

# Self-Sourcing a WIL Placement

Students in the UWA Work Integrated Learning (WIL) Program have the option to self-source their own placement - an excellent opportunity to pursue your ideal experience or dream organisation.

To support you in finding and securing the right placement, we've developed a range of resources to help you identify potential host organisations and make contact confidently.

## WHAT TO LOOK FOR WHEN SELF-SOURCING A PLACEMENT

All proposed placements are subject to approval by the WIL Team.

When sourcing your own placement, look for opportunities that will help you develop both **professional** and **transferable** skills. This includes:

- **Professional skills** relevant to your degree or industry (e.g. research, data analysis, or technical skills)
- **Transferable skills** such as communication, teamwork, problem-solving, and time management

In many cases, your placement will also allow you to apply and strengthen your **discipline-specific knowledge**. For example, an undergraduate Marketing student might undertake a placement in a marketing department or in a consulting role that leverages strong communication and analytical skills.

When discussing placement details, keep in mind your rights under the [Fair Work Act of Australia](#).

## IMPORTANT INFORMATION ABOUT UNPAID PLACEMENTS

Unpaid placements are permitted under Australian law if they meet specific criteria. The placement must provide meaningful learning, training, and skill development aligned with your course outcomes.

At UWA, the following conditions must be met:

- The host organisation must sign the **UWA Host Agreement**
- You must be receiving academic credit through an approved unit

### Please note the following important guidelines:

You should **not**:

- Work more hours than required by your WIL unit. If you choose to exceed this, you cannot legally undertake more than 120 unpaid hours, unless the placement is a formal academic requirement (e.g. 450 hours for the Engineering Practicum).
- Perform billable or revenue-generating work without supervision.



## KEEP THE FOLLOWING IN MIND WHEN SEARCHING

- **Relevance**- the placement tasks must directly relate to your degree for it to be credited.
- **Legitimacy**- The host company should have an ABN or registered not-for-profit status and have a visible web presence.
- **Supervision**- Your supervisor/s should have qualifications or extensive experience in the field you will be working in.
- **Working hours**- The company must be able to supervise a minimum of 100 hours of work experience by the end of the teaching period you're planning to complete the academic unit.
- **Responsibility**- The company will need to sign a UWA Host Agreement for all unpaid placements.
- **Overseas**- We can consider overseas placements, but the WIL Team can only assess placement information in English.
- **Learning Outcome**- The outcome of the WIL program focuses on employability and learning - for this reason, we do not allow students to use current employment as a placement.

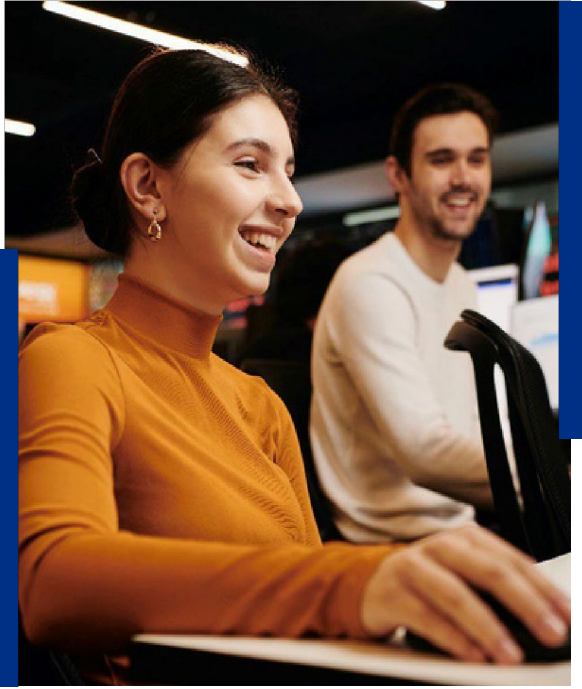
## MAKING CONTACT

Whether you are calling or emailing a potential host organisation, your approach may be different. The below are recommendations and starting points only, and we encourage students to use their own voice to communicate with hosts – companies want to know you and what drives you to reach out.

