

## WORK INTEGRATED LEARNING PROCEDURE

### Section 1 - Purpose and Scope

- (1) This Procedure implements the WIL Policy, with a focus on the roles and responsibilities relating to the management of, and participation in, WIL placements.
- (2) The Procedure is to be read in conjunction with the Placement Handbook that is provided by the Industry Hub to the host organisation and student prior to the commencement of the WIL placement.

### Section 2 - Definitions

- (3) In addition to the definitions in the Work Integrated Learning Policy, the following definitions apply:
  - (a) **Academic staff** means those academic staff who have responsibilities in relation to specific WIL units in which students are undertaking a formal WIL placement. This can include the Head of Department, the Unit Coordinator and/or the lecturer/s for that unit.
  - (b) **IH** means the Industry Hub at ACPE.
  - (c) **Industry Placement Completion Sheet** means the information provided by the host organisation and student on completion of the student's WIL placement. This information, once submitted by the student, is accessible by IH and relevant academic staff.
  - (d) **WIL Agreement** means the *ACPE - Host Organisation Industry Experience Agreement* prepared by the IH each time a student participates in a WIL placement. The WIL Agreement outlines the expectations, roles and responsibilities of each party and provides a description of specific academic requirements. It is signed by the host organisation and the student prior to the student undertaking the placement. This agreement, once submitted by the student, is accessible by IH and relevant academic staff.
  - (e) **WIL Placement** means immersing a student in a workplace related to their course, providing them with structured and supported workplace activities. A WIL Placement at ACPE is normally an Applied or Professional WIL activity. Examples include internships, practicums or supervised professional experience.

## Section 3 – Procedure

### Student Safety, Wellbeing and Risk Management

- (4) ACPE has a duty of care to its students. Accordingly, prior to WIL activities, the IH will support all parties (that is, College staff, the student, and the host organisation) in being adequately prepared and informed of their duties, roles and responsibilities.
- (5) Students and host organisations must be clear on the acceptable scope of practice while a student is undertaking a professional experience. Details of types of practice and mandatory work hours are specified on the WIL Guidebooks.
- (6) The IH is responsible for overseeing the *WIL Activity Risk Assessment* and conducting orientation prior to students' commencing their placements. This includes information about:
  - (a) the actions they can take during the WIL activity / placement; and
  - (b) the contact details of staff and support services if their personal circumstances are having an adverse effect or if they are exposed to stressful circumstances while on WIL placement.

### Roles and responsibilities of WIL parties

- (7) The ACPE WIL program involves four key parties:
  - (a) academic staff;
  - (b) Industry Hub (IH);
  - (c) the host organisation; and
  - (d) the students participating in the WIL placement.
- (8) The table below sets out the main roles and responsibilities of WIL parties in relation to WIL placement activities.

**Table 1: Roles and responsibilities**

Role	Responsibilities
Academic staff	<ul style="list-style-type: none"> <li>▪ Liaise with IH about requirements for placement prior to the teaching session and once students are on placement.</li> <li>▪ Assist students with learning and assessment queries for the unit.</li> <li>▪ Assist students in relation to personal or industry placement issues which may impact completion of the unit/placement.</li> <li>▪ Liaise with IH to assess and finalise industry placement completion.</li> <li>▪ Assess and finalise unit results.</li> </ul>

