

# Work-Integrated Learning (WIL) Programs

## How to Apply via Sonia Online



## Before you apply

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 available on the [Careers and Employability Office Canvas site](#)
2. A copy of your academic transcript (downloaded from Sydney Student)

### Notes:

*Your attachment must be ONE Word document and should be named in the format: Lastname\_SID.doc (i.e. Smith\_123456789.doc)*

## How to Apply

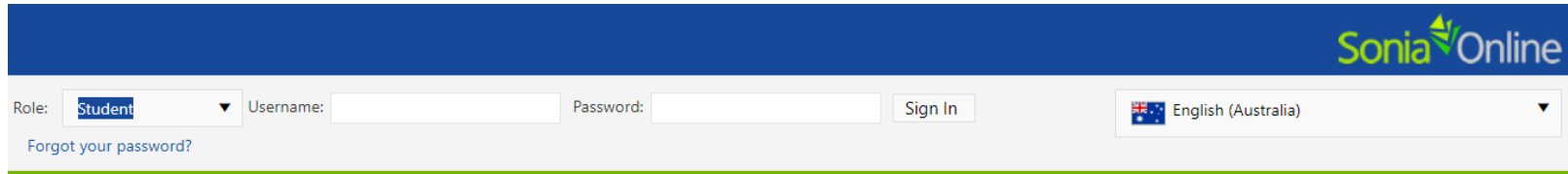
All Work-Integrated Learning Program applications are managed through a student placement software called

**Sonia Online**



## Log in to Sonia

1. Go to <https://sonia-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'



The screenshot shows the Sonia Online login page. At the top right is the 'Sonia Online' logo. Below it is a login form with a 'Role' dropdown menu set to 'Student', a 'Username' field, a 'Password' field, and a 'Sign In' button. To the right of the password field is a language dropdown menu set to 'English (Australia)'. A link for 'Forgot your password?' is located below the username and password fields.

## Application process

There are 5 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
4. Complete the application form
5. Submit the application form

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

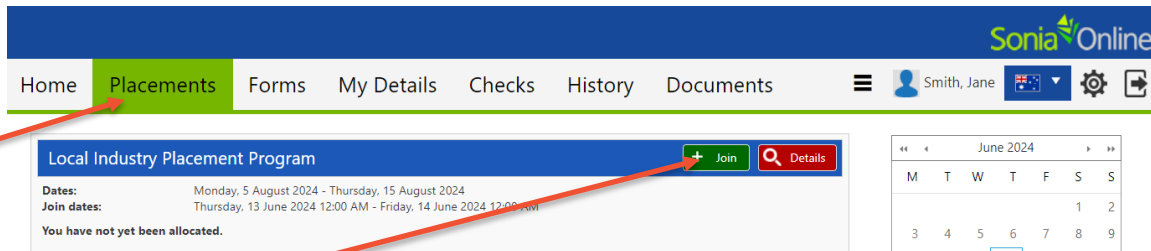
***Note: It is important to complete each of the 5 steps above otherwise your application will not submit correctly and will not be considered***

## STEP 1: Join a placement group

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

1. Go to the Placements tab

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



The screenshot shows the Sonia Online web application. The top navigation bar is blue with the 'Sonia Online' logo on the right. Below it is a green navigation bar with tabs: Home, Placements (highlighted), Forms, My Details, Checks, History, and Documents. On the right of this bar is a user profile for 'Smith, Jane' and a settings icon. Below the navigation bar, a card titled 'Local Industry Placement Program' is displayed. It contains the following information: 'Dates: Monday, 5 August 2024 - Thursday, 15 August 2024' and 'Join dates: Thursday, 13 June 2024 12:00 AM - Friday, 14 June 2024 12:00 AM'. Below this, it states 'You have not yet been allocated.' To the right of the card are two buttons: a green '+ Join' button and a red 'Details' button. A red arrow points from the 'Placements' tab to the card, and another red arrow points from the '+ Join' button to the text 'click “Join”' in the instructions.

June 2024						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

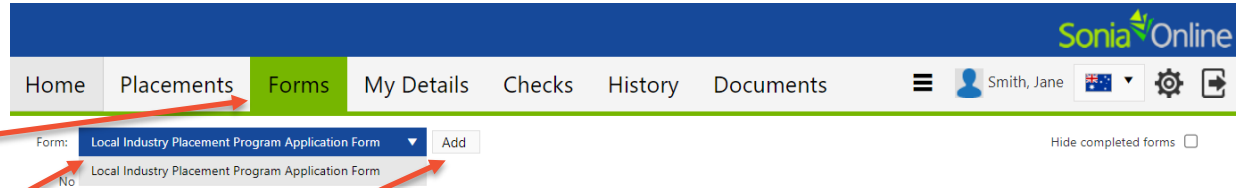
## STEP 2: Select the application form

The next step is to select the relevant application form

1. Go to the “Forms” tab

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

3. Click “Add”



The screenshot shows the SoniaOnline web application. The navigation bar at the top has tabs: Home, Placements, Forms (highlighted in green), My Details, Checks, History, and Documents. To the right of the tabs is a user profile for 'Smith, Jane' and a flag icon. Below the navigation bar, there is a section for 'Form:' with a dropdown menu. The dropdown menu is open, showing 'Local Industry Placement Program Application Form'. To the right of the dropdown is an 'Add' button. A red arrow points from the instruction 'Go to the “Forms” tab' to the 'Forms' tab. Another red arrow points from the instruction 'From the “Forms” drop down box select the relevant application form' to the dropdown menu. A third red arrow points from the instruction 'Click “Add”' to the 'Add' button.

