

# Industry Information Brief : WIL Programs 2025

## What's required to host a work-integrated learning (WIL) student

Outlined below are the base requirements for hosting a WIL undergraduate (UG) or postgraduate (PG) student on our professional practice, work placement or internship programs.

### ☒ Provide a mutually beneficial learning experience

- Provide the minimum required hours of work-based learning (face-to-face or virtual) in the specified time cycle:

|                                                        |                                                                                                                                                                                                                                                      |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Professional practice (UG)</b>                      | Students complete <b>80</b> hours at any time during the year.                                                                                                                                                                                       |
| <b>Work practice (PG)</b>                              | Students complete <b>100</b> hours during semester (Feb-June, July-Oct).                                                                                                                                                                             |
| <b>Internship and Extended Internship Program (UG)</b> | Students complete <b>225</b> hours during semester (typically 15-20 hrs/week).<br>Students on the extended program complete <b>four paid</b> consecutive <b>225-hour</b> internships during their 2 <sup>nd</sup> and 3 <sup>rd</sup> year of study. |

- Provide suitable tasks and/or project work so the student can apply their course-related knowledge in a professional setting.
- Enable the student to develop collaborative skills and network with co-workers, clients and relevant others during the experience.
- Provide the student with access to a supervisor who can:
  - Give guidance and mentorship to build student's confidence and support professional skill development (e.g., communication, collaboration).
  - Provide regular, constructive feedback on the student's skills, achievements, and performance in the professional setting.
  - Update the University on the student's progress (verbally or in writing), when requested.
- Review and sign off on completed hours of WIL.
- Consult the University at the earliest opportunity if concerns arise about the student's progress or conduct during WIL.

### ☒ Provide a safe learning environment

- WIL takes place in a registered business (e.g., has an ABN or equivalent) with appropriate public liability insurance and will share policy details with the University if required. Details of ECU's insurances can be found via [Certificates of Currency](#).
- Provide a work environment that is safe, inclusive and legally compliant to support the student's health and wellbeing.
- Provide an induction and adequate training on relevant health and safety policies and procedures.
- Advise the ECU School of Business and Law WIL team immediately if the student is involved in an accident, incident or near miss.
- Be free of potential conflicts of interest, such as the student and their assigned supervisor being in a close or intimate personal relationship, e.g., partner, friendship, immediate family or household member, cultural family relationship or financial dependent.
- Advise students in advance of relevant checks and clearances (e.g., Police and Working with Children clearances).
- Partner has read the ECU School of Business and Law's [WIL Collaborator Guidelines](#) which explain roles and responsibilities relating to WIL.