

Work Integrated Learning Activity Brief

Adelaide University's Work Integrated Learning (WIL) Programs require academically approved WIL activity briefs to manage the expectations of all stakeholders, and to ensure all activities meet the university's academic requirements as well as the Fair Work Act. The information you provide in this form will inform the WIL Agreement between yourself, the university, and the student(s).

ORGANISATION DETAILS	
Name:	
ABN:	
Number Of Employees:	
Public Liability: Does your organisation hold public liability insurance? If so, please provide a copy of your Certificate of Currency.	Yes No Value:
Provider is an Adelaide University unit/entity: Have you hosted students from either foundational university? If yes, move on to Organisation Contact	Yes No Unsure
Address: This is where the student will be Undertaking the WIL Activity.	
Website:	
Description: This could be from your website or existing marketing materials.	

ORGANISATION CONTACT	
Name:	
Position:	
Business Phone:	
Mobile:	
Email:	

SUPERVISOR CONTACT (If known and different from the Organisation Contact)	
Name:	
Position:	
Business Phone:	
Mobile:	
Email:	

WIL Activity Information

Work Integrated Learning (WIL) opportunities focus on students' learning and development; this involves experimenting, risk-taking, making mistakes, and dedicating time to analysing their experiences for the purpose of scholarship. To support this, Adelaide University requires students to complete academic assessments during their WIL activity, in addition to the activities outlined in this form.

STUDENT DETAILS (Has a student been identified for this opportunity? If so, please provide their details below)	
Student Name:	
Student ID:	
Student Email:	

ACTIVITY DETAILS	
Activity Name (Project title)	
Activity Scope Please provide a broad overview of the activities the student will undertake. The project scope should state what the student will achieve, using clear and succinct terms; this will help manage expectations. Ideally, language should be student focused, i.e. 'the student will', and we will edit as required during the review process.	
Activity Details Please provide some specific information about the core tasks and responsibilities the student will undertake on a day-to-day basis. Induction and training are assumed as per the WIL Agreement. Please list in detail the daily duties or tasks that the student will be undertaking (general minimum of at least 5).	
Activity Deliverables Please provide a list of key project outcomes the student will provide to your organisation while on placement. The items listed here should link to the tasks and activities in the project details field.	
Work Integrated Learning Outcomes The learning outcomes are the benefits the student will gain from participating in a placement and are an important consideration in the academic approval process. We will draft the learning outcomes based on your input.	
Pre-Activity Requirements E.g. Police Check, WWCC	
Is this internship paid or unpaid?	

DURATION AND TIMING	
15 days 30 days Flexible Other	
Preferred Start date:	
Preferred workdays/ hours of week: (if known)	
Number of students: (if seeking more than one)	

OFFICE USE ONLY	
Student Name:	
Student ID:	
Student Email:	
Course Code:	
Course Coordinator:	