

Partner Workflow Explained : WIL Programs 2026

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

Outlined below is the workflow for hosting a WIL student (whether on professional practice, work placement or internship).

Step 1: Identify an opportunity

The partner organisation identifies a potential opportunity within the organisation and submits an expression of interest form to indicate interest in hosting a student

Step 2: Set up the opportunity

A member of the WIL team will review the EOI and, if needed, arrange a quick meeting to discuss the WIL requirements and expectations. Industry partner is reviewed for suitability, and the opportunity is presented to suitable students

Step 3: Student Selection

The industry partner will review the resumes and videos of the students who are considered suitable for the opportunity to progress to the interview stage

Step 4: Student Interview

The industry partner will interview the student and confirm suitability (or not). During the interview the partner organisation and student agrees on tasks that are to be completed

Step 5: Opportunity is confirmed

Once confirmed, the industry partner and the student agree upon a start date and the duration of the opportunity. Industry partner and student complete the required documentation to finalise the opportunity

Step 6: WIL starts

The student commences onboarding and start their professional practice hours. The student will also complete assignments related to their role and in line with their course. The industry partner will provide supervision and complete the time sheet and student performance feedback