

# Work-Integrated Learning (WIL) Programs

## Local Industry Placement Program BWIL2100

### How to Apply via Sonia Online



## How to Apply

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

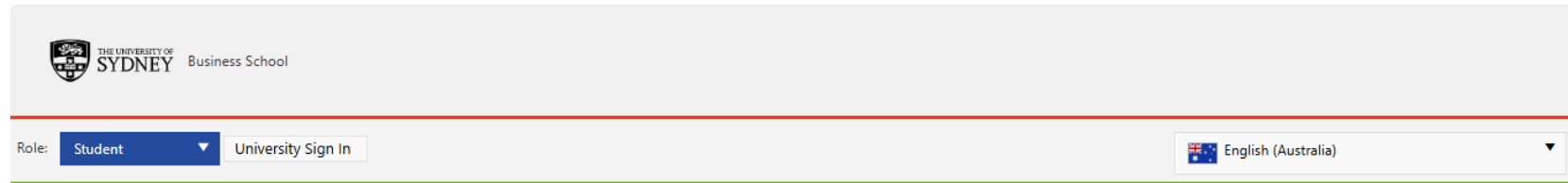
**Sonia Online**



## Log in to Sonia

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

**NOTE:** Please make sure you select English (Australia) as your Language in order to see dates in Australian format



The screenshot shows the top section of the Sonia login page. At the top left is the University of Sydney Business School logo. Below it, there is a horizontal bar with a 'Role:' dropdown menu set to 'Student' and a 'University Sign In' button. To the right of this bar is a language selection dropdown menu showing the Australian flag and the text 'English (Australia)'.

# Application process

## Stage 1

1. Join the Local IPP placement group
2. Complete the application form
3. Submit the application form
4. Complete your Vmock online interview assessment (opens 29<sup>th</sup> of August)

## Stage 2 (If successfully shortlisted)

5. Book a timeslot for your Group interview

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

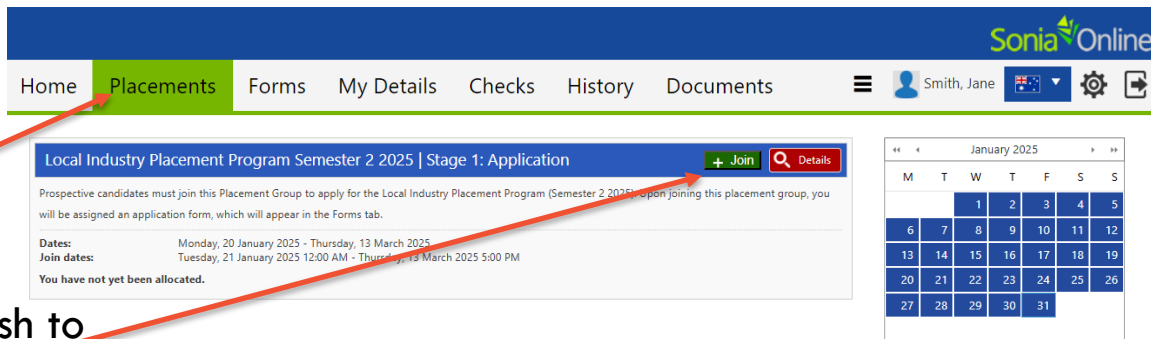
***Note: It is important to complete steps 1 to 4 above otherwise your application will be incomplete and will not be considered.***

# STAGE 1

## STEP 1: Join a placement group

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

1. Go to the Placements tab
2. Find the placement group you wish to apply for and click “Join”
3. Once joined, you will automatically be assigned an application form to complete



The screenshot shows the Sonia Online interface. The top navigation bar includes links for Home, Placements (highlighted in green), Forms, My Details, Checks, History, and Documents. The user is logged in as Smith, Jane. The main content area displays the 'Local Industry Placement Program Semester 2 2025 | Stage 1: Application' page. It features a '+ Join' button and a 'Details' button. Below the buttons, there is a text block stating: 'Prospective candidates must join this Placement Group to apply for the Local Industry Placement Program (Semester 2 2025). Upon joining this placement group, you will be assigned an application form, which will appear in the Forms tab.' The dates for the program are listed as 'Monday, 20 January 2025 - Thursday, 13 March 2025'. The join dates are 'Tuesday, 21 January 2025 12:00 AM - Thursday, 13 March 2025 5:00 PM'. A status message at the bottom says 'You have not yet been allocated.' To the right of the main content area, there is a calendar for January 2025.

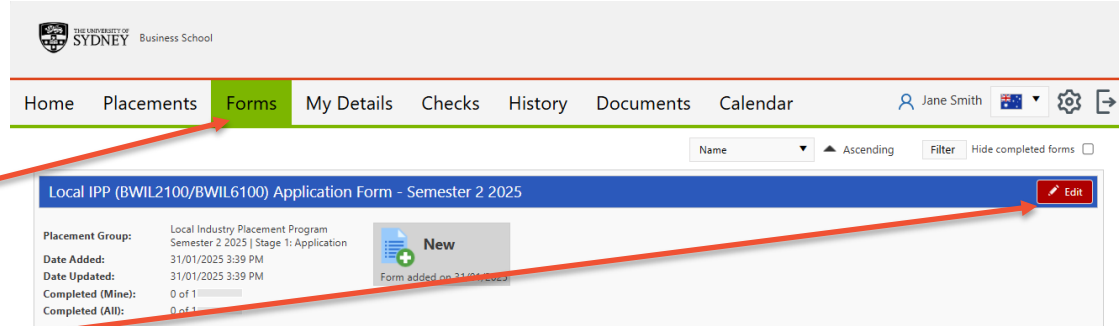
January 2025						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## STEP 2: Complete the application form

