



Work Integrated Learning Policy

Responsible Officer	Provost
Approved by	Vice Chancellor
Approved and commenced	May 2011
Review by	May 2014
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle	<i>Higher Education Support Act 2003 (Cth)</i> <i>Disability Discrimination Act 1992 (Cth)</i> <i>Health Practitioner Regulation National Law Act 2009 (Cth)</i> <i>Right to Information Act 2009 (Tas)</i> <i>Workplace Health & Safety Act 1995 (Tas)</i> Governance Level Principle 2 - Risk Management Governance Level Principle - Occupational Health and Safety Governance Level Principle - Academic Standards Ordinance 13 – Intellectual Property Ordinance 9 – Student Discipline
Responsible Organisational Unit	Colleges and Academic Units

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1 Objective

The objective of this policy is to provide the framework to support and embed Work Integrated Learning curriculum at the University.

2 Scope

This policy applies to Organisational Unit staff, Vocational Education and Training (VET), undergraduate and postgraduate students, industry partners and professional and community organisations involved in Work Integrated Learning.

This policy does not apply:

- to activities (such as work experience and guest lectures) that fall outside of the Work Integrated Learning definition (refer 3.1, below); or
- where a student:
 - is placed in paid employment with a work placement provider; or
 - undertakes workplace or community-based activities external to degree, course or unit requirements.

The University does however, encourage the inclusion of such innovative work related teaching and learning activities across the curriculum.

3 Policy Provisions

3.1 Defining Work Integrated Learning

The University recognises Work Integrated Learning as a purposeful, organised, supervised and assessed educational activity that integrates theoretical learning with its applications in the workplace.

Work Integrated Learning can occur:

- as work practice through placement in an industry, professional or community organisation workplace (e.g. a professional placement experience, field placement, practicum or internship);
- as work practice through placement in a simulated workplace practice setting on or off campus; or
- through an assessment activity designed to simulate an authentic workplace activity.

3.2 General Principles

The University is committed to the provision of purposeful Work Integrated Learning for students.

The University values community engagement through Work Integrated Learning based partnerships with industry partners and professional and community organisations.

The University has an obligation to meet Commonwealth and State government legislative and regulatory requirements relating to Work Integrated Learning student placements.

3.3 Student Learning

The University provides Work Integrated Learning to support student learning through:

- the application of academic theory in related workplace practice; and
- the development of skills and refinement of attitudes learned in academic contexts through experience in Work Integrated Learning environments.

3.4 Career Development Learning

The University supports Work Integrated Learning as one vehicle for career development learning, pertaining to the learning domains of self-awareness, opportunity awareness, decision making, and transition learning in relation to lifelong learning and employability.

3.5 Community Engagement

The University will engage with local, national and international communities to build and maintain the three way relationship that optimises successful Work Integrated Learning; the student, the community and the University.

3.6 Student Opportunity for Work Integrated Learning

Options are available for students to engage in Work Integrated Learning through:

- enrolment in professional degree programs;
- applying to undertake accredited courses or units encompassing Work Integrated Learning; or
- participating in Work Integrated Learning activities.

All students must have the capacity to safely undertake the inherent requirements of Work Integrated Learning activities.

The University recognises however, that:

- not all students wish to undertake Work Integrated Learning;
- not all students are able to undertake Work Integrated Learning; and
- not all accredited courses or units will encompass Work Integrated Learning.

Students participating in Work Integrated Learning are required to:

- act in accordance with the University's ethical guidelines, respecting confidentiality and intellectual property issues;
- undertake orientation and induction to the workplace;
- comply with workplace health and safety requirements and any other workplace or professional ethical guidelines;
- take responsibility for learning by participating fully in the learning process and undertaking all learning opportunities provided;
- communicate with the Work Placement Provider's Student Supervisor and notify the University academic coordinator of any problems that arise; and
- ensure that all attendance and assessment requirements for the unit are satisfactorily completed.

Where a student fails to comply with these obligations they may be:

- removed from a Work Integrated Learning placement; and/or
- not awarded a grade for that part of the unit or course.

3.7 Work Integrated Learning Curriculum

The University supports the incorporation of Work Integrated Learning into accredited courses, units and activities.

Courses, units and activities which encompass Work Integrated Learning must be designed in accordance with the following principles:.

Work Integrated Learning curriculum will:

- place primary *relevance* on the student's area of academic study, with secondary focus on the student's career aspirations;
- identify workplace tasks which *derive from and are underpinned* by academic theory with *defined linkages* to the knowledge and skill base of the industry/profession;
- predetermine periods of time that the student will spend *placed* in the workplace or *engaged* with industry/professional individuals and workplace tasks;
- establish that the work to be undertaken by the student will be *productive and meaningful* and has defined benefit to the workplace;
- arrange for the work placement to be *structured*, with formal (academic and workplace) direction, supervision and monitoring with increasing levels of autonomy for the student;
- link the *assessment* to the academic theory and measurable workplace learning outcomes.

Work Integrated Learning courses, units and activities will be developed through:

- collaboration between academics and industry/professional partners to explicitly link academic theory and work practice through the definition of industry/profession specific:
 - standards/knowledge and competency/skill base; and
 - related inherent requirements.

- learning outcomes to be derived from:
 - the inherent degree, course or unit requirements;
 - industry/professional standards, competencies or Training Packages;
 - graduate and employability attributes; and
 - career development learning domains.
- teaching, learning and assessment components to support students before, during and after Work Integrated Learning placements.

