

Work Integrated Learning (WIL) Programs

How to Apply via Sonia Online



THE UNIVERSITY OF
SYDNEY
—
Business School



Before you apply

Before you start your Sonia application you should have already requested Departmental Permission in Sydney Student to enrol into the unit of study. You will need to have the following documents ready to upload with your Sonia application:

1. A copy of your resume – we **strongly recommend** you use the template provided on the webpage
2. A copy of your academic transcript (downloaded from Sydney Student)
3. A copy of your passport identification page (if applying for an international program)
4. If applicable, documents supporting your scholarship application

Notes:

Your attachment should be ONE word file and MUST be named in the format: Lastname_SID.doc (i.e. Smith_123456789.doc)

How to Apply

All Work Integrated Learning Program applications are managed through a student placement software called

Sonia Online



Log in to Sonia

1. Go to <https://sonia.sydney.edu.au/SoniaOnline>
2. Click on 'Business School'
3. In the 'Role' drop down box, select Student
4. Enter your unikey and password
5. Click 'Sign in'



Role: Student Username: Password: Sign In Forgot your password? English (Australia)

This site is under production and will be tested as a pilot next year.

Application process

There are 3 steps to the Sonia online application process:

1. Join the relevant placement group
2. Select the application form
3. Add the application form to the placement group

Further instructions on each of the steps above can be found in the following slides.

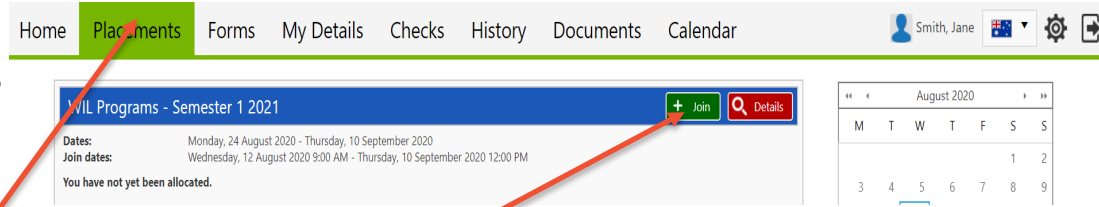
Note: It is important to complete each of the 3 steps above otherwise your application will not submit correctly and will not be considered

STEP 1: Join a placement group

The first step in applying for a WIL Program is to “Join a Placement Group”:

Step 1: Go to the Placements tab

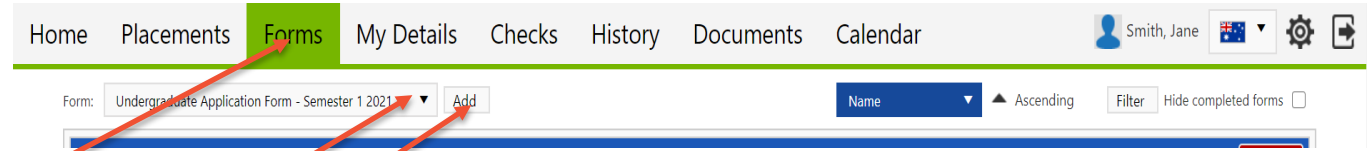
Step 2: Find the placement group you wish to apply for and click “Join”



The screenshot shows a navigation bar with tabs: Home, Placements (highlighted in green), Forms, My Details, Checks, History, Documents, and Calendar. On the right, there is a user profile for 'Smith, Jane', a flag icon, and settings icons. Below the navigation bar, a card titled 'WIL Programs - Semester 1 2021' is displayed. The card contains the following information: 'Dates: Monday, 24 August 2020 - Thursday, 10 September 2020', 'Join dates: Wednesday, 12 August 2020 9:00 AM - Thursday, 10 September 2020 12:00 PM', and 'You have not yet been allocated.' A green '+ Join' button and a red 'Details' button are located in the top right corner of the card. A calendar for August 2020 is visible on the right side of the interface.

STEP 2: Select the application form

The next step is to select the relevant application form



Home Placements **Forms** My Details Checks History Documents Calendar

Form: Undergraduate Application Form - Semester 1 2021 Add

Name Ascending Filter Hide completed forms

Step 1: Go to the “Forms” tab

Step 2: From the “Forms” drop down box select the relevant application form

Step 3: Click “Add”

The form name and details will now appear on the screen and it will show “successfully added form”

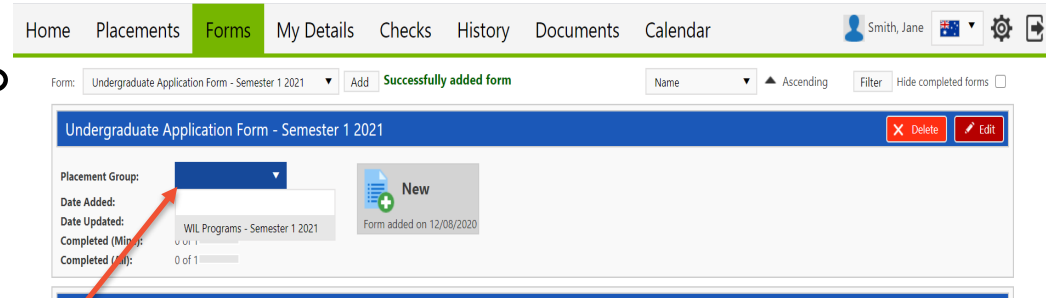
STEP 3: Add the form to the placement group

The next step is to attach the form to the relevant placement group

Once you have successfully added the form the box will automatically appear below

From the “**Placement Group**” drop down box select the relevant placement group

(If you don't complete this step the form will not be received and your application will not be considered)



