

WORK INTEGRATED LEARNING PROCEDURE

Approving authority	Executive Management Team
Purpose	This procedure provides the framework to support and incorporate work integrated learning in all courses at the Institute
Responsible Officer	Academic Dean
Next scheduled review	August 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	<ul style="list-style-type: none"> Work Integrated Learning Policy Academic Appeals Policy and Procedure Academic Integrity Policy and Procedure Academic Progress Policy and Procedure Assessment Policy and Procedure Assessment Moderation 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 procedure applies to all students, staff, industry partners, host professional and community organisations involved in WIL for the Institute.

The WIL Procedure 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. PROCEDURE

Selection of Host Workplace Partners

- 4.1 This procedure for the selection of Host Workplace Partners applies to all forms of WIL outlined in the policy.
- 4.2 The WIL Coordinator should arrange for a physical or virtual site visit to the potential Host Workplace Partner to assess the suitability of the Host Workplace Partner for the proposed WIL activity.
- 4.3 A Host Workplace Partner should have documented policies and procedures for meeting their legislative obligations including those regarding health, safety, sexual harassment, bullying and non-discrimination and formalised orientation activities for new staff members.

- 4.4 Before a formal arrangement is established with a Host Workplace Partner, the WIL Coordinator will meet with the Host Workplace Partner and for physical placements, visit the site of the proposed activity for individual physical workplace-based internships to ensure that the expectations and responsibilities of each party are clearly identified and agreed upon.
- all risks associated with the proposed placement are identified and minimised.
 - the Host Workplace Partner is able to provide the student with an experience that is in keeping with the learning outcomes of the placement course.
- 4.5 The WIL Coordinator may decide not to conduct a site visit if satisfied that the Host Workplace Partner has appropriate policies and procedures relating to occupational health and safety, risk mitigation and formalised orientation activities for new staff members. Or, if a site visit is not practicable, then such options as a visit by a third party, references, or evidence of undertaking placement activities with other institutions should be used. For group-based virtual project-based internships, group-based virtual project-based internships and other classroom activities and assessments, the WIL Coordinator will liaise with the WIL Service Provider to establish that Host Workplace Partners meet the requirements of this procedure. The WIL Coordinator may arrange for a site visit to the Host Workplace Partner if deemed necessary. The WIL Coordinator's discussions with the WIL Service Provider or Host Workplace Partner (as applicable) should cover such topics as: risk assessment, covering both general hazards and those specific to the placement:
- locations
 - duration of the activity
 - expectations of student performance
 - number of students that can be accommodated
 - assumed level of knowledge of the students
 - costs/fees (if any)
 - student induction activities
 - supervision arrangement
 - insurance
 - intellectual property
 - supervisor training
 - specific technical requirements
 - liaison person
 - dispute resolution processes
 - students with a disability and reasonable adjustments.

Workplace Health and Safety Risk Assessment

- 4.8 Following completion of the site visit (or equivalent), the details of the proposed physical or placement and a workplace health and safety risk assessment is recorded by the WIL Coordinator. This assessment should occur in advance of the actual physical placement of students.

Internship Memorandum of Understanding

- 4.9 If the assessment determines the Host Workplace Partner is suitable and appropriate, the WIL Coordinator arranges for the relationship to be formalised through an Internship Memorandum of

Understanding (refer **Appendix 1**).

- 4.10 The Internship Memorandum of Understanding or equivalent document is the responsibility of the WIL Coordinator. If one of the standard templates is being used, then the Academic Dean can sign on behalf of the Institute. An appropriate industry/professional representative with the required delegated authority must sign on behalf of the Host Workplace Partner.

Student Placement Agreement

- 4.11 The Student Placement Agreement must be signed by the student before the commencement of the placement (whether that be for a physical placement or for a virtual WIL activity). (**Refer Appendix 2**). The agreement must include:
- the personal details of the student (including emergency contact, if required).
 - course and unit details.
 - details of the form of WIL being undertaken (refer 3.1)
 - details of the dates, contact persons and times if available.
 - insurance, risk assessment and student disclosure statement (if required).
 - travel management plan (if required).
 - other information as determined by the discipline.

Allocation/Reallocation of Students to Host Workplace Partners

- 4.12 Physical and virtual placements should be transparent, fair and reasonable.
- 4.13 The WIL Coordinator must provide a timely process for a student to request a reallocation on the grounds of exceptional circumstances or reasonable adjustment.
- 4.14 Where the student remains dissatisfied with the allocation, they may seek a review of the placement decision, in accordance with the *Student Grievances and Appeals Policy and Procedure*.