Industry Hub	<ul style="list-style-type: none"> <li>▪ Placement management including: <ul style="list-style-type: none"> <li>- identifying and securing placement opportunities; and</li> <li>- collaborating with academic staff so that placements are organised fairly and appropriately.</li> </ul> </li> <li>▪ Act as the first point of contact for the host organization (communicating a minimum of twice per student placement).</li> <li>▪ Prepare WIL Agreement for each student placement.</li> <li>▪ Promote WIL opportunities and associated timeframes to students (in conjunction with the lecturer) in class and via online platforms.</li> <li>▪ Deliver information sessions to students, outlining the College's expectations, general workplace etiquette and behaviour and detail the support process for students that is available to them during the placement. The IH will also discuss the WIL Agreement in detail.</li> <li>▪ Assist students with workplace skills and placement requirements (e.g. contact emails, phone discussions, interview preparation, resume, workplace expectations).</li> <li>▪ Build ongoing relationship with host organisations, assisting them to understand their commitment.</li> <li>▪ Act as ACPE direct contact for students for workplace support queries or general questions about their placement.</li> <li>▪ Provide current Certificate of Currency (public liability, professional indemnity and personal accident insurance) to host organisation on request</li> <li>▪ Distribute post-placement surveys to host organisations for feedback and to identify long-term student placement options.</li> <li>▪ Conduct de-briefing sessions where required (eg if identified in survey or via other feedback)</li> </ul>
Host organisation	<ul style="list-style-type: none"> <li>▪ Provide a safe and professional workplace environment.</li> <li>▪ Provide clear directions, appropriate tasks and suitable supervision and mentoring to the student.</li> <li>▪ Provide opportunities for the student to complete unit learning and assessment requirements.</li> <li>▪ Completing appropriate paperwork as required (eg WIL Agreement, Industry Placement Completion Sheet, Industry Placement Log Sheet, Industry Placement Feedback Report</li> <li>▪ Communicate any concerns to the IH in a timely manner.</li> </ul>
Student	<ul style="list-style-type: none"> <li>▪ Be proactive in seeking and securing industry placement or seeking assistance from the IH in a timely manner.</li> <li>▪ Engage professionally with industry and host organisations.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Commit to host organisation's workplace policies and procedures, routines, expectations, codes of conduct, and directions.</li> <li>▪ Disclose any issues that could impact industry placement e.g. medical conditions, work commitments.</li> <li>▪ Complete all pre-WIL placement induction and other activities as required by ACPE and/or the host organisation (including information sessions).</li> <li>▪ Take responsibility for timely and regular communication with host organisation regarding logistics and to achieve required hours and placement learning outcomes.</li> <li>▪ Taking responsibility for contact with ACPE (Industry Hub or relevant academic staff) as required.</li> <li>▪ Ensure student feedback report is submitted to ACPE.</li> </ul>
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### **Placement Management**

- (9) Where a student seeks to organise their own placement, a proposed arrangement must be sent to IH for assessment.

The arrangement must be approved by the relevant academic staff member (Unit Coordinator or lecturer) to ensure that it is suitable and meets the unit's academic requirements. Unless otherwise agreed by IH, all other associated processes apply.

### **Recognition of prior learning**

- (10) Request of recognition of prior learning for related industry experience should be assessed on a case-by-case basis. The Head of Department is responsible for providing the final approval, providing the assessment requirements and unit outcomes can be met by that student.

### **Changes to arrangements**

- (11) Where a student breaches the ACPE Student Code of Conduct, a WIL placement may be terminated with penalties to be determined by the Associate Dean (Programs and Quality).
- (12) If a student fails to comply with the WIL Agreement, academic penalties may apply.
- (13) If a WIL placement becomes unavailable prior to commencement or during the placement due to unforeseen circumstances on behalf of the host organisation, the IH will assist the student in acquiring another suitable placement to allow the student to meet the unit outcomes and complete without penalty.

## Review and Feedback

- (14) Relevant academic and other staff have access to the WIL Agreements and the Industry Placement Completion Sheets via the Learning Management System.
- (15) The inclusion and structure of WIL in each unit is evaluated as part of the annual unit review.

## Related documents

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

- Work Integrated Learning (WIL) Policy
- 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

<b>Procedure Name</b>	Work Integrated Learning (WIL) Procedure
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<b>Version 1:</b>	Policy and Procedure first developed and implemented in May 2020. This version – policy and procedure separated as per new template. Text revised. Career Development Services (CDS) replaced by the Industry Hub (IH).

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