## EXPLAINING THE BENEFITS OF WIL TO HOST COMPANIES

As a UWA student, you bring significant value to host organisations. Studying at a top 100 university, you're gaining knowledge from world-leading academics and are equipped with the latest insights and skills - placing you at the forefront of innovation.

When you self-source a placement, you're also demonstrating initiative, motivation, and a genuine interest in the organisation - qualities that employers highly value.



If you're reaching out to companies by phone or email, keep these key selling points in mind:

A placement requires completion of 100 hours of experience = 13 days (approx). Hours can be completed at times convenient to hosts, provided you are finished by the end of the teaching period.

Insurances are covered for **unpaid placements when they sign the UWA Host Agreement**.

The placement represents a great learning opportunity for students and a chance to bring fresh ideas to an organisation.

Host Documentation available to download from [SONIA](#) homepage (when logged in):

- 5A | Host Information Leaflet
- 5B | Host Insurance 2024-2025 (for unpaid placements)
- 5C | Host WIL Agreement-UNPAID placement student insurance (fillable PDF)
- 5D | Host WIL Placement Guide

## PREPARE YOUR APPLICATION DOCUMENTS

A placement may not happen for you straight away, but if you make use of the many resources created by the Careers Centre below, it will help you stand out from the crowd. Successful students

- Tailor their applications to host organisations.
- Read and respond appropriately and timely to emails/phone calls.

Go to the [SONIA](#) homepage and log in to access the following resources:

- 2D | Job Search Factsheet
- 2F | Selection Criteria Factsheet
- 2G | Interviewing for a WILG Placement Guide

Application Resource Links:

- 2A | Careers and Employability website
- 2B | Creating My Resume
- 2C | Cover Letter Factsheet

## INITIATING CONTACT

When reaching out to a potential host organisation, it's important to keep your message succinct, courteous, and professional.

Remember: email is a formal mode of communication and creates a permanent electronic record. It is not a text message or chatbot conversation. Always proofread before sending, and be mindful of tone, grammar, and presentation.

Below is a sample email template to guide you. Don't forget to attach your resume and the UWA WIL Host Information Sheet or Program Outline. *ATTACH HOST RESOURCES MENTIONED ABOVE*

**Subject:** *Work Integrated Learning (WIL) Placement Enquiry*

*Dear [Host Company/Contact Name],*

*My name is [Your Full Name], and I am currently studying [Your Course Name] at The University of Western Australia. As part of my course, I am preparing to undertake a Work Integrated Learning (WIL) unit, which includes completing 100 hours of work experience with a host organisation.*

*This placement allows me to apply my academic knowledge in a real-world professional environment while gaining valuable industry insight. Hosting a WIL student is fully supported by UWA's insurance coverage, and placements can be unpaid as they are undertaken for academic credit.*

*I'm particularly interested in your organisation because [Insert tailored paragraph here- why you want to work with them, what values or projects resonate with you, or how your interests align with their work].*

*I've attached my current resume and a brief outline of the UWA WIL Program for your reference. Should you have any opportunities available, I would be grateful for the chance to contribute to your team.*

*Please feel free to contact me directly or get in touch with the UWA WIL team at [wil@uwa.edu.au](mailto:wil@uwa.edu.au) for more information.*

*Kind regards,*

*[Your Full Name]  
[Your Contact Number]*

After sending your email, keep an eye out for any automatic replies that provide estimated response times. If you don't hear back within that timeframe - or after a reasonable period, it's appropriate to send a polite follow-up. If you initially contacted a general or shared email address, consider following up with a phone call to ensure your message reached the right person.

## SUCCESS!

What if I am made an offer? Do not wait to accept.

Hosts want students who are enthusiastic and appreciate a prompt reply. Accept within 24 hours, usually by email, or if you were called then by phone and follow up with an email.



