

## Work Integrated Learning (WIL) Recognition of Prior Learning (RPL) process for Masters' students (with the exception of MBA)

Advanced standing for work integrated learning (WIL) subjects is available to all postgraduate (PG) students (with the exception of MBA students who must follow the process outlined in Appendix B) who completed all or some part of 600 hours of internship at an approved company in a role relevant to their postgraduate degree (subject to WIL Department's approval). Students must apply for a Recognition of Prior Learning (RPL) before week 11 in the trimester prior to enrolment in WIL801.

Students should read the [Advanced Standing Procedures](#) and fill in the [WIL Advanced Standing e-Form](#) and provide supporting documentation.

### 1. WIL801

If a PG student believes that they have already completed all or some part of 300 hours of internship, or work experience at an approved company and in a role relevant to the Course Learning Outcomes (CLOs) (subject to WIL Department's approval), they should write a **Statement**, following the requirements outlined in [WIL801 Subject Outline](#) and address CLOs a, b, c & d:

- a) Analyse and critique the main discipline-based practices used in specific business contexts.
- b) Design, plan and execute a project in the specialised field of study as instructed by the workplace supervisor.
- c) Analyse and synthesise relevant business information in order to develop evidence-based and sustainable solutions for a workplace setting.
- d) Succinctly communicate work related issues and outcomes to a range of organisational stakeholders.

Student should provide the following documents (in English or translated into English using an official translator, as per section 1.3 of the [Admissions Guidebook](#)):

1. A copy of signed and dated **employment contract**; and
2. A **Reference letter or statutory declaration** signed by the applicant's colleague, confirming the applicant's employment duration and approximate number of hours worked and observed performance.

### 2. WIL802

A precondition for WIL802 is successful completion of, or exemption from, WIL801.

If a PG student believes that they have already completed all or some part of 300 hours of internship, or work experience at an approved company and in a role relevant to the Masters Course Learning Outcomes (subject to WIL Department's approval), they should complete a **Statement**, following the requirements outlined in [WIL802 Subject Outline](#) and address learning outcomes a & d:

- a) Discuss employability skills in the specialised field of study in a variety of professional settings.
- d) Assess the significance of professional experience to lifelong learning within the chosen field of specialisation.

Student should provide the following documents (in English or translated into English using an official translator, as per section 1.3 of the [Admissions Guidebook](#)):

3. A copy of signed and dated **employment contract**; and
4. A **Reference letter or statutory declaration** signed by the applicant's colleague, confirming the applicant's employment duration and approximate number of hours worked and observed performance.

This information will enable WIL and Academic Departments to consider WIL RPL applications.