

Work-Integrated Learning Strategy

Worksheet

Optional Final Reflection Activity

Use this worksheet to support your organization’s internal planning for future Work-Integrated Learning (WIL) opportunities. It can be revisited and reused as your plans develop.

Organization: _____

Department or team: _____

Date completed: _____

Completed by: _____

1. Our Work-Integrated Learning Goals

What does our organization hope to achieve through Work-Integrated Learning?

Goal	Why is this important?	How will we measure progress or success?
1.		
2.		
3.		
4.		

Our main WIL priority for the next planning period is:

2. Future Student Placement Planning

Identify potential placement opportunities and the steps required to prepare for them.

Placement role or project	Student skills or program area	Proposed start date	Placement length	Internal lead

Planning Timeline

Planning activity	Target date	Person responsible	Status or notes
Confirm placement needs and objectives			
Identify funding or partnership opportunities			
Develop role description or project outline			
Contact educational institution or placement partner			
Assign supervisor or mentor			
Prepare workspace, technology, and resources			
Plan orientation and onboarding			
Confirm evaluation and feedback process			
Review placement outcomes			

Planning timeline notes:

3. Actions to Improve the Student Experience

Identify actions your organization can take to strengthen accessibility, supervision, and student engagement.

Accessibility

What barriers might students experience, and how can we address them?

Action	Person responsible	Target date	Completed
			☐
			☐
			☐

Examples may include accessible recruitment materials, flexible scheduling, accommodation procedures, transportation support, accessible technology, or remote/hybrid options.

Supervision and Support

How will students receive guidance, feedback, and support?

Action	Person responsible	Target date	Completed
			☐
			☐
			☐

Examples may include supervisor training, regular check-ins, clear learning objectives, mentoring, written feedback, or escalation procedures.

Student Engagement and Learning

How will we ensure students have meaningful work and opportunities to learn?

Action	Person responsible	Target date	Completed
			☐

Action	Person responsible	Target date	Completed
			☐
			☐

Examples may include participation in team meetings, project ownership, networking, professional development, job shadowing, or exposure to different areas of the organization.

4. Tools, Resources, and Funding Programs

Record the tools, resources, partnerships, or funding programs your organization plans to use.

Tool, resource, or funding program	Purpose	Application or access deadline	Person responsible	Status

Additional resources or contacts:

5. Roles and Responsibilities

Clarify who will support the placement and what each person will do.

Role	Name or position	Responsibilities
Organization contact		
Student supervisor		
Mentor or peer support		
Educational institution contact		
Human resources or accessibility contact		

6. Success Indicators

How will we know that our Work-Integrated Learning efforts are effective?

Check any indicators that apply:

- ☐ Students achieve defined learning objectives.
- ☐ Students receive regular supervision and feedback.
- ☐ Supervisors report positive experiences.
- ☐ Students report feeling included and supported.
- ☐ The placement supports workforce or recruitment goals.
- ☐ The organization develops new talent.
- ☐ The organization improves accessibility or inclusion practices.
- ☐ The student completes a meaningful project or contribution.
- ☐ The organization plans to host future students.
- ☐ Other: _____

Additional success measures:

7. Reflection and Next Steps

What is working well in our current approach to WIL?

What challenges or gaps should we address?

What is one action we will take next?

Who will take responsibility? _____

Target completion date: _____

Date for reviewing this worksheet: _____

Notes

This worksheet is optional and can be revisited, updated, and reused for future Work-Integrated Learning planning.