

## WORK INTEGRATED LEARNING POLICY

<b>Approving authority</b>	<b>Academic Board</b>
<b>Purpose</b>	<b>This policy provides the framework to support and incorporate work integrated learning in all courses at the Institute</b>
<b>Responsible Officer</b>	<b>Academic Dean</b>
<b>Next scheduled review</b>	<b>June 2024</b>
<b>Document Location</b>	<b>R:\Managers\OIHE\Policies</b>
<b>Associated documents</b>	<ul style="list-style-type: none"> <li>• <b>Work Integrated Learning Procedure</b></li> <li>• <b>Assessment Policy and Procedure</b></li> <li>• <b>Student Support and Services Policy and Procedure</b></li> <li>• <b>Academic Integrity Policy and Procedure</b></li> <li>• <b>Student Code of Conduct Policy and Procedure</b></li> <li>• <b>Student Placement Agreement</b></li> <li>• <b>Internship Memorandum of Understanding</b></li> <li>• <b>Workplace Health and Safety Risk Assessment</b></li> </ul>

### 1. PRINCIPLES

- 1.1 It is one of the principal strategic goals of the Oxford Institute of Higher Education (henceforth ‘the Institute’) to integrate students’ classroom learning with its applications in the workplace to broaden their learning experience and enhance their career development and work readiness.
- 1.2 WIL is designed to provide students an opportunity to meaningfully interact with business and community organisations in a real work context and to learn and experience by applying and demonstrating skills and knowledge relevant to their course of study, their career or profession. WIL should help students develop work-readiness and employability skills.
- 1.3 WIL will be offered as a component of one or more units in a course.
- 1.4 WIL will be necessary for all students whether local or international.
- 1.5 If the professional accreditation of a course requires students to satisfactorily complete a particular type of WIL and related assessment, the WIL will be included in the course in such a way as to meet these requirements.
- 1.6 The Institute will make adequate provision to assist students requiring special assistance in order to ensure equitable access to WIL for minority groups such as Aborigines and Torres Strait Islanders in accordance with the Equity and Diversity Policy and relevant Anti-Discrimination legislation.

### 2. SCOPE

This policy applies to all students, staff, industry partners, host professional and community organisations involved in WIL for the Institute.

The WIL Policy applies to all accredited courses. It does not apply to non-award courses.

### 3. DEFINITIONS

#### 3.1 Work Integrated Learning (WIL)

*Work Integrated Learning* is an umbrella term for a range of experiential educational activities outside the Institute's campus that integrate theoretical learning with its application to workplace and business.

#### 3.2 Work Placement Service Providers

Work placement agencies or service providers are organisations that assist the Institute in the placement of WIL students. Work placement agencies or service providers have networks of contacts and contracts with local companies who can place intending WIL students with suitable Host Workplace Partners.

### 4. POLICY

#### 4.1. General Requirements

- 4.1.1 WIL programs are designed to support the Institute's strategic plan to improve student learning and engagement, and support the achievement of work readiness and graduate employability.
- 4.1.2 WIL must be considered in the design of all accredited courses and as such WIL activities and programs should be integrated and designed to meet the learning outcomes of the relevant unit(s) of study.
- 4.1.3 All WIL activities should be designed to integrate work-related practice with teaching and learning and must provide for proper monitoring and assessment.
- 4.1.4 If other parties such (such as industry partners, agents or other consultants) are involved in the identification, negotiation or facilitation of WIL activities, the Institute shall take full responsibility for quality assurance.
- 4.1.5 Details of WIL related units are required to be endorsed by the Institute's Course Advisory Committee (CAC) and approved by the Academic Board and TEQSA.

#### 4.2 Availability of WIL

- 4.2.1 It is policy that a WIL program may be embedded in one or more units in all accredited courses. First year units will not have a WIL placement.
- 4.2.2 Acknowledging the diversity and range of WIL programs, individual courses may adapt approaches and practices appropriate to their field.
- 4.2.3 WIL activities for international students must comply with the students' visa conditions.