Supervision

- 4.15 Pre-Placement:
- The WIL Coordinator will check that all students have completed the pre-requisite units prior to the commencement of a WIL unit.
 - Student placements will be assigned by the WIL Coordinator.
- 4.16 The WIL Coordinator will assist students with the following:
- WIL program orientation.
 - resume preparation.
 - interview workshop.
 - details of the WIL activity and/or assessments
 - health and safety issues, including procedures if an accident or injury occurs on placement (if applicable)
 - insurance cover (if applicable).

4.17 Any student who has doubts about their readiness for the placement should discuss the situation with the WIL Coordinator.

Delivery During the Placement

4.18 The WIL Coordinator will oversee students during the interview and placement processes and will be available for students to contact during the placement.

4.19 The WIL Coordinator monitors the continuing viability of the placement. The frequency and mode of the monitoring should be appropriate for the discipline and the particular form of WIL placement. In some instances, this involves a visit to the placement site when a student is undertaking a physical placement, while in other instances contact with the Host Workplace Partner and student by email, telephone or videoconference is appropriate.

4.20 Monitoring for virtual WIL activities will be overseen by the WIL Coordinator.

4.21 The WIL Coordinator will oversee the alignment between the placement and learning outcomes of the program/course outline and monitoring and assessment of student progress. The WIL Coordinator has responsibility for discussing any concerns about this alignment with the Academic Dean at the earliest opportunity.

4.22 The WIL Coordinator will provide academic counselling and advice to students undertaking the placement.

4.23 A formal communication plan will be developed, and it will be stored in an appropriate records management system.

Issue Resolution

4.24 If a concern is raised by any of the parties involved during a physical placement or virtual WIL activity, the following process should be followed:

- in the first instance, the issue should be discussed and documented by the parties involved to determine a resolution.
- if the matter is not resolved, the WIL Coordinator meets with the parties to discuss the issue.
- if the matter is still not resolved, it should be referred to the Academic Dean for further action.

Assessment

- 4.25 The Academic Dean or delegate ensures that the design of WIL units and/or activities aligns with and can be assessed for the expected learning outcomes and/or assessment strategy of the unit and course. The design of WIL units will comply with the *Course and Unit Development, Approval and Review Policy and Procedure*.
- 4.26 The Academic Dean or delegate ensures that the assessment of WIL activities is compliant with the Institute's *Assessment Policy and Procedure*.
- 4.27 The assessment will be dependent upon the type of WIL activity being assessed but will be a combination of all or any of progressive achievement, reflective journal reports, business proposal, task report and/or final report and any performance evaluation report by the Host Workplace Partner.
- 4.28 The Academic Dean or delegate ensures that the assessment of a WIL unit is specified in the relevant Unit Outline, and clearly communicated to students.
- 4.29 The Unit Convenor of a WIL unit ensures students have an opportunity to debrief, reflect on, and integrate the WIL learning experience; and complete WIL-related assessment requirements and retain in accordance with Institute's records management and assessment policies and professional body requirements (where required).

Intellectual Property

- 4.30 In placements where a student is required to create new and original intellectual property, such as copyrightable works or subject matter, and the Host Workplace Partner wishes to have ownership of that intellectual property, before the commencement of the placement, the student can be asked to sign an agreement in which the student gives permission for the Host Workplace Partner to use their developed intellectual property.
- 4.31 The student will be fully apprised of the implications of the proposed terms and conditions of the agreement and be advised to seek and obtain independent legal advice before agreeing.

Insurance

- 4.32 The Institute's Student Personal Accident, Public Liability and Professional Indemnity Insurance identifies five conditions for indemnifying persons on a placement as for individual physical workplace-based (traditional) internship:
- the person must be a student who is currently enrolling with the Institute.
 - a risk assessment has been undertaken and mitigation established.
 - the student has informed the Institute of any disabilities, health conditions, illness or other factor that is likely to impact on the student's ability to fulfil the requirements of the placement.
 - the placement must be authorized by the Institute.
 - the student must not be a paid employee of the Host Workplace Partner.

Students at Risk

- 4.33 Where students at risk are identified through the assessment process, the *Academic Progress Policy and Procedure* will be followed by Academic staff.

Course review and moderation of Assessment

- 4.34 The Academic Dean will collect information for use in the Institute's reporting, moderation, unit and course review processes including:
- monitor the quality of WIL assessment in units and courses by reviewing survey and feedback data collected from students and peers.
 - identify WIL units in which the assessment outcomes are unsatisfactory and provide advice on actions to improve outcomes.
- 4.35 WIL assessments will be moderated as set out in the *Assessment Moderation Policy and Procedure*.
- 4.36 WIL units will be reviewed as set out in the *Course and Unit Development, Approval and Review Policy and Procedure*.

