

WORK INTEGRATED LEARNING POLICY

Section 1 - Purpose and Scope

(1) The purpose of this Policy is to outline the principles underpinning 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

- (2) This Policy applies to all College courses and units offering a WIL component. It will be relevant to:
- (a) academic staff (including those teaching on a sessional contract);
 - (b) other staff, particularly the Industry Hub staff; and
 - (c) students.
- (3) Activities undertaken by students (including industry experience activities) that are not part of the academic requirements for a unit or course fall outside the scope of WIL and this Policy.

Section 2 - Definitions

- (4) In this Policy:
- (a) **Host organisation** means the entity which has agreed to host a student for the purposes of them undertaking a WIL activity or placement.
 - (b) **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*).

Section 3 - Policy Statement

- (5) The College is committed to delivering WIL experiences across its courses, thereby broadening students' discipline-specific study beyond the classroom.
- (6) WIL promotes students' skills in independent and critical thinking, and provides valuable practical experiences directly related to course learning outcomes and ACPE graduate attributes.
- (7) WIL consists of compulsory components embedded in specific units of study which are:
- (a) purposefully designed to align with course and unit learning outcomes;
 - (b) designed to integrate theory with practice and involve authentic engagement;

- (c) supervised in a work learning context that involves active engagement of the host organisation; and
 - (d) assessed against program and course learning outcomes.
- (8) 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.
- (9) The College recognises that effective relationships with host organisations are critical to the success of WIL. We actively promote engagement with these stakeholders for the purpose of establishing and maintaining mutually beneficial professional relationships.

Categories of WIL

- (10) The College recognises and delivers four incremental, hierarchical categories of WIL as set out below.

| Category | Explanation | Examples |
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| Introductory WIL | Organised interactions which expose and engage students with workplace or industry experts and work practices but with no direct participation. | 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 fewer contact hours in the workplace or work-based activities compared to classroom contact hours. | 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 | 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 | Extended internships, professional experiences or substantial work placements. |

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| | skills and prepare for post-graduate employment. | |
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WIL Design

- (11) At the course level, the College will:
- (a) assure the quality of the design, preparation and delivery of WIL course and accreditation activities in accordance with the Course Design, Development and Review Policy, associated procedures, and through the governance mechanisms of Academic Board; and
 - (b) include *Introductory WIL* experiences and a minimum of one WIL unit at the *Experiential* level or above in each course. The aim is for each course to incorporate several WIL units to assist students meet course outcomes and achieve the graduate attributes.
- (12) At the unit level, the design of WIL must incorporate the following:
- (a) authentic work learning experiences specific to each unit through partnership with the host organisation;
 - (b) be purposefully aligned to unit learning outcomes and be assessed against those outcomes;
 - (c) include student preparation and supervision of the WIL activity, monitoring of progress and consideration of feedback;
 - (d) be consistent with usual ACPE workload expectations for students (approximately 9 hours per week per unit);
 - (e) support and provide equal opportunity for all students through tailored WIL experiences according to the Diversity, Equity and Inclusion Policy; and
 - (f) *Professional WIL* experiences should be aligned to the requirements of professional registration and accrediting bodies (where applicable).
- (13) Where a WIL unit (that involves a placement or similar with a host organisation) is compulsory for the completion of a course (such as Education placements), this must be clearly stated in the materials and information provided to students at the commencement of the course.
For international students, this information must be provided prior to the student accepting a place at the College.
- (14) Students must be made aware of any specific requirements prior to commencing a WIL placement. Students are responsible for confirming all requirements before commencing a placement.

Examples of possible requirements may include: having a first aid certificate or Working with Children Check; or providing documentary evidence of immunisation.

Managing Risks

- (15) The College will ensure that agreements with prospective host organisations are underpinned by due diligence assessments to ensure that:
- the College meets its obligations to its students and complies with relevant legislative requirements; and
 - specific WIL experiences are commensurate with the College's risk appetite.
- (16) Staff associated with WIL experiences must take steps to reduce the risks that may be associated with such activities by:
- clearly establishing agreements with students and host organisations, ensuring both parties are aware of their rights, responsibilities and lines of communication for the particular WIL activity;
 - supporting student orientation to the placement activity;
and
 - accurate record-keeping and follow-up of concerns when required.

Insurance

- (17) The College maintains insurance protections applicable to students undertaking College-approved WIL experiences (provided they are not employed by the Host Organisation and/or do not receive remuneration in respect of their WIL activity).

Section 4 - Procedures

- (18) Work Integrated Learning (WIL) Procedure.

Related documents

This Policy should be read in conjunction with but not limited to:

- Work Integrated Learning (WIL) Procedure
- Course Design, Development and Review Policy
- Course Development Procedure
- Diversity, Equity and Inclusion Policy
- Professional Experience Policy and Procedure
- Grievances, Complaints and Appeals Policy and Procedure
- Student Code of Conduct

Relevant Legislation

- Higher Education Standards Framework 2021
- Tertiary Education Quality and Standards Agency Act 2011

Document Administration

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Unless otherwise indicated, this Policy will still apply beyond the Review date