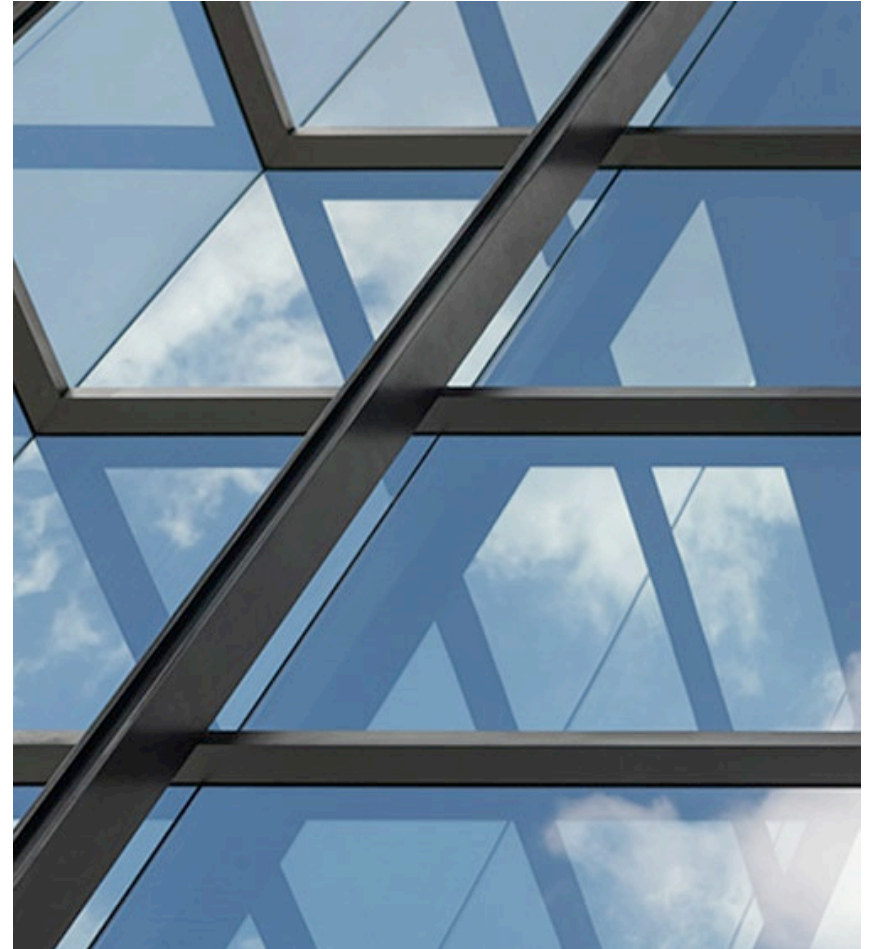


Work-Integrated Learning (WIL) Programs

**Experience in Industry
(BWIL2150/BWIL6150)**

How to Apply via Sonia Online



Before you apply

You will be asked to provide the following information with your Sonia application:

1. A letter of offer, contract, placement confirmation and/or position description from your host company
2. A statement outlining how the placement is relevant to your degree (minimum 250 words)

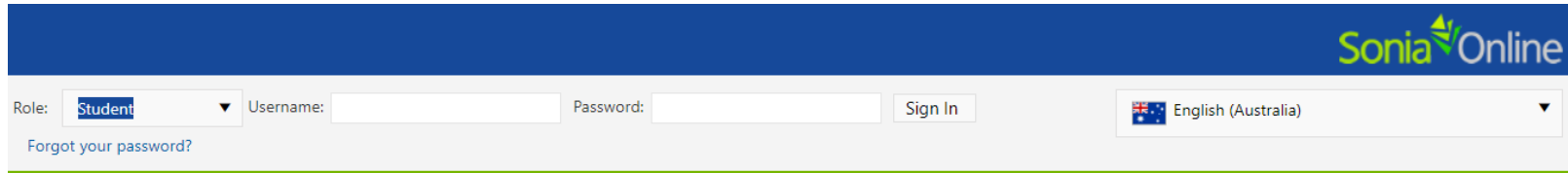
How to Apply

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'