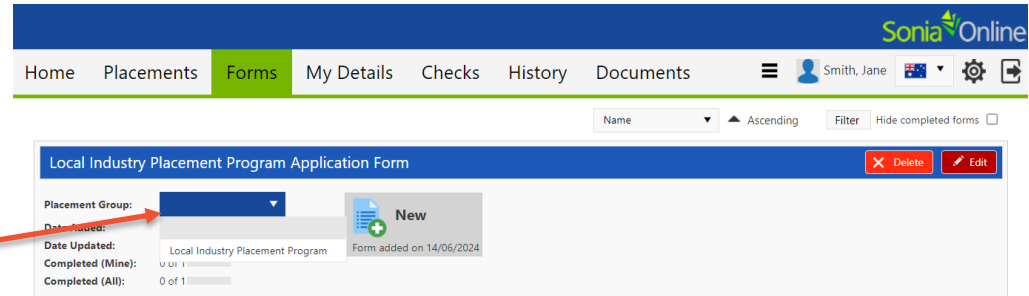
## STEP 3: Add the form to the placement group

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)*



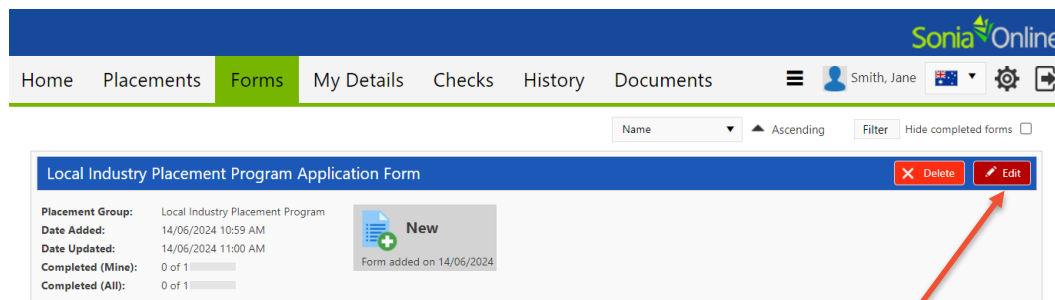
The screenshot shows the SoniaOnline web application interface. The top navigation bar includes links for Home, Placements, Forms, My Details, Checks, History, and Documents. The user is logged in as Smith, Jane. Below the navigation bar, there is a section titled 'Local Industry Placement Program Application Form'. This section contains a 'Placement Group' dropdown menu, a 'Date Added' field, a 'Date Updated' field, and a 'Completed (Mine)' field. A red arrow points to the 'Placement Group' dropdown menu. To the right of the form, there is a 'New' button with a plus icon and a 'Form added on 14/06/2024' message. The form also includes 'Delete' and 'Edit' buttons.



## STEP 4: Complete the application form

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

Click “edit” to complete the form and attach your supporting documents.



The screenshot shows the Sonia Online web application interface. The top navigation bar is blue with the 'Sonia Online' logo on the right. Below it is a white navigation menu with tabs: Home, Placements, Forms (highlighted in green), My Details, Checks, History, and Documents. To the right of the menu is a user profile for 'Smith, Jane' with a dropdown arrow, a settings gear icon, and a help icon. Below the navigation bar, there is a search bar with 'Name' and a dropdown arrow, and a sort option 'Ascending'. A 'Filter' button and a 'Hide completed forms' checkbox are also present. The main content area has a blue header for 'Local Industry Placement Program Application Form'. On the right side of this header are two red buttons: 'Delete' and 'Edit'. A red arrow points from the bottom right towards the 'Edit' button. On the left side of the main content area, there is a table with the following data:

Placement Group:	Local Industry Placement Program
Date Added:	14/06/2024 10:59 AM
Date Updated:	14/06/2024 11:00 AM
Completed (Mine):	0 of 1
Completed (All):	0 of 1

To the right of the table is a grey box with a blue document icon, a green plus sign, and the text 'New'. Below this text, it says 'Form added on 14/06/2024'.

## 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

Local Industry Placement Program Application Form



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### THE UNIVERSITY OF SYDNEY BUSINESS SCHOOL WORK-INTEGRATED LEARNING PROGRAMS

#### SECTION A: STUDENT DETAILS

<b>Family Name</b> <input type="text"/>	<b>First name</b> <input type="text"/>	<b>Student number (SID)</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>Major 1/Specialisation 1</b> <input type="text"/> ▼  *



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—  
Business School

## STEP 5: 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 H: DECLARATION**

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

- ☐ I understand that I must be physically located in Sydney during Semester 2 2023.
- ☐ 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?



## Need help?

Local Programs	WIL Coordinator	9351 4174 8627 9129
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**Email:** [business.placements@sydney.edu.au](mailto:business.placements@sydney.edu.au)

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