Where Work Integrated Learning involves student placement with a Work Placement Provider there are three components required:

- *Preparatory component* - prior to placement where:
 - objectives, intentions and approaches are established;
 - placement learning outcomes and assessment methods are set; and
 - students are informed of the inherent requirements of the placement.
- *Placement component* - the work placement duration where the:
 - approach is applied in practice; and
 - outcomes are observed, evaluated and reflected upon.
- *Retrospective component* - follows the placement where there is:
 - debriefing and reflective learning on the placement;
 - formalised assessment; and
 - an opportunity to provide feedback

Work placement units must meet the Work Experience in Industry requirements of the *Higher Education Support Act 2003 (Cth)*.

3.8 Co-ordination and Management of Work Integrated Learning Placements

The University requires Organisational Units delivering Work Integrated Learning placements to:

- engage with industry partners and professional and community organisations to identify and support the allocation of Work Integrated Learning opportunities;
- undertake administration of agreements, including:
 - *University and Work Integrated Learning Placement Agreements* (or equivalent contractual agreement), made between the University and Work Placement Providers, which articulate the University and placement provider obligations, placement arrangements and quality assurance mechanisms; and
 - *Student Placement Agreements* (or equivalent contractual agreement), made between the University and students, that provide a mechanism for students to make all course and unit declarations, and authorise the transfer of personal information in accordance with the *Privacy Policy*;
 - liaison with the Legal Office where legal advice regarding agreements is required; and
 - ensuring compliance of agreements and arrangements with *WIL Policy*.
- provide adequate preparation (e.g. briefing, training and resources) for the Work Placement Provider;
- implement and maintain a management system to:
 - provide course, unit and placement information to students and Work Placement Providers;

- allocate, monitor and track student Work Integrated Learning placements;
- implement a monitoring and evaluation plan or process to evaluate Work Integrated Learning placement arrangements and outcomes; and
- implement quality assurance processes

3.9 Quality Assurance

The *WIL Policy* and its implementation will be monitored, evaluated and improved through compliance with the requirements of the *Quality Management Policy*.

3.10 Risk Management

The University will manage risk in Work Integrated Learning placements through the identification of roles and allocation of responsibilities for Organisational Unit staff, students and Work Placement Providers.

This will include health and safety procedures where required by Work Placement Providers (e.g. student safe to practice medical and criminal history record check).

3.11 Insurance

The University maintains an Insurance Policy covering Student Personal Accident, Public Liability and Medical Malpractice for enrolled students undertaking unpaid Work Integrated Learning placements. The University's Financial Services administers this Policy.

Students undertaking paid workplace placements are covered by the work placement provider's insurance.

3.12 Travel and Accommodation

Organisational Units will establish procedures regarding the criteria (and reimbursement rate) for students who may be deemed eligible for financial support for travel and accommodation.

3.13 Intellectual Property

The University's *Intellectual Property Ordinance* will apply to students undertaking Work Integrated Learning, in that generally, students personally own the intellectual property that they generate. Under this Ordinance, in certain circumstances students may be requested to assign their intellectual property to enable the University to meet its legal obligations to industry partners and professional and community organisations.

3.14 Conflict of Interest

All conflicts of interest must be declared and managed.

3.15 Interstate and International Placements

The University supports students undertaking Work Integrated Learning placements interstate or overseas. Arrangements will be made on a case-by-case basis to:

- ensure parity of learning outcomes with local placements;
- compliance with DEEWR regulations; and
- adherence to the requirements of interstate and international jurisdictions.

Interstate and international Work Integrated Learning placements will occur only when:

- a *Student Placement Agreement* (or equivalent contractual agreement) is in place between the University and student; and
- a *University and Work Integrated Learning Placement Agreement* (or equivalent contractual agreement) has been negotiated and completed by Organisational Units with Work Integrated Learning providers (i.e. industry partners, professional and community organisations or partner institutions).

3.16 Local Work Integrated Learning Procedures

The University requires Organisational Units delivering Work Integrated Learning programs, courses and units to implement this policy via the accompanying *Work Integrated Learning Procedure*, unless they have existing contractual agreements which comply with the *Work Integrated Learning Policy* provisions.

New contractual agreements may not require compliance with the accompanying *Work Integrated Learning Procedure* where all provisions of the *Work Integrated Learning Policy* are reflected in any new contractual agreement and attendant local processes.

4 Definitions and Acronyms

DEEWR	Department of Education, Employment and Workplace Relations (Cth)
Organisational Unit	College, Academic Unit (Faculty, School, Centre, University Institute), other University Entity, Division, Section or University Business Enterprise.
Inherent Requirements	The mandatory, not negotiable, components specific to a position of employment or educational program to be undertaken by a person.
Work Placement Providers	Industry partners and professional and community organisations who provide work integrated learning opportunities.

5 Supporting Documentation

- *Work Integrated Learning Procedure*
- *Police Records Check Policy (Students)*
- *Privacy Policy*
- *Safe to Practice Policy and Procedure*
- *Ordinance 18 - Intellectual Property*
- *Code of Conduct for Teaching and Learning*

6 Versioning

Former Version	Version 1 – <i>Workplace Learning Placements Policy</i> (approved by the Vice-Chancellor November 2007; revoked May 2011). Version 2 – <i>Work Integrated Learning Policy</i> (approved May 2011 by the Vice-Chancellor, Professor Peter Rathjen), amended in December 2016 to update titles and incorporate Colleges.
Current Version	Version 2 – <i>Work Integrated Learning Policy</i> ; approved May 2011, amended in December 2017 to update titles.