#### 4.3 Integrating WIL in the Course and Unit Design and Curriculum

- 4.3.1 A WIL program at the Institute must be a formal part of all accredited course structures and integrated as part of one or more units.
- 4.3.2 A WIL program must be designed to meet the learning outcomes and assessment requirements of the related unit.
- 4.3.3 All WIL programs must have expected learning outcomes and assessments related to work activities.
- 4.3.4 Students in a WIL program must be supervised by an academic staff member and also by a workplace supervisor.
- 4.3.5 The relevant Unit Outlines (or Profiles) must explicitly state the total number of weeks and hours per week that students are required to participate in WIL activities including learning outcomes and assessments of learning outcomes.
- 4.3.6 Units requiring WIL must be clearly identified and communicated to students.

#### **4.4 WIL Supervision and Assessment**

- 4.4.1 WIL assessment shall form part of the overall assessment of the designated unit(s). The percentage marks or grades for WIL and assessment criteria will be clearly stated in the Unit Outline.
- 4.4.2 The WIL Coordinator has the ultimate responsibility for supervision and assessment of WIL and such assessment must conform to the Institute's Assessment Policy. The WIL Coordinator in collaboration with the workplace supervisor will provide periodic feedback to each student in a timely manner. Students undertaking WIL are responsible for communicating any issues to the WIL Coordinator and seeking feedback on an ongoing basis.

#### **4.5 Involvement of WIL Service Providers**

- 4.5.1 All operational and financial arrangements with any external WIL work placement provider or agent have to be approved by the Vice President.
- 4.5.2 The ultimate responsibility of the quality and management of the WIL program remains with the Academic Dean and the Academic Board even if a work placement provider is engaged in finding suitable Host Workplace Partners.
- 4.5.3 There will be written agreements between the Institute, work placement service providers, and Host Workplace Partners detailing mutual obligations and responsibilities of all parties.
- 4.5.4 Work placement service providers and Host Workplace Partners are not responsible for the assessment or grading of students work emanating from the WIL activity.

#### **4.6 Resources for WIL Management**

- 4.6.1 The Institute will be responsible for providing all resources to support WIL activities. It is policy that the Institute resources will be made available for:
  - i. academic workload allocations;
  - ii. professional development costs;
  - iii. incidental expenses related to WIL.

### **5. COMPLIANCE WITH LEGISLATION**

All WIL activities must comply with the Institute's policies and relevant government legislation relating to ethical requirements, insurance arrangements, occupational health and safety, risk management, intellectual property, equal educational opportunity and disability access and rights.

### **6. RISK MANAGEMENT**

The Institute will manage WIL related risks through clear identification of workplaces, assessment of the suitability of workplaces and written specifications of roles and responsibilities of academic staff and written agreements with Host Workplace Partners and work placement service providers. This will include occupational health and safety procedures and mandatory criminal history record checks.

The Institute will ensure that there are appropriate insurance arrangements in place to cover students involved in WIL programs.

All conflicts of interest must be declared and managed.

### **7. REASONABLE ADJUSTMENT**

The Institute has policies that include reasonable adjustment and access and equity principles. Reasonable adjustment will be provided for WIL participants with special learning needs (such as a disability or learning difficulty). The work placement service providers, the Host Workplace Partners and the Institute will work together to ensure that no student is disadvantaged because of any disability.

## 8. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be:

- 8.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority.
- 8.2 externally reviewed as part of any independent review against the HES Threshold Standards as approved by the Governing Board.
- 8.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 8.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 9. FEEDBACK

Feedback or comments on this policy are welcomed by the listed Responsible Officers of the Institute.

## 10. ACKNOWLEDGEMENTS:

This policy was initially developed with reference to the relevant policies and procedures of the following institutions:

- CQUniversity, Work Integrated Learning Policy, March 2018
- Murdoch University, Work Integrated Learning Policy, November 2011
- University of Canberra, Work Integrated Learning Policy, July 2015
- University of Sunshine Coast, Work Integrated Learning – Academic Policy
- University of Tasmania, Work Integrated Learning Policy, May 2014

## 11. VERSION CONTROL

Version	Date approved	Description	Approved by:
1.0	August 2018	Initial issue	AB
2.0	June 2021	Revised following feedback from TEQSA review	AB
Related legislation/ regulation/standard	HES Threshold Standards (2015) 1.4 (Learning Outcomes and Assessment) 5.4.1 (Work Integrated Learning) & 3.1 (Course Design).		