WIL records

- 4.37 Academic staff must ensure records are created and retained as set out in the *Records Management Policy and Procedure*.

Monitoring and Reporting

- 4.38 At the conclusion of each assessment period, the Academic team undertake student cohort analysis including for WIL units.
- 4.39 The Academic Dean will review and compile a report for the Education Committee and 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
- 4.40 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 procedure is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be:

- 5.1 internally approved by the Executive Management Team on development or review.

- 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 procedure is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENT

This procedure 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 \(usc.edu.au\)](#))
- TEQSA, Guidance note: Work-integrated learning, Version 2.0, 2022

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	July 2018	Initial issue	EMT
1.1	October 2020	Internal Review for Postgraduate	EMT
2.0	June 2021	Revised following feedback from TEQSA review	EMT
3.0	July 2023	Internal review	EMT
3.1	August 2023	Minor edits to policy to align to other policies, updated benchmarking	EMT
Related legislation/ regulation/standard	Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth) (Higher Education Standards)		

Note: EMT = Executive Management team

Appendix 1: Internship Memorandum of Understanding

(Note: This Internship Memorandum of Understanding only applies to Supervised workplace experience in partner facilities, it does not apply to virtual project-based internships)

Host Workplace Partner (Business Name): Click or tap here to enter text.

Click or tap here to enter text.

Tel: Click or tap here to enter text.

Email: Click or tap here to enter text.

(ABN): Click or tap here to enter text. agrees to provide the following workplace learning experiences/ activities for who is (are) enrolled with the Ozford Institute of Higher Education Pty., Ltd. ACB 165 694 351 trading as Ozford Institute of Higher Education CRICOS Provider Number 043429B (hereinafter called the “the Institute”). This Work Integrated Learning is part of the scheduled learning and assessment program of the Institute and is undertaken within in the structured program of study under the direction and supervision of the Institute.

Scope and definition of Workplace Learning Experiences

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 Ozford as necessary to achieving learning outcomes and assessment requirements of the course.

The Tertiary Education Quality and Standard Agency (TEQSA) supports WIL experiences.

Positive WIL experiences can enable a provider to build and grow relationships with industry or community organisations to inform and enhance approaches to teaching and learning. Importantly, positive WIL experiences ensure that students have educationally sound opportunities to further develop and demonstrate their learning and build their professional networks. Developing good practice in WIL is a dynamic field of educational research and practice. TEQSA recognises this dynamism as a strength and will support innovative approaches to WIL, providing that they safeguard the quality of the student experience and meet the applicable requirements under the HES Framework and other applicable laws.

WIL at the Institute can take various forms broadly grouped into the following types: individual physical workplace-based (traditional) internship, group-based virtual project-based internship and individual virtual workplace-based internship.

This MOU covers individual physical workplace-based (traditional) internship in Ozford Institute of Higher Education courses.

Course (s)

The agreement relates to the units of study **WIL3500 Internship** or **WIL6991 Business Internship**.

Course	Enter or attach relevant course details
WIL3500 Internship	Click or tap here to enter text.
WIL6991 Business Internship.	Click or tap here to enter text.

Ozford Institute of Higher Education

The Institute agrees to support students prior to, during and after placement for the duration of the course:

- 3.1 To ensure the tasks and activities which are proposed to be undertaken in the workplace by the Student are relevant, appropriate and consistent with the learning outcomes of the units which describe or include WIL activities.\
- 3.2 To use best endeavours to ensure there are opportunities for the Student to meet the learning objectives of the WIL activity.
- 3.3 To monitor and assess the Student's progress and provide constructive and supportive feedback to the Student.
- 3.4 To liaise with the workplace supervisor at the partner workplace to monitor the *Work Integrated Learning* and assist with resolving any issues relating to training and assessment
- 3.5 To act promptly to address any concerns about the safety and suitability of the workplace and well-being of the Student.

The Student

The Student agrees:

- 4.1 To undertake all scheduled learning activities with Ozford Institute of Higher Education.
- 4.2 To attend all scheduled work-based briefing and induction sessions that are scheduled with the host workplace partner.
- 4.3 To respond to feedback from the Institute and the workplace.
- 4.4 To liaise with the Institute and the workplace in respect to any issues relating to teaching and learning training and assessment.

