# WIL INDUSTRY PLACEMENT CHECKLIST - HUMANITIES, ARTS & SOCIAL SCIENCES

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

<table>
<thead>
<tr>
<th>STEPS</th>
<th>INSTRUCTIONS</th>
<th>SYSTEM</th>
<th>COMPLETE (✓)</th>
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</table>
| 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 | InPlace |  |
|  | **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* | InPlace user guide |  |
|  | **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. |  |  |
| 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:  
  o with the following [tips from CareerHub](#)  
  o 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**