To gain credit for your internship, follow these steps:

- Notify the WIL Team via [askUWA](#) about your internship opportunity.
- A Self-Sourced Proposal Form (SSPF) will be generated in the Sonia Forms tab.
- Complete and submit the SSPF along with:
  - A position description
  - Any other critical details related to your internship
- The WIL Team will review your submission and verify details with your host.
- If approved, you will receive a Confirmation to Enrol email.
- Your placement hours will not count until confirmation is received.

Keep the WIL Team and SONIA updated on the progress of your self-sourced placement, as both you and your host are required to submit specific documentation throughout the process.

Good luck!

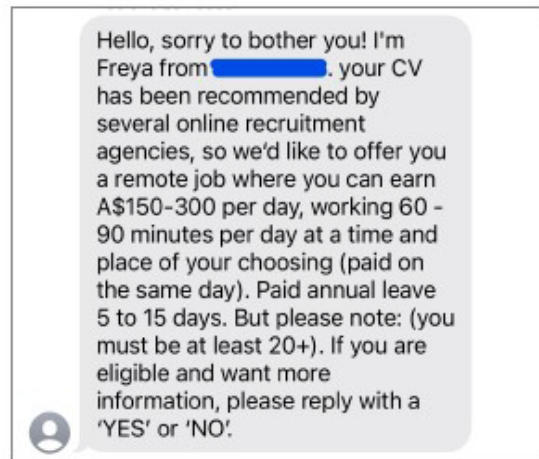
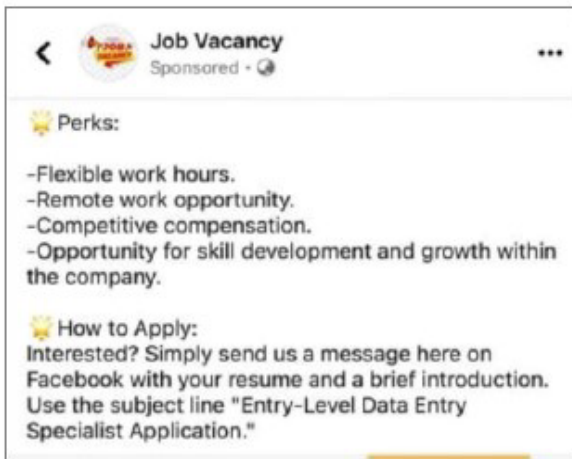
## BE WARY OF SCAMS

Protect yourself from job scams when sourcing your own internship opportunity. Remember to:

### Stop. Check. Protect

- If it seems too good to be true- it probably is!
- Be wary of any job that requires upfront payment.
- A job that asks you to pay money or cryptocurrency to unlock tasks or commissions. Legitimate recruiters will not send unsolicited messages on encrypted messaging platforms (e.g. WhatsApp, Telegram, Wechat, iMessage etc.)
- If you haven't applied for the job, it is likely a scam. If someone says they have a copy of your CV or resume, ask them where they got it and verify with what business.
- Always verify the business by contacting them via their official channels before sending any personal information.
- Consider the process. If you receive a job offer without submitting a resume, without an interview or reference checks, it's likely a scam.

Spot red flags like the scam advert below:



## WHAT TO DO IF YOU SEE A SCAM?

Report scams to [scamwatch.gov.au](http://scamwatch.gov.au), even if no money has been lost.

Reach out to the Work Integrated Learning Team if you are unsure and we can vet the host and advert on your behalf.

Follow [Scamwatch on Instagram](#) and the [ACCC Facebook](#) page for up-to-date information.

Request to attend scam awareness training by emailing: [fusioncells@accc.gov.au](mailto:fusioncells@accc.gov.au).

**Don't pay money to make money**

### Real job scam social media ad



- High rate of pay
- No experience or qualifications required
- Flexible work
- Use social media ads and messaging apps

**Don't apply, it's a scam**