

July 2020

Dear WIL Workplace Supervisor:

Re: Work Integrated Learning/Internship Project – 2020

On behalf of the Work Integrated Learning team in the Victoria University Business School, I would like to thank you for providing our student with an excellent professional working and learning opportunity through their **Work Integrated Learning** ("WIL") activities and professional experience over the coming months.

You may be aware that Victoria University has a strategic commitment to Work Integrated Learning which is a central feature of many courses; our mission is to emphasise engagement with industry and community for the benefit of all students. We are committed to ensuring that each student's learning will draw from their workplace experiences such as this one. If you would like to learn more about Victoria University's Vision and Mission, please visit our website at:

<http://www.vu.edu.au/about-vu/vision-and-mission>.

Furthermore we are determined to see that our graduates are **work ready**, **career ready** and **future ready** with the skills and knowledge that will enable them to manage their careers and lives in a changing world of work.

While students are engaged in the workplace, they are also enrolled in an **academic Work Integrated Learning/Internship unit of study** which is formally recognised as part of their post-graduate degree qualifications. These units are delivered entirely on-line and therefore do not require classroom attendance; the curriculum and all assessment tasks are completed using VU Collaborate, an "e-learning" web-based virtual learning environment.

The curriculum in these units is designed to allow students to:

- Critically evaluate their own employability skills as required by their chosen profession or host/employer;
- Advocate effective strategies to address the skills gaps identified;
- Present a clear, coherent and independent exposition of their professional experiences and skills as well as a broad and coherent body of knowledge in the form of career portfolio;
- Initiate the development of networks and professional contacts within their chosen industry sector; *and*
- Critically reflect on the integration of their academic and workplace learning.

As one of the three primary partners in this relationship, can you please review and sign the attached **2020 Work Integrated Learning (Internship) Schedule and Agreement**, which sets out the terms of the activities for each of the parties.

One further and very important element of the Work Integrated Learning process is the **WIL 2020 Internship Student Appraisal** of the student's work-place project performance, an essential feedback tool supporting students' professional development. This document is provided directly to the student. It is ultimately their responsibility to administer the evaluation process and to ensure the timely return of the completed report. The Appraisal is a standardised form which is designed to be completed by the work-place supervisor who has had the most contact with the student during the WIL/Internship period. Ideally it will be openly discussed with the student and "signed-off" by both parties indicating acceptance of any comments and recommendations. It comprises a portion of the student's assessment and result.

Please feel free to contact me at any time should you have any queries about the reporting or appraisal process of the Program. Once again, we are extremely appreciative of the opportunity you have provided for our student in support of their professional and career development.

Sincerely,

BARRY

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