**Student Checklist - WIL Activity**

This checklist will help you to prepare for your WIL activity. Please keep a copy of this document for your records.

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| **Student name:** |  |
| **Student number:** |  |
| **Program name:** |  |
| **School / College:** |  |
| **Participating organisation name:** |  |
| **Participating organisation contact details:** |  |
| **Dates of placement / project:** |  |

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| --- | --- | --- | --- |
| **Placement Arrangements** | **Yes** | **No** | **N/A** |
| I have read and signed the appropriate **WIL Agreement** prior to commencing the WIL activity. |  |  |  |
| I have confirmed my **working days and hours** with the participating organisation and I will complete **timesheets** as required (if relevant). |  |  |  |
| I have checked with my WIL Coordinator whether my placement is **paid or unpaid**.  |  |  |  |
| If I am being paid for the placement, I have agreed on a **wage/salary** with the participating organisation. |  |  |  |
| I have obtained the relevant **approvals/checks** to work in the industry workplace, e.g. [working with children check](http://www.workingwithchildren.vic.gov.au/), [police check](https://www.police.vic.gov.au/content.asp?Document_ID=274) |  |  |  |
| I have obtained the relevant **licences** that I need to work in the industry workplace, e.g. working with hazardous materials licence, licences required to operate certain machinery |  |  |  |
| I have completed the necessary **course prerequisites** required to participate in the WIL activity. |  |  |  |
| If I am an International student, I have checked that the placement arrangements comply with my visa requirements. |  |  |  |
| **Health and Safety Rights and Responsibilities** | **Yes** | **No** | **N/A** |
| I have received/noted information from RMIT about the **risks** associated with the WIL activity or, if I have sourced my own activity, I have identified and considered any risks that might be involved. |  |  |  |
| I have confirmed that I will receive a workplace **induction** when I commence the WIL placement, and if I do not receive an induction I will inform my WIL Coordinator. |  |  |  |
| In regards to **workplace health and safety**, I will:* take reasonable care for my own health and safety
* take reasonable care that my conduct does not adversely affect the health and safety of others
* comply, so far as I am reasonably able with instructions
* cooperate with reasonable work health and safety policies and procedures that I have been notified of by the participating organisation.
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| I will immediately **report accidents, incidents and critical near misses** to:* my WIL Coordinator
* the RMIT OHS team as well as complete the RMIT [incident/hazard report form](http://mams.rmit.edu.au/xpqpezq4b3x2.pdf)
* my industry partner supervisor and/or workplace supervisor at the participating organisation (if relevant)
* emergency services if appropriate.
 |  |  |  |
| If I have a reasonable **concern about a serious risk to my health or safety** from immediate or imminent exposure to a hazard, I may cease or refuse to carry out work, and will immediately advise my WIL Coordinator. |  |  |  |
| I am aware of and have obtained the relevant **vaccinations** (as soon as practicable to allow full immunity to develop prior to placement) required for project or placement. |  |  |  |
| I have contacted RMIT’s [Equitable Learning Services](https://www.rmit.edu.au/students/support-and-facilities/student-support/equitable-learning-services) to discuss what reasonable adjustments might be made in relation to my **disability, long term illness and/or mental health condition** which might impact on my involvement in the placement or project (where relevant).Please Note: You are required to contact RMIT’s ELS where your condition or capacity may increase the risk of injury to yourself or others, for example such as when using machinery. |  |  |  |
| I have assessed any **medical condition/s** I have to ensure they are well managed and will not pose a risk to me or others on placement, e.g. asthma, diabetes, pregnancy. |  |  |  |
| I have checked with my WIL Coordinator that the appropriate **insurance** documentation has been provided to the participating organisation. |  |  |  |
| **Other** |  |  |  |
| I have assessed whether I am able to meet the requirements of the role and have made **arrangements to meet foreseeable obligations** that may be impacted by the project or placement (e.g. child care arrangements made in advance, permission obtained to adjust prayer times to suit working hours) |  |  |  |
| I have spoken to the participating organisation about any **religious, cultural or other considerations** and any adjustments that may need to be made. For example, specific religious or cultural requirements regarding clothing which may interfere with safe use of equipment and further safety measures are required. |  |  |  |
| I have completed any **WIL training** recommended by my School or College. |  |  |  |
| I am aware of and will abide by all information **confidentiality** requirements in the industry workplace. |  |  |  |
| I will **respect** others and not discriminate against, bully or harass anyone, or tolerate such behaviour. |  |  |  |
| I am aware of and understand **intellectual property ownership** that applies under the terms of the WIL Agreement that I have agreed to and signed. |  |  |  |
| I will disclose/have disclosed any **conflicts of interest** regarding my placement to my workplace supervisor, prior to commencing my placement. |  |  |  |
| If I am struggling with any **issues affecting the WIL activity**, such as housing, finance or support, I am aware that I can contact my WIL Coordinator to discuss these issues. |  |  |  |
| If I am experiencing **personal problems** I am aware that I can access [RMIT’s Counselling Services](https://www.rmit.edu.au/students/support-and-facilities/student-support) and/or [RMIT’s Equitable Learning Services](https://www.rmit.edu.au/students/support-and-facilities/student-support/equitable-learning-services). |  |  |  |