

POLICY DOCUMENT

WORK INTEGRATED LEARNING (WIL) POLICY AND PROCEDURE

1 Purpose and Scope

The purpose of this Policy is to outline the principles that underpin the College's approach to Work Integrated Learning (WIL) to ensure that all WIL is of high quality and mitigates risks to students, the College and host organisations.

Scope:

- This Policy applies to all College courses/units that offer a WIL component.
- It will be relevant to all academic staff, including sessional teachers, and students.
- The scope does not apply to activities industry experience activities that fall outside the definition of WIL.

2 Policy Statement

2.1 Work Integrated Learning (WIL) at ACPE

2.1.1. Purpose of Work Integrated Learning (WIL)

WIL enables students to engage in authentic, meaningful, supervised and assessed work-related experiences that embed academic learning with its application in the workplace as part of their course. Engagement in WIL improves the employability of graduates by giving them valuable practical experience leading to career outcomes which are directly related to course learning outcomes and ACPE graduate outcomes.

WIL provides opportunities for students to:

- develop and demonstrate competencies for professional practice, including appropriate skills and graduate attributes;
- develop an awareness of workplace expectations, requirements, culture and career options;

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- develop professional networks and collaborate in a professional environment;
- be prepared for post-graduate study and professional careers.

2.1.2. Definitions of Work Integrated Learning

WIL is an “umbrella term for a range of approaches and strategies that integrate theory with the practice of work within a purposefully designed curriculum” (*The National Strategy on Work Integrated Learning in University Education, 2015*). The WIL experience broadens the discipline-specific study beyond the classroom and promotes further development of skills in independent and critical thinking suitable for life-long learning.

WIL consists of compulsory components embedded in specific units of study which are:

- Purposefully designed to align with course and unit learning outcomes;
- Designed to integrate theory with practice and involve authentic engagement;
- Supervised in a work learning context that involves active engagement of the host organisation;
- Assessed against program and course learning outcomes.

The College considers WIL to be unpaid work or work that is outside of a student’s usual remit in their paid position. The nature and scope of WIL within each course and WIL unit(s) may vary considerably, as will the extent of ‘integration’ of the workplace.

2.1.3 Categories of WIL

ACPE recognises and delivers four incremental, hierarchical categories of WIL:

- **Introductory WIL:** organised interactions which expose and engage students with workplace or industry experts and work practices but with no direct participation. For example, field trips, site visits, observation, career development modules, industry panels and guest lecturers or presenters.
- **Experiential WIL:** organised interactions which expose and engage students via direct participation in work practices on a small scale. In general, there will be less contact hours in the workplace or work-based activities compared to classroom contact hours. For example, workplace simulations or industry projects.

- Applied WIL: organised interactions which expose and engage students via direct participation in work practices on a larger scale allowing them to practice, adapt and reflect on their knowledge and skills. In general, there will be more hours in the workplace or work-based activities compared to classroom contact hours. For example, Internships, work placements or substantial industry projects.
- Professional WIL: organised interactions which immerse students in a workplace related to their discipline over a sustained period allowing them to reflect on their knowledge and skills and prepare for post-graduate employment. For example, extended internships, professional experiences or substantial work placements.

2.1.4 WIL Design

- At the course level:
 - WIL must be designed in accordance with the Course Development and Review Policy and Procedure.
 - Each course at the College includes Introductory WIL experiences as well as at least one WIL unit at the Experiential level or above. Ideally, each course will incorporate several WIL units to assist students to meet course outcomes and graduate attributes.
 - The time a student is expected to spend on WIL should be identified and be consistent with usual ACPE workload expectations of approximately 9 hours per week for each unit, including class contact hours, online and other learning activities, preparation and time spent on all assessable work.
- At the unit level, design of WIL must:
 - Include student preparation and supervision of the WIL activity as per the Procedure outlined below, monitoring of progress and feedback by the host organisation;
 - Incorporate authentic work learning experiences specific to each unit through partnership with the host organisation;
 - Be purposefully aligned to unit learning outcomes and be assessed against those outcomes;
 - Support and provide equal opportunity for all students through tailored WIL experiences according to the Diversity and Equity Policy;
 - Professional WIL experiences should be aligned to the requirements of professional registration and accrediting bodies (where applicable);

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- Recognition of prior learning for related industry experience should be assessed on a case-by-case basis and approved by the HOD providing the assessment requirements and unit outcomes can be met by that student.

