

WORK INTEGRATED LEARNING POLICY

Approving authority	Academic Board
Purpose	This policy provides the framework to support and incorporate work integrated learning in all courses at the Institute
Responsible Officer	Academic Dean
Next scheduled review	September 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<ul style="list-style-type: none"> Work Integrated Learning Procedure Academic Appeals Policy and Procedure Academic Integrity Policy and Procedure Academic Progress Policy and Procedure Assessment Policy and Procedure Assessment Moderation Policy and Procedure Academic Integrity Policy and Procedure Course and Unit Development, Approval and Review Policy and Procedure Diversity and Equity Policy and Procedure Records Management Policy and Procedure Student Code of Conduct Policy and Procedure Student Grievances and Appeals Policy and Procedure Student Support and Services Policy and Procedure Student Placement Agreement Internship Memorandum of Understanding Workplace Health and Safety Risk Assessment

1. PRINCIPLES

It is one of the principal strategic goals of the Ozford 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.

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. WIL will be offered as a component of one or more units in a course. WIL will be accessible for all students whether local or international.

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.

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 *Diversity and Equity Policy and Procedure* 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

Simulation

Simulation, which can be a project or activity, involves authentic work experience that is undertaken in an imitated work environment, under the guidance of a supervisor. Simulation may be in the physical environment or virtual.

Work Integrated Learning (WIL)

Work Integrated Learning is an umbrella term for a range of experiential educational activities that integrate theoretical learning with its application to workplace and business. These experiential engaging activities are intentionally designed to provide a meaningful experience of the workplace application that is organised, controlled and are recognised by the Institution as necessary to achieving learning outcomes and assessment requirements of the course.

WIL Service Provider

WIL Service Provider is an organisation that assists the Institute in the placement of WIL students. WIL Service Providers have networks of contacts and contracts with local companies who can place intending WIL students with suitable Host Workplace Partners.

Host Workplace Partner

Host Workplace Partner is an external organisation (third party) that has a formal agreement with the Institute and/or WIL Service Providers to offer WIL experiences for Institute students. Host Workplace Partners may act as a host site for Individual physical workplace-based internships, Group-based virtual project-based internships, or Group-based virtual project-based internships.

4. POLICY

General Requirements

- 4.1 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.
- 4.2 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 as set out in the *Course and Unit Development, Approval and Review Policy and Procedure*.

- 4.3 All WIL activities will be designed to integrate work-related practice with teaching and learning and must provide for proper monitoring and assessment as set out in the ***Assessment Policy and Procedure***.
- 4.4 If other parties such as WIL Service Providers are involved in the identification, negotiation or facilitation of WIL activities, the Institute as the primary education provider takes full responsibility for quality assurance.
- 4.5 WIL programs and activities must meet relevant *Higher Education Standards Framework (Threshold Standards) 2021* (HES Framework) requirements.

Types of WIL

- 4.6 WIL at the Institute can take the following forms:
- Individual physical workplace-based (traditional) internship – This is mostly for students who have relevant employment or are able to secure relevant work opportunities for themselves.
 - Group-based virtual project-based internship – This involves a third-party agency that source projects from companies and the Institute group students into teams to work on those projects virtually.
 - Individual virtual workplace-based internship – This involves a third-party provider that individually places students to companies to undertake tasks virtually in a way similar to other employees in the same workplace.
 - WIL Projects - Work-related projects that are designed for or with a workplace or WIL partner from a relevant industry or profession. WIL projects may be undertaken in conjunction with a partner organisation at the Institute or other sites depending on the nature of the project.
 - WIL simulated work environment – Industry input or consultation that provides a simulated environment for activities and/or assessment.
 - WIL classroom activities – WIL classroom activities that may involve industry or community partners.

Availability of WIL

- 4.7 A WIL program may be embedded in one or more units in all accredited courses. First year units will not have a WIL experience.
- 4.8 Acknowledging the diversity and range of WIL programs, individual courses may adapt approaches and practices appropriate to their field.
- 4.9 WIL activities for international students must comply with the students' visa conditions.

Integrating WIL in the Course and Unit Design and Curriculum

- 4.10 The WIL program must be a formal part of all accredited course structures and integrated as part of one or more units. The WIL program must be designed to meet the learning outcomes and assessment requirements of the related unit.
- 4.11 All WIL programs must have expected learning outcomes and assessments related to work activities.

WIL will:

- form part of a defined course of study with comprehensive constructive alignment between course and unit learning outcomes and assessment items, and the learning content covered in WIL.
- WIL assessment will form part of the overall assessment of the designated unit(s).

4.12 Units requiring WIL must be clearly identified and communicated to students. 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.
- The percentage marks or grades for WIL and assessment criteria.

