



# WIL Checklist

This resource outlines the elements to be considered when designing and delivering quality WIL experiences<sup>1</sup>.

## Before

### Curriculum design

- Design WIL experiences with a [programmatic view](#) to ensure student skill development is scaffolded and supported by opportunities for [Career Development Learning](#).
- Ensure WIL experiences are designed to be [inclusive of and accessible](#) to the diverse student cohort.
- Design authentic [WIL assessment](#) which provides evidence for achievement of learning outcomes and enables a reflective, continuous improvement mind-set.
- Where possible, design the WIL experience in [partnership with students](#) and industry or community partners.

### Student experience

- [Prepare, orientate, and induct students](#) so they are ready to positively engage with and learn from the WIL experience.
- For internships, use the [Exemplar MyUni course](#) to provide support and resources for students.

### Stakeholder engagement

- Articulate the benefits and purpose of WIL activity and clarify roles and responsibilities.
- Provide supporting resources for industry and community partners ([Guidance for Host organisations](#) and [ACEN resources for partners](#)).

### Institutional requirements

- Assess risks and identify actions needed to ensure the safety and well-being of participants including the review of how WIL sites meet health and safety requirements.
- For internships, create an internship agreement. For support, [contact the Internships Team](#).
- Plan for the evaluation of WIL activities that will gather data on stakeholder perceptions and activity outputs, outcomes, and impacts.



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## During

<b>Curriculum design</b>	<input type="checkbox"/> Ensure there are opportunities for students to receive feedback and guidance from academic and industry supervisors and mentors.
<b>Student experience</b>	<input type="checkbox"/> Promote student ownership of their learning and proactive engagement in WIL experiences.
<b>Stakeholder engagement</b>	<input type="checkbox"/> Check in with industry and community supervisors to identify support needs.
<b>Institutional requirements</b>	<input type="checkbox"/> Comply with University policies and procedures, the Higher Education Standards Framework and relevant professional accreditation requirements.

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## After

<b>Curriculum design</b>	<input type="checkbox"/> Ensure reflection and debriefing are embedded in the learning and assessment activities in the course and incorporate any lessons learnt into subsequent curriculum design.
<b>Student experience</b>	<input type="checkbox"/> Provide guidance to students on how to reflect on both the positive and challenging aspects of the WIL experience.
<b>Stakeholder engagement</b>	<input type="checkbox"/> Make sure partners have the opportunity to provide feedback on WIL experiences. <input type="checkbox"/> Consider opportunities for reward and recognition.
<b>Institutional requirements</b>	<input type="checkbox"/> Conduct regular quality assurance reviews of WIL activities and identify areas for improvement.

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<sup>i</sup> Adapted from the [WIL Quality Assurance Framework](#) and the [Self-Assessment Checklist for Innovative WIL Models](#).