2.2 Roles and responsibilities

Roles and responsibilities of all parties involved in a WIL activity are outlined below in Table 1 and will be communicated explicitly via the Placement Handbook. The Placement Handbook must be provided to the student and host organisation prior to a WIL activity at Experiential level or above.

Table 1. *Roles and Responsibilities of WIL parties*

Role	Responsibility
HOD and Unit Coordinator	<ul style="list-style-type: none"> ▪ liaise with Career Development Services regarding requirements for placement prior to semester and once students are on placement ▪ liaise with students regarding all learning and assessment activities for the unit ▪ assisting students in relation to personal or industry placement issues which may impact their completion of the unit ▪ assess and finalise industry placement completion and unit results
Career Development Services	<ul style="list-style-type: none"> ▪ first point of contact for host organisation ▪ assisting with identifying and securing placement opportunities ▪ assisting with placement and workplace skills and requirements (e.g. contact emails, phone spiel, interview preparation, resume, workplace expectations) ▪ building ongoing relationship with host organisation ▪ providing current Certificate of Currency (public liability, professional indemnity and personal accident insurance) to host organisation on request
Host organisation	<ul style="list-style-type: none"> ▪ providing a safe and professional workplace environment ▪ providing clear directions, appropriate tasks and suitable supervision and mentoring to student ▪ providing opportunities to complete unit learning and assessment requirements ▪ completing appropriate paperwork as required i.e. ACPE-Host Organisation Industry Experience Agreement, Industry Placement Completion Sheet, Industry Placement Log Sheet, Industry Placement Feedback Report ▪ communicating any concerns to Career Development Services

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Student	<ul style="list-style-type: none"> ▪ actively seeking and securing industry placement or seeking assistance from CDS in a timely manner ▪ engaging professionally with industry organisations ▪ committing to workplace policies and procedures, routines, expectations, codes of conduct, and host organisation's directions ▪ disclosing any issues that could impact industry placement e.g. medical conditions, work commitments ▪ taking responsibility for timely and regular communication with host organization to achieve required hours and placement learning outcomes ▪ submission of necessary completed forms to LMS i.e. ACPE-Host Organisation Industry Experience Agreement, Industry Placement Completion Sheet
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2.3 Delivery of WIL activities

2.3.1 Insurance

The College maintains the following insurance protections which may be applicable to students undertaking WIL experiences:

- a. Management Liability Protection
- b. Professional Indemnity
- c. Public Liability
- d. Cyber Crime
- e. Personal Accident (PER Students)
- f. Sports Combined

Students undertaking a professional experience will fall within the scope of this cover unit to the conditions and exclusions set out in that cover and provided they are not employed by the Host Organisation and/or do not receive remuneration in respect of their participation in the professional experience program.

2.3.2. Student Safety, Wellbeing and Risk Management

- ACPE takes very seriously the duty of care to its students. ACPE expects that the WIL student experience will take place in a safe environment and expect that prior to commencement of the WIL activity, all parties (i.e. the student, ACPE staff, host organisation) must be adequately prepared for WIL and informed of their duties, roles and

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responsibilities. This preparation will be supported by the Career Development Services to ensure student safety and wellbeing.

- To ensure safety and wellbeing, students and host organisations must receive an appropriate induction prior to the commencement of the WIL experience and upon arrival at the host organisation. This includes the completion of the **WIL Activity Risk Assessment** as per the procedure below. As part of this induction, students must receive clear information on the acceptable scope of their practice while undertaking a professional experience.
- Prior to the placement, students are informed of the actions they can take, the staff they may contact and the support services that are accessible if their personal circumstances are having an adverse effect on their education. If students are exposed to stressful, uncomfortable or dangerous circumstances whilst on WIL placement, this will be mitigated/managed through the placement by the Career Development Services in conjunction with the host organisation.

2.3.3. Changes to arrangements of circumstances

- In circumstances where the student breaches the ACPE Student Code of Conduct, a WIL placement may be terminated with ramifications to be determined by the Associate Dean (Programs and Quality).
- In the case of a student placement becoming unavailable prior to commencement or during due to unforeseen circumstances on behalf of the host organisation, Career Development Services will assist the student in acquiring another suitable placement to allow the student to meet the unit outcomes and complete without penalty.
- If a student fails to comply with the WIL Agreement, academic penalty may apply.

2.4 Governance, Quality and Reporting

The Academic Board will ensure that processes are in place to assure and enhance the quality of the design, preparation and delivery of WIL course and program accreditation activities, in accordance with the **Course Development and Review Policy**, **Course Development Procedure** and **Course Review Procedure**.

