newcastle Student Placement Insurance

<http://www.newcastle.edu.au/current-students/learning/work-experience-and-volunteering/insurance>

Further details can be obtained by contacting: insurance@newcastle.edu.au