



University of
**Southern
Queensland**



1 January 2024

University of Southern Queensland

Virtual Work Integrated Learning Project Support

CRICOS: QLD 00244B, NSW 02225M
TEQSA: PRV12081

Welcome

Thank you for undertaking a Virtual Work Integrated Learning Project with UniSQ. We are very excited to be working with you this trimester.

Please review the below details to help guide you through your ten-week project with UniSQ, and for any additional support or questions please email us at NPILFProject@unisq.edu.au.

Communications

A reminder that all project communications will take place on our UniSQ Microsoft Teams Sites, which you should now have access to, however please contact us as soon as possible if you do not have access.

Please [use this link](#) to access Microsoft Teams.

Your First Meeting with your Student Group

Your first meeting with your student group will take place between week two and week four of the students' trimester, unless alternative dates have been arranged with your Academic Coordinator prior. Your exact meeting date will be arranged prior to this time with your Academic Supervisor via the UniSQ Microsoft Teams site.

During your first meeting, there are key focus areas and topics we recommend discussing and setting with your student group and Academic Supervisor. Your role will be the role of the "client" and the students will take on the role of the "project team" undertaking the project.

Please see the below table of tips and ideas to help guide your discussions for your first meeting.

First meeting discussion topics:

Things to Consider	Tips and Other Information
Introduce your business	<ul style="list-style-type: none">• Discuss your purpose, values, and goals as a business.• Discuss the different areas and departments of your business.• Discuss your stakeholders and engagement with the local community.• Discuss your services and target markets, who you serve.• Discuss the current industry environment and what is impacting your work/organisation.• Share a PowerPoint or introductory video.• Share a digital walk through of your workplace.• Direct students to parts of your website. <p>We encourage you to use whatever resources you have to share as much background information as you can.</p>
Provide an overview of your project	<p>Using your project briefing document, further explain the details of your project.</p> <ul style="list-style-type: none">• Discuss the challenge or opportunity you are facing.• Discuss the impact of this project to your business/industry.• Discuss the deliverables and ultimate achievements you are hoping to see.

Clearly define any specific aspects of your project	<ul style="list-style-type: none"> • Discuss any project documents or systems you require to be used throughout the project. • Clearly define what may or may not be flexible in your project. For example, if the students have ideas on a different deliverable or outcome, are you open to this? • Explain any industry/organisational specific acronyms. • Discuss and explain any relevant legislation or rules that govern your work/organisation, that students need to be aware of and follow.
Discuss your communication preferences	<p>We recommend setting realistic and appropriate communication expectations for this project, including:</p> <ul style="list-style-type: none"> • How often you expect updates from your student group. Agree on specific meeting times up front, for example, from 2:00pm - 3:00pm every Tuesday. • What your availability is throughout the project for other contact. For example, "I will be available every Tuesday and Thursday to check Teams posts and emails for any queries or updates from my team".

Next Steps

Once you have discussed the above with your student group, and scheduled your regular meetings, you will be all set to begin your project!

The NPILF Industry Projects Team will make regular contact with you throughout your project to ensure it is running smoothly, however, please reach out to us anytime for support:

NPILFProject@unisq.edu.au.

Please also engage with us through the [Industry Project Hub Teams Site](#) to connect with other industry partners, share any upcoming events or achievements, and to access additional information and support for your project.

We wish you all the best with your project!

If you have any questions, please contact the Industry Projects Team at any time:

NPILFproject@unisq.edu.au.