Host Workplace Partner

The Host Workplace Partner agrees:

- 5.1 To negotiate work shifts and areas of work directly with the students.
- 5.2 To provide a safe workplace for the students.
- 5.3 To consider and take into account the competency, maturity and physical capabilities of the students(s) in relation to all activities they will undertake. The students' program of activities will be planned and carried out with these considerations in mind.
- 5.4 To ensure that required planning, induction, supervision and safe systems of work are provided for the students to maintain a safe and healthy *Work Integrated Learning* arrangement at all times.
- 5.5 Under occupational health and safety legislation and standards relevant to the conduct of our undertaking will comply with these laws and standards with respect to the students as if the students were an employee.
- 5.6 To provide appropriate information, training, instruction and supervision to the students in respect of occupational health and safety
- 5.7 To identify all hazards relevant to the conduct of our undertaking and assess and control all related risks. If all related risks are not controlled, the venue will inform the Institute of this fact prior to the *Work Integrated Learning* commencing.\
- 5.8 To provide the students meaningful and diverse work experience.
- 5.9 To develop in the students an appreciation of continuous improvement.
- 5.10 To provide the necessary supervision of students during the workplace learning placement.

- 5.11 To inform the Institute of any breaches of rules, regulations, policies, procedures or by-laws of the Host Workplace Partner in sufficient time to enable the Institute to take appropriate action.
- 5.12 To ensure that the *Work Integrated Learning* is undertaken in a non-discriminatory and harassment free environment.
- 5.13 To ensure that the *Work Integrated Learning* is not used as a substitute for the employment of employees or the engagement of contractors.
- 5.14 Where the Institute has disclosed any necessary health information in relation to the Students the confidentiality of that health information will be maintained and only disclosed to another party if treatment is required for a known medical condition or in the case of a medical emergency.
- 5.15 To allow planned visits to the students from the placement provider and WIL Coordinator while on placement. To contact the Institute in the case of emergency or if a student does not attend the work placement with or without notice to the Host Workplace Partner.

Work Cover insurance eligibility

The Institute has specific accident insurance that covers students in all locations of the Institute including those students undertaking work placement.

Workplace details

Type of industry/Primary activity at workplace:	Click or tap here to enter text.																								
Student's work location address:	Click or tap here to enter text.																								
Workplace contact person:	Click or tap here to enter text.																								
Work Hours:	<p>Enter hours each week</p> <table border="1"> <thead> <tr> <th></th> <th>IN</th> <th>OUT</th> <th>Total Hrs</th> </tr> </thead> <tbody> <tr> <td>Monday:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tuesday:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wednesday:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thursday:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Friday:</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		IN	OUT	Total Hrs	Monday:				Tuesday:				Wednesday:				Thursday:				Friday:			
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Total Hours:	Click or tap here to enter text.																								
Signed by the Student:	Click or tap here to enter text.																								
Printed Name:	Click or tap here to enter text.																								
Student ID Number:	Click or tap here to enter text.																								
Date:	Click or tap to enter a date.																								
Signed on behalf of the Host Workplace Partner:	Click or tap here to enter text.																								
Printed Name:	Click or tap here to enter text.																								
Title:	Click or tap here to enter text.																								
Date:	Click or tap to enter a date.																								
Signed by Ozford Institute of Higher Education:	Click or tap here to enter text.																								
Printed Name:	Click or tap here to enter text.																								
Title:	Click or tap here to enter text.																								
Date:	Click or tap to enter a date.																								

Student Details

Student First Name	Click or tap here to enter text.
Student Family Name	Click or tap here to enter text.
Date of Birth	Click or tap to enter a date.
Telephone Number (Home)	Click or tap here to enter text.
Telephone Number (Mobile)	Click or tap here to enter text.

(IN CASE OF AN EMERGENCY, THE WORLPLACE PARTNER SHOULD CONTACT THE STUDENT'S PARENT OR GUARDIAN AND THE WIL COORDINATOR)

Name (Parent/Guardian)	Click or tap here to enter text.
Address	Click or tap here to enter text.
Telephone Number (Home)	Click or tap to enter a date.
Telephone Number (Mobile)	Click or tap here to enter text.
Emergency Contact Name	Click or tap here to enter text.
Telephone Number (Home)	Click or tap here to enter text.
Telephone Number (Mobile)	Click or tap here to enter text.

PRIVACY INFORMATION: The information provided on this form is for the administration of work-based learning Arrangements only and is not to be used for any other purpose. Health information will be provided if the Student has a medical condition or requires medication that may be relevant to their placement. This information must be kept confidential.

Appendix 2: STUDENT PLACEMENT AGREEMENT

Course/Unit Details	Click or tap here to enter text.
Period of Agreement	<i>From</i> Click or tap to enter a date. <i>To</i> Click or tap to enter a date.
