

Glossary

Work Integrated Learning

Phrase	Definition
A personal branding statement	An ongoing process for establishing and promoting your image and what you stand for
Advertised labour market	The advertised labour market refers to jobs that are formally advertised online or elsewhere, such as LinkedIn, Seek or a student job board.
An electronic portfolio	A collection of digital items that evidence your skills and abilities.
Body language	Body language includes eye contact, facial expressions, gestures, posture, movement, what we do with our hands, and how we present ourselves
Career aspiration	A career aspiration sets out a path that you want your career to follow.
Casual	Casual employees are employees who do not have regular or systematic hours of work or an expectation of continuing work
Casual leave loading	As a casual worker you are entitled to a loading on your hourly rate of pay, which means that your hourly pay rate should be more than the permanent workers' doing the same work as you
Code of conduct	A Code of Conduct outlines expected standards of behaviour and how members of a community are to conduct their duties
Credential	A learning online module
DEAL model	The DEAL model is a tool used to allow someone to reflect on their learning. DEAL stands for Describe, Examine, and Articulate Learning.
Education provider	An education provider is a university; a tertiary education institution or another institution or organisation, that provides vocational training; or a specialist medical college or other health profession college
Effective communication	Effective communication involves the sending, receiving and understanding of information between two or more people.
Employability	Employability can be described as someone's quality of being suitable for paid work
Fair Work Ombudsman	The Office of the Fair Work Ombudsman is an independent statutory agency created by the Fair Work Act 2009 (FW Act). The role of the FWO is to promote harmonious, productive and cooperative workplace relations. The FWO also monitors, inquires into, investigates, and enforces compliance with Australia's workplace laws.
Feedback	Information about a person's performance of a task or job, which is used as a basis for improvement
Graduate Recruitment	These entry-level training schemes are offered by companies to develop graduates with specific knowledge and skills within their organisation on a rotational basis
Hidden labour market	The hidden labour market refers to non-advertised jobs that can be found through personal networks or direct contact with employers.
Industry or community partner organisation	The business, company or organisation that are partnering with the student and university for the WIL activity

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LinkedIn	LinkedIn is a free professional networking site with over 400 million members worldwide. LinkedIn allows individuals to build a profile, connect with their peers, showcase their growing skill set and share knowledge and experience.
National Employment Standards	The National Employment Standards (NES) are 10 minimum employment entitlements that have to be provided to all employees.
Network	People and groups you associate with to build your professional profile
Personal identity	Personal identity is the concept you develop about yourself that evolves over the course of your life
Placement (internship)	WIL placement activities involve you being placed in a workplace environment with an organisation.
Pro rata	Refers to the proportion or percentage a part time employee works and payment they would receive if they worked full time
Professional digital footprint	Refers to the identity and impression you create in the online environment.
Professional identity	Professional identity refers to your self-concept and how you define yourself in professional settings.
Project	WIL projects are generally set up for a group of students to undertake a real project that is based on real problems or that address the needs of an organisation or community group.
Resume	A resume (or CV) is a written compilation of your education, work experience, and accomplishments. Most job applications require an applicant to submit a resume and cover letter as part of the application process
Stakeholders	A person with an interest or concern in something, especially a business
STAR model	STAR is a framework you can use to answer interview questions. Give examples talking through the Situation, Task, Action, Result.
Tax File Number (TFN)	Your tax file number (TFN) is your personal reference number in the tax and super systems. Your TFN is an important part of your tax and super records as well as your identity, so keep it secure. Your TFN is yours for life. You keep the same TFN even if you change your name, change jobs, move interstate or go overseas. You don't have to have a TFN, but without one you pay more tax. You also won't be able to apply for government benefits, lodge your tax return electronically or get an Australian business number (ABN).
WIL	WIL is a term used to describe learning activities that use your academic learning in a 'real life' situation designed with an industry or community partner.
WIL coordinator	A teacher, academic or professional staff member who assists with the organisation and monitoring of a WIL activity
WIL in simulated workplace environments	WIL activities that occur in simulated work placement environments, where it's safe to try out work practices and develop your skills. These environments are designed to imitate real workplaces in the way they function and the equipment they use.
Workplace culture	Culture is the character and personality of the organisation. It could be described as values, beliefs, assumptions, attitudes and behaviours.