4.13 The Academic Dean has the ultimate responsibility for the assessment of WIL activities and such assessment must comply with the Institute's ***Assessment Policy and Procedure***.

4.14 Students in a WIL program must be supervised by academic staff, the WIL Coordinator, for all types of WIL activities.

4.15 When in a physical workplace-based (traditional) internship, the student will be supervised by a workplace supervisor.

4.16 For individual physical workplace-based internships, 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.

4.17 For individual virtual work-based WIL tasks and group-based virtual project-based internship, the WIL Coordinator will provide periodic feedback to each student in a timely manner.

4.18 Students undertaking WIL are responsible for communicating any issues to the WIL Coordinator and seeking feedback on an ongoing basis.

Involvement of WIL Service Providers

4.19 All service and financial agreements with any external WIL service provider or agent will be approved by the President and CEO.

4.20 The ultimate responsibility of the quality and management of the WIL program remains with the Institute even if a WIL Service Provider is engaged in finding suitable Host Workplace Partners.

4.21 There will be written agreements between the Institute, WIL Service Providers, and/or Host Workplace Partners detailing mutual obligations and responsibilities of all parties.

4.22 WIL Service Providers and Host Workplace Partners are not responsible for the assessment or grading of students' work emanating from the WIL activity. The Institute's academic staff have this responsibility.

Resources for WIL Management

- 4.23 The Institute will be responsible for providing all resources to support WIL activities for:
- academic workload allocations.
 - professional development costs.
 - incidental expenses related to WIL.

Compliance With Legislation

- 4.24 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.

Risk Management

- 4.25 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.
- 4.26 The Institute will ensure that there are appropriate insurance arrangements in place to cover students involved in WIL programs.
- 4.27 All conflicts of interest must be declared and managed.

Reasonable Adjustment

- 4.28 The Institute's *Diversity and Equity Policy and Procedure* sets out the Institute's process for 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.

Students at Risk

- 4.29 The *Academic Progress Policy and Procedure* sets out how the Institute identifies and manages Students 'at risk' of unsatisfactory course progress.

Moderation of WIL Assessment

- 4.30 WIL assessment tasks will be moderated as set out in the *Assessment Moderation Policy and Procedure*.

WIL records

- 4.31 The Institute will create and maintain WIL records as set out in the *Records Management Policy and Procedure*.

Monitoring and Reporting

- 4.32 WIL units are required to be endorsed by the Institute's Education Committee and approved by the Academic Board as set out in the *Course and Unit Development, Approval and Review Policy and Procedure*.
- 4.33 At the conclusion of each assessment period, the Academic Dean submits a report to the Academic Board that:
- provides student cohort analysis including the results of all students for the trimester including students completing WIL units.
 - provides student feedback including in respect to WIL units
- 4.34 The Education Committee will provide advice on any changes to WIL units and assessments and report this to the Academic Board.

5. QUALITY ASSURANCE

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

- 5.1 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.
- 5.2 externally reviewed as part of any independent review against the HES Threshold Standards as approved by the Governing Board.
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

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

7. ACKNOWLEDGEMENT

This policy was developed with reference to the following :

- CQ University, Work Integrated Learning Policy and Procedure, 2023 ([Work-Integrated Learning Policy and Procedure \(stylelabs.cloud\)](#))
- Murdoch University, Work Integrated Learning Policy, 2020 (<https://murdoch.navexone.com/content/dotNet/documents/?docid=2685&public=true>)
- University of Canberra, Work Integrated Learning Policy, 2020 ([University Policy Library - University of Canberra](#))
- University of Sunshine Coast, Work Integrated Learning – Academic Policy, 2021 ([Work Integrated Learning - Academic Policy | UniSC | University of the Sunshine Coast, Queensland](#))

[Australia \(usc.edu.au\)](http://usc.edu.au)

- TEQSA, Guidance note: Work-integrated learning, Version 2.0, 2022 ([Guidance note: Work-integrated learning | Tertiary Education Quality and Standards Agency \(teqsa.gov.au\)](https://www.teqsa.gov.au/guidance-note-work-integrated-learning))

8. VERSION CONTROL

Version	Date approved	Description	Approved by:
1.0	August 2018	Initial issue	AB
1.1	October 2020	Internal review	AB
2.0	June 2021	Revised following feedback from TEQSA review	AB
3.0	July 2023	Minor edits to Position titles Definition of types of WIL	AB
3.1	September 2023	Minor edits to policy to align to other policies, updated benchmarking Review of Types of WIL ie. integrate students' classroom learning	AB
Related legislation/ regulation/standard	Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth) (Higher Education Standards) 1.4 (Learning Outcomes and Assessment) 3.1 (Course Design) 5.4.1 (Work Integrated Learning)		

Note: AB = Academic Board