3 WIL Procedure

3.1 Preparing for WIL

3.1.2 WIL agreements

The ACPE Career Development Services (CDS) will prepare the WIL agreements for each specific unit that contains WIL. The ACPE WIL agreement will outline expectations, roles and responsibilities of each party and provide a description of specific academic requirements. The CDS will ensure that all host organisations are aware of their commitments and role prior to the student making initial contact. It is the student's responsibility to ensure the WIL agreement is signed by both parties and is submitted to their lecturer before the allocated deadline.

3.1.3 Placement Management

The CDS will create and maintain industry partnerships to ensure students are presented with suitable placement options that enhance their overall learning experience. The CDS will promote all placement opportunities to students in conjunction with the lecturer both in class and via online platforms. Students must notify the CDS and express interest in an ACPE organised placement by 5pm Friday, Week 3 of each semester. If students would like to organise their own placements, students must have these approved by the lecturer to ensure that the placements are suitable and relate specifically to the requirements of the unit.

3.1.4 Student Induction

The CDS will provide an information presentation to all students in each WIL unit in either Week 1 or 2 of each semester. This presentation will outline the College's expectations of students when completing WIL placements, general workplace etiquette and behaviour and detail the support process for students that is available to them during the placement. The CDS will also discuss the WIL agreement in detail and ensure students are aware of what is expected. College expectations will contribute towards a positive and successful WIL experience for all parties.

3.2 Delivery of WIL

3.2.1 Supervision, co-ordination and management of WIL placements

The ACPE WIL program involves four key parties: Students, CDS, the Host Organisation and Academic Staff (Unit Coordinator and HOD). By following the recommended delivery process for WIL, it is expected that students will enjoy a positive learning experience from their WIL placements. The recommended delivery process is outlined below:

- **Co-ordination of WIL placements**

The CDS will co-ordinate all WIL placements at ACPE. The CDS will collaborate with the Academic Staff on WIL units to ensure placements to all students are organised both fairly and appropriately.

- **Managing relationships**

The CDS will be responsible for communicating with host organisations throughout the WIL process. The CDS will communicate with each host organisation a minimum of twice throughout each placement. These touch points will be used to identify if the placement is positive for all parties, to gain feedback on students and to ensure student wellbeing.

- **Supervising students**

Throughout the WIL placement, students will have direct contact with the CDS for any workplace support queries or general questions about their placement. If the student has any questions relating to their assessment tasks, the student must contact their lecturer to discuss.

- **Collaboration**

It is important that the CDS and Academic Staff communicate on a regular basis throughout the semester and disclose any concerns or updates that may relate directly to the student experience and performance.

Students will communicate directly with their host organisation to organise the logistics of their placement and in case of emergency where they cannot attend. However, students are encouraged to also communicate directly with the CDS and Academic Staff in case of any emergencies or if additional support is required.

3.2.2 WIL placement completion

Upon completion of the WIL placement, the student and host organisation will complete the Industry Placement Completion Sheet including student feedback. It is the student's responsibility to ensure these forms are completed and submitted via the Learning Management System by the agreed deadline. The CDS will then save a copy of this feedback and provide a debrief session with students if required, particularly if negative feedback is provided.

3.3 Review and Feedback

ACPE WIL Agreements will be submitted to the lecturer via the Learning Management System and will provide a detailed overview of both the student's experience and performance. The inclusion and structure of WIL in each unit will be evaluated as part of the unit review that is carried out on an annual basis.

At the conclusion of each WIL placement, a survey will be distributed to all host organisations to receive feedback, maintain the relationship and to identify long term student placement options.

4 Definitions

N/A

5 Related Documents

- Course Development and Review Policy
- Course Development Procedure
- Course Review Policy
- Academic Progression Policy and Procedure
- Grievances, Complaints and Appeals Policy and Procedure
- Student Code of Conduct
- Student Consultation Policy
- Examinations Policy and Procedure

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- Special Consideration Policy and Procedure
- Intervention Strategy for Students at Risk
- Moderation Policy and Procedure

Relevant Legislation

- Higher Education Standards Framework 2015
- Tertiary Education Quality and Standards Agency Act 2011

5 Document Administration

Policy Name & Code:			Work Integrated Learning (WIL) Policy and Procedure (POL-36)
Policy Owner:			CEO and Dean / Associate Dean
Approval Authority:			Academic Board (ACPE)
Next Review:			September 2021
Approval Date	Effective Date	Version	Summary of changes
12 Mar 20	15 May 20	1	Document developed and implemented.

* Unless otherwise indicated, this policy will still apply beyond the review date.