WIL INDUSTRY PLACEMENT CHECKLIST - HUMANITIES, ARTS & SOCIAL SCIENCES

Use this checklist to ensure you have gathered all the required information.

STEPS	INSTRUCTIONS	SYSTEM	COMPLETE (✓)
STEP 1	Enrol into the relevant HASS placement topic: • TOUR3102 • ESOL9004 / ESOL2004 • ARCH8518 • COMS3000 • SCME3100 • HASS7000 • ARTS2000 *Attend the compulsory topic classes to ensure you have the most up to date information regarding placements*	Student System	
STEP 2	Update your resume and have it checked via the Careers and Employability service	CareerHub	
STEP 3	Read the relevant topic Statement of Assessment Methods (SAM)	FLO	
STEP 4	• Log on to InPlace • Complete all compulsory compliance requirements **WIL Team Sourced Industry Placement:** • View available opportunities via InPlace • Apply for preferred placement/s (maximum of 3) and upload your resume ***** *Please note - while consideration will be taken, it may not always be possible to allocate you to your first preference* **Self-sourced Industry Placement:** • If you are sourcing your own placement, please contact the WIL Team to check if we have an existing relationship with the organisation. Self-sourced placements must be approved by the WIL Coordinator and/or Topic Coordinator.	InPlace InPlace user guide	
STEP 5	Check InPlace for confirmation of placement details	InPlace	
STEP 6	Upload your mid-way and final placement evaluations to FLO	FLO	

HELPFUL HINTS:

- Prepare for a potential interview:
  - with the following tips from CareerHub
  - by researching the host organisation offering the placement
- Create a LinkedIn profile and follow at least 5-10 companies that you are interested in

INSPIRING ACHIEVEMENT