Home Placements **Forms** My Details Checks History Documents Calendar

Smith, Jane

Form: Undergraduate Application Form - Semester 1 2021 Add Successfully added form

Name Ascending Filter Hide completed forms

Undergraduate Application Form - Semester 1 2021 [Delete] [Edit]

Placement Group: [Dropdown]

Date Added:

Date Updated: WIL Programs - Semester 1 2021

Completed (Min):

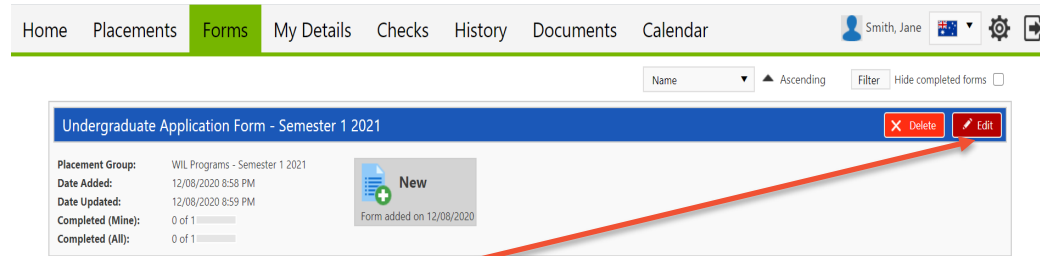
Completed (Max): 0 of 1

New
Form added on 12/08/2020

STEP 3: Complete the application form

The next step is to complete the application form and attach your supporting documents

Step 1: Click **edit** to complete the form and attach your supporting documents.



Home Placements **Forms** My Details Checks History Documents Calendar

Smith, Jane

Name Ascending Filter Hide completed forms

Undergraduate Application Form - Semester 1 2021 Delete Edit

Placement Group: WIL Programs - Semester 1 2021

Date Added: 12/08/2020 8:58 PM

Date Updated: 12/08/2020 8:59 PM

Completed (Mine): 0 of 1

Completed (All): 0 of 1

New
Form added on 12/08/2020

Note: Data populated from Sydney Student

When you first open the form, some of the fields in “Section A” will be automatically populated from your Sydney Student record

Undergraduate Application Form - Semester 1 2021



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SECTION A: STUDENT DETAILS

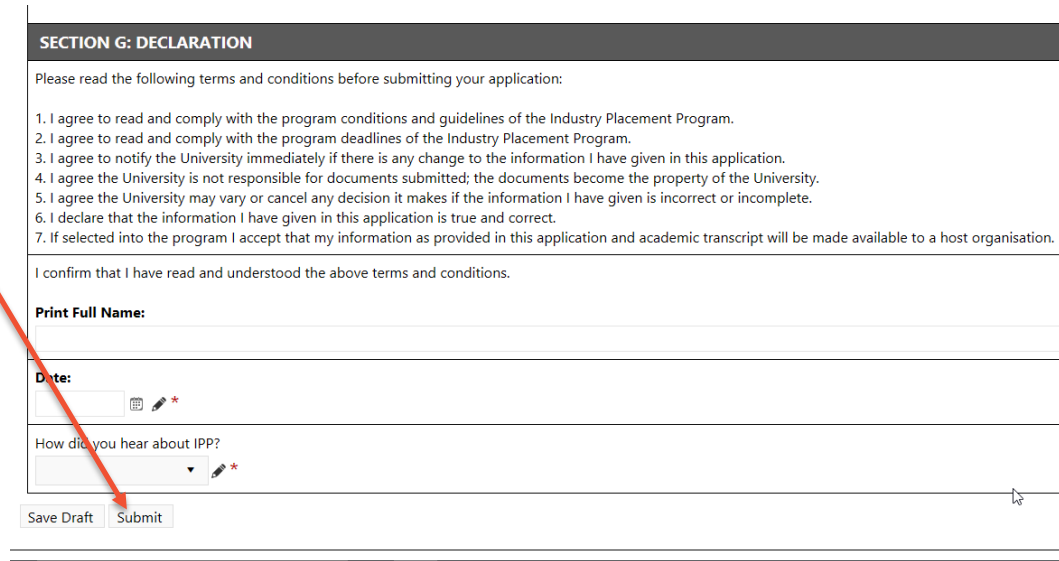
Family name	<input type="text"/> *	Given name(s)	<input type="text"/> *
Student number (SID)	<input type="text"/> *	University email address	<input type="text"/> *
Gender	<input type="text"/> *	Mobile phone	<input type="text"/> *
Degree	<input type="text"/> *	Major 1	<input type="text"/> *
Major 2	<input type="text"/> *	Student type	<input type="radio"/> Local student <input type="radio"/> International student *



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STEP 4: Submit the application form

1. Complete all mandatory fields in the form
2. Attach your application documents
3. Read the program terms and conditions
4. Enter your name, date, click **Submit**



SECTION G: DECLARATION



Please read the following terms and conditions before submitting your application:

1. I agree to read and comply with the program conditions and guidelines of the Industry Placement Program.
2. I agree to read and comply with the program deadlines of the Industry Placement Program.
3. I agree to notify the University immediately if there is any change to the information I have given in this application.
4. I agree the University is not responsible for documents submitted; the documents become the property of the University.
5. I agree the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
6. I declare that the information I have given in this application is true and correct.
7. If selected into the program I accept that my information as provided in this application and academic transcript will be made available to a host organisation.



I confirm that I have read and understood the above terms and conditions.

Print Full Name:

Date:

   *

How did you hear about IPP?

   *

Need help?

Local and International Programs

WIL Coordinator

9351 4174

Email: business.placements@sydney.edu.au

Website: <https://sydney.edu.au/students/industry-placement-program.html>