



**WIL & YOUR
WELLBEING**





TIPS TO SUPPORT YOUR WELLBEING WHEN YOU UNDERTAKE WORK-INTEGRATED LEARNING (WIL) PLACEMENTS, INTERNSHIPS OR WORK EXPERIENCE

WHAT IS WIL?

Work-integrated Learning (WIL) may be a key component of your Program. It can involve a placement, an internship or other forms of professional practice or projects within a specific Course. It involves real life exposure to typical work settings. Refer to Griffith's [Work-Integrated Learning at Griffith policy](#) for more information.

Regardless of the type of WIL activity, there are lots of things to consider in preparing for this experience of integrated learning and work. Your Program Director, WIL Coordinator or Placement Officer will provide criteria for meeting requirements relevant to your degree.

Students in the Health Group should consult the [Fit for Placement website](#). This site provides information that may be useful for students in other Programs as well.

BALANCE IS KEY

Apart from the practical preparation for WIL you may need to think about how you will balance commitments like work and family, and being financially prepared.

All students have busy lives. Many are managing study with paid work, and commitments such as family and friends. Some also have carer responsibilities, or are juggling financial and health issues. Being on a placement can make it harder to balance all of these demands - but you can draw on your existing skills in planning, time management, multi-tasking, critical thinking and resilience - or work on developing these in preparation for your WIL.

This booklet poses a range of questions and provides useful resources, links and information to help you go well, and stay well on placement.



YOUR HEALTH & WELLBEING

STAYING WELL

Whether it's your very first placement or your last, each experience is going to be different and we encourage you to be mentally and physically prepared as you traverse the gap between theory and application.

Students undertaking placement in certain study areas are required to fulfil a number of mandatory requirements. Some of these may relate to vaccination, blood tests or health checks. Health and Medical Services (Student Services) can assist students with these requirements at a low cost. Don't leave vaccinations to the last minute as some vaccines require more than one dose over several months and you may need to manage the financial outlay as well.

If you have a disability, injury or health condition that may impact you while on placement you should talk to the Disabilities Service (Student Services) about reasonable adjustments and complete a [Disclosure Statement](#) to provide to your Program Director to assist planning for your WIL experience.

Even if you have been managing a health condition well through your studies placements may exacerbate symptoms because of new environments and feelings of anxiety or stress. You may also need to meet health and safety obligations for the workplace or make a risk management plan.

If you can't access your regular practitioners while you are on placement, do you have another option to access a GP or to ensure you have all medications? Do you have a plan for emergencies? Are your emergency contacts or next of kin contact details up-to-date? Are they aware of your placement?

Staying healthy is very important while you are on placement - so plan to eat, sleep and exercise - to be well.

TOP TIPS

- Make sure you are fit for placement e.g. First Aid certificates, vaccinations, medical checks.
- Discuss your disability or health condition with a Disabilities Services Officer or a Placement Officer.
- If travelling away from home ensure you have enough prescription medicine (and prescription repeats) and know a local doctor or hospital if needed.
- Develop and follow a personal plan to keep healthy while on placement – sleep, nutrition, physical activity all play an important part in staying well. Self-care is your responsibility.

USEFUL RESOURCES

Vaccinations for placement

griffith.edu.au/student-services/health-and-medical-services/vaccinations

Risk management

griffith.edu.au/student-staff/health-safety-wellbeing/risk-management

MENTAL HEALTH & WELLBEING

WIL placements can take you out of your comfort zone and can be very different from your experience with coursework. However, this makes them good preparation for your future career. Knowing that you may face new challenges, and being prepared to do that, and to access relevant resources will assist you make it a smooth and enjoyable experience.

Being well informed

Have you attended all relevant orientation or information sessions about placements? What are your expectations about your placement? Are your expectations realistic? Talk to other students who have been on placements – chances are your peers have similar concerns. Many students are concerned about fitting in, asking questions, doing a good job, receiving negative feedback etc. Consider these concerns and how you might respond to them.

Considering your mental wellbeing

Have you explored self-help resources on the Counselling

and Wellbeing (Student Services) or other websites? There are great resources around developing resilience, improving confidence, managing anxiety, maximizing good sleep and more.

Being away

If your placement is away from home you might feel homesick, lonely or isolated. What strategies do you have in place to manage this? For example, how and how often will you check-in with family and friends? Do you have peers you can talk to during placement? How might you support each other? Do you have a mentor? How might you make your new environment feel like home?

Getting help

Who are your 'go to' people for help? Program Director, Placement Officer, Student Services? Remember you can access counselling support during business hours from anywhere via email, phone, sms and video. Griffith also provides an After Hours Crisis Support Service that operates 5:00pm to 9:00am weekdays and 24/7 on weekends and public holidays - see page 25 for contact numbers.

Other supports

For some people faith and spirituality provide strong support - especially when facing new challenges, or feeling stressed. Chaplaincy (Student Services) provides support via phone if your placement means you can't get to face-to-face appointments. Chaplains can also help you locate local religious communities around where your placement is situated. Connecting with a local church or group can provide the benefits of feeling a part of the community and having somewhere to go if you need support.



TOP TIPS

- Write down what you hope to achieve and stay focused.
- Accept that everyone makes mistakes - we learn by making mistakes. Reflect on how you can do better but don't obsess over things that were not quite right the first time.
- Consider using a personal journal to express your feelings and map how you are travelling.
- Connect with local faith or other groups in the area where your placement is situated if you are away from your usual networks.
- Maintain your hobbies and interests while on placement where this is feasible - stay in touch with things that enrich your life in positive ways.

USEFUL RESOURCES

Counselling self-help resources

griffith.edu.au/student-services/counselling-wellbeing/helpful-resources

Spiritual support

griffith.edu.au/student-services/faith-and-spirituality



WORKPLACE ETIQUETTE

Your professionalism is on show while on placement. Some of this you may know, but some you will need to “learn” on the job - so be alert to how a professional persona is expressed where you do your WIL. Make sure you understand the “culture” (tone, communication style) and the policies and procedures of the workplace you find yourself in. Being respectful of others is critical.

TOP TIPS

- Understand what’s expected. Don’t be afraid to ask about the tasks to be completed.
- Be clear about timeframes, priorities, and how you will receive feedback.
- Ensure your workplace communications are professional in every way.
- Be reliable, on-time and courteous in all your dealings with supervisor and colleagues.
- Go above and beyond.
- Ask for feedback and be open to constructive feedback to improve your skills.
- Look the part - be positive in manner, tone, posture.



MANAGING CONFLICT

How do you manage conflict? What happens to you when conflict arises? Is your default response: Fight? Flight? Freeze?

You can become more skilled at handling conflict and gain influence over the outcome by learning tactful ways to bring up a problem or complain and being aware of, and monitoring your responses.

TOP TIPS

- De-escalate conflict rather than avoid or fuel it.
- Try to think of the other person's perspective - and see things from their point of view. Demonstrate that you are listening by reflecting back what you are hearing (content and feeling) and check with the other person if you have understood.
- Separate the problem from the people involved. Be factual and use "I messages" rather than "you" statements. Focus on the behaviour rather than the person.
- Name the problem, externalise it, and work together to resolve it.
- If you are unable to resolve the issue, seek assistance from your supervisor, the Placement Coordinator, your mentor or another person you trust.



SAFETY

When on placement if you feel that a risk situation, identified risk or potential risk may exist, you should discuss this with the relevant supervisor.

Accidents

If you have an accident on the way to work or at work you need to report it to your employer and your WIL placement officer.

Insurance

Know your rights and responsibilities under relevant policies and what you are covered for under the University's insurance. Read Griffith University's insurance policy linked on page 25.

Travelling overseas

If you are travelling overseas you will need to consider additional insurance like travel insurance that suitably covers you for medical support in other countries. The Australian Smart Traveller website is a useful place to start, you can find a link on the next page.

Prerequisites

For some placements you may need to meet certain prerequisites such as obtain certain first aid or workplace safety certificates, Police Checks or a Working with Children Check (Blue Card). It can take some time to obtain these so don't leave it to the last minute and make sure you refer to your program information to make sure you have fulfilled all relevant information.

Online safety training

You may need to undertake online Health and Safety Module Online Training in Learning@Griffith and/or also make yourself familiar with the safety requirements of your employer.

TOP TIPS

- Ensure you have the appropriate vaccinations.
- Ensure you have all relevant first aid, safety certificates, insurances and other requirements in place (e.g. Blue Card).
- Make sure you have the right uniform or safety equipment.
- Check if there is a safety induction at your workplace, and do this as early as you can.
- Be especially alert in unfamiliar situations eg. parking and walking to and from your new workplace, emergency exits, personal safety etc.

USEFUL RESOURCES

Information for travelling overseas

smartraveller.gov.au

Safety training resources

griffith.edu.au/student-staff/health-safety-wellbeing/training

Fit for placement

griffith.edu.au/griffith-health/fit-for-placement





MONEY MATTERS

Money matters. Being on placement may mean extra travel, being away from the comforts and convenience of home, or less paid work.

Have you planned financially? Welfare and Student Liaison Officers (Student Services) are available to discuss financial issues with you, and you can explore online budgeting and other resources.

Current employment

Are you going to have to take time away from your regular employment? Have you set aside additional funds to compensate for being away from paid work?

You might benefit from attending budgeting workshops to assist with this. Do you need to consider alternative funding such as loans, bursaries or scholarships? You may need to talk to the Welfare and Student Liaison Office in Student Services for help with preparing finances.

Transportation

How are you getting to and from your placement? Car, bus, train? Will it cost you extra? Is your car reliable? How long will travel take? Do you need to factor in dropping of others or relying on others for transport?

Accommodation

If you are going to a regional area or overseas for your placement where are you staying? Have you budgeted for the cost of maintaining your home costs (e.g. rent, mortgage, utilities) as well as your accommodation for placement?

Have you sent aside funds to cover food and incidental costs? Staying in a different region or country may be more expensive so build in a buffer.

Bursaries and loans

If you are experiencing financial difficulty you may be eligible for an interest free loan or bursary from Griffith. You can book an appointment with the Welfare and Student Liaison Office to discuss options available to you and information on the application process.

TOP TIPS

- Do the online Budgeting 101 Module on Learning@Griffith before you go.
- Check out online resources for managing your money (such as MoneySmart below).
- Have some savings in reserve for unexpected costs that may arise.

USEFUL RESOURCES

Budgeting 101 Online

griffith.edu.au/budgeting-workshops

Griffith loans and bursaries

griffith.edu.au/student-services/welfare-and-financial-assistance/loans-bursaries-budgeting-finance

MoneySmart

moneysmart.gov.au/managing-your-money/budgeting/how-to-do-a-budget





CARERS

If you have responsibilities for others then you will need to consider how to manage things like school or child-care drop offs and pick-ups to fit with your WIL schedule and location. Do you need to consider options like before and after school care, recruiting other family members or friends to assist with children's transport and any additional costs?

If you have a child or immediate family member with a disability or health condition which will impact your placement then you should talk to a Disabilities Services Officer about reasonable adjustments while on placement and complete a [Disclosure Statement](#) to provide to your Program Director or Placement Officer.

TOP TIPS

- Don't be afraid to ask for help with managing carer responsibilities while on placement.
- Allow extra time in your schedule for "unknowns" in terms of travel and parking times for your placement.
- Ensure you plan some "you time" to relax and recuperate.



REMEMBER

Your WIL activity is not only an opportunity to weave what you are learning at university with how you will apply this in the workplace, it is also a chance to hone your skills in managing multiple demands on your time and energy, and looking after yourself in the process.

Be safe, remain well and get maximum benefit from the experience.

CONTACTS

**Financial support
Welfare and Student
Liaison Office**

griffith.edu.au/welfare

**Emotional & personal support
Counselling and Wellbeing**

griffith.edu.au/counselling

**Medical support
Health and Medical Services**

griffith.edu.au/health-service

**Spiritual support
Chaplaincy**

griffith.edu.au/chaplaincy

**Disability support
Disabilities Service**

griffith.edu.au/disability

Student Services

(07) 3735 7470

griffith.edu.au/student-services

**Career path concerns
Careers and Employment**

(07) 3735 7470

griffith.edu.au/careers-employment

Griffith University insurance

<https://bit.ly/2PDtbZg>

Safe Campuses

griffith.edu.au/safe-campuses

**After Hours Crisis
Support Service**

Phone: 1300 785 442

Text: 0488 884 146

From 5pm - 9am weekdays

24/7 weekends and

public holidays

In an emergency call 000

Please note emergency services contact numbers vary from country to country

Student Services

aspiration • wellbeing • development

WELFARE
AND
STUDENT
LIAISON OFFICE

STUDENT
DIVERSITY
AND
INCLUSION

HEALTH
AND
MEDICAL
SERVICES

DISABILITIES
SERVICE

CHAPLAINCY

COUNSELLING
AND
WELLBEING