Role: **Student** Username: Password: Sign In English (Australia)

[Forgot your password?](#)

Application process

There are 3 steps to the Sonia online application process:

1. Join the relevant placement group
2. Complete the application form
3. 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 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”:

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 allocated an application form to complete

The screenshot shows the Sonia Online user interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', and 'History'. The 'Placements' tab is highlighted in green. Below the navigation bar, a placement group is listed: 'Experience in Industry (BWIL2150/BWIL6150) Semester 1 2025'. The group details include 'Dates: Monday, 24 February 2025 - Friday, 30 May 2025' and 'Join dates: Friday, 25 October 2024 9:00 AM - Friday, 21 February 2025 12:00 PM'. A status message reads 'You have not yet been allocated.' A green '+ Join' button and a red 'Details' button are visible next to the placement group title. To the right of the placement group is a calendar for October 2024.

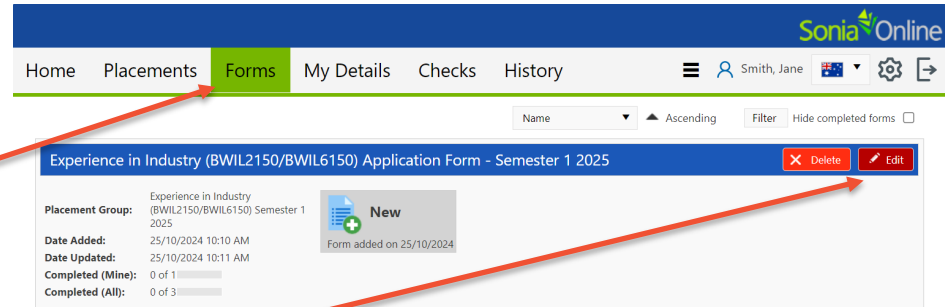
October 2024						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

STEP 2: Complete the application form

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

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

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



The screenshot shows the Sonia Online web application interface. The top navigation bar includes 'Home', 'Placements', 'Forms', 'My Details', 'Checks', and 'History'. The 'Forms' tab is highlighted in green. Below the navigation bar, there is a search bar with 'Name' and a dropdown arrow, and a sorting option 'Ascending'. A 'Filter' button and a checkbox for 'Hide completed forms' are also visible. The main content area displays a table with one entry: 'Experience in Industry (BWIL2150/BWIL6150) Application Form - Semester 1 2025'. To the right of this entry are 'Delete' and 'Edit' buttons. Below the table, there is a 'New' button with a plus sign and a document icon. The table entry includes the following details:

Field	Value
Placement Group:	Experience in Industry (BWIL2150/BWIL6150) Semester 1 2025
Date Added:	25/10/2024 10:10 AM
Date Updated:	25/10/2024 10:11 AM
Completed (Mine):	0 of 1
Completed (All):	0 of 3

Note: Data populated from Sydney Student

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

Experience in Industry (BWIL2150/BWIL6150) Application Form - Semester 1 2025



THE UNIVERSITY OF
SYDNEY

THE UNIVERSITY OF SYDNEY BUSINESS SCHOOL EXPERIENCE IN INDUSTRY

Student Details

Given Name:

Family Name:

Phone Number:

Email Address:

SID:

Course:



THE UNIVERSITY OF
SYDNEY
Business School

STEP 3: 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**

Declaration

Note: Your application will not be reviewed unless all required sections are complete and requested documentation is provided.

Student's Signature (type name): <input type="text"/>	Date of Submission: <input type="text"/>
----------------------------------------------------------	---------------------------------------------

Need help?

Experience in Industry

WIL Coordinator

8627 8756

8627 9129

Email: business.placements@sydney.edu.au

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