The next step is to complete the application form

1. Go to the “Forms” tab to access the application form

2. Click “edit” to complete the form



The screenshot shows the 'Forms' tab selected in the navigation menu. The main content area displays the 'Local IPP (BWIL2100/BWIL6100) Application Form - Semester 2 2025'. A red arrow points from the 'Forms' tab to the form title. Another red arrow points from the 'Edit' button to the form title. The form details are as follows:

Local IPP (BWIL2100/BWIL6100) Application Form - Semester 2 2025	
Placement Group:	Local Industry Placement Program
Date Added:	Semester 2 2025   Stage 1: Application
Date Updated:	31/01/2025 3:39 PM
Completed (Mine):	0 of 1
Completed (All):	0 of 1

There is a 'New' button with a plus icon and a 'Form added on 31/01/2025' message. The 'Edit' button is a red button with a pencil icon.

## 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



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### Application Form

Local Industry Placement Program - Semester 2 2025

#### Section A: Student Details

<b>Student number (SID)</b> <input type="text"/>	<b>First Name</b> <input type="text"/>	<b>Last Name</b> <input type="text"/>
<b>University email address</b> <input type="text"/>	<b>Gender</b> <input type="text"/>	<b>Mobile</b> <input type="text"/>
<b>Degree</b> <input type="text"/>	<b>WAM</b> <input type="text"/>	<b>Expected year of completion</b> <input type="text"/>



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## STEP 3: Submit the application form

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

**Section F: Declaration**

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

- ☐ I understand that I must be physically located in Sydney during Semester 1 2025.
- ☐ I declare that the information I have given in this application is true and correct.
- ☐ I agree to read and comply with the program conditions and guidelines of the Work-Integrated Learning program.
- ☐ I agree to read and comply with the program deadlines of the Work-Integrated Learning program.
- ☐ I agree to notify the University immediately if there is any change to the information I have given in this application.
- ☐ I agree the University is not responsible for documents submitted; the documents become the property of the University.
- ☐ I agree the University may vary or cancel any decision it makes if the information I have given is incorrect or incomplete.
- ☐ 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 understand that my application will not be accepted if I have not submitted it in accordance with the instructions outlined in the Sonia student application step by step guide.
- ☐ I understand that I will not be permitted to participate in the program if I do not have enough credit points available in my degree.

The Sonia student application PDF step by step guide is available [here](#).

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

**Print Full Name:**

**Date:**

How did you hear about the Business School's Work-Integrated Learning Programs?

[Save Draft](#) [Submit](#)

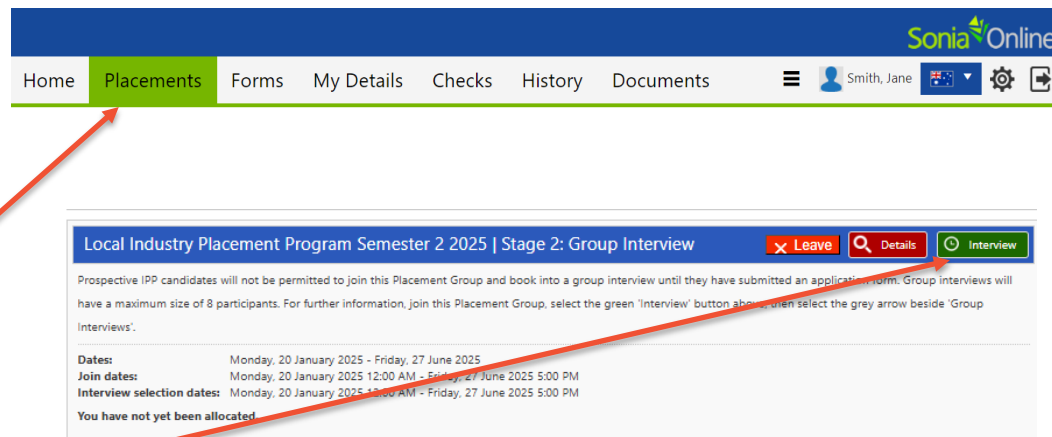


## STAGE 2

### STEP 4: Join the Group interview Placement Group

Once you have submitted your application form you will need to complete your Vmock online interview (opens 29 August). Vmock instructions will be provided via email upon submitting your application form. If you are shortlisted, you will be invited to attend a group interview. To join a group interview:

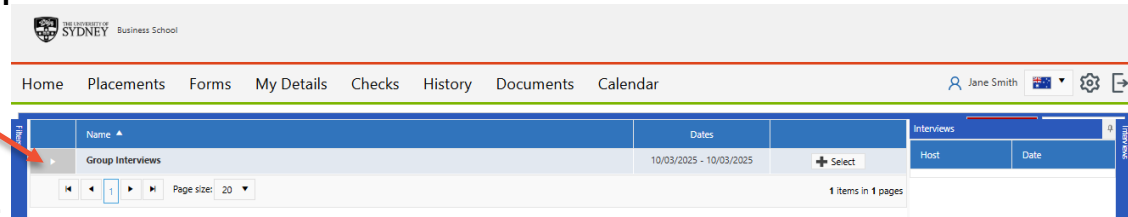
1. Go to the Placements tab
2. In the IPP placement group, click "Interview" to see available time slots.



## STEP 5: Select your Group interview time slot

1. Once you open the interview information, click on grey arrow beside 'Group Interviews' for further instructions on how to select your time slot.

2. Please ensure that, to the best of your knowledge, you are able to attend your desired session before you select an option from the available dates.



## Need help?

**Email:** [business.placements@sydney.edu.au](mailto:business.placements@sydney.edu.au)

**Website:** <https://www.sydney.edu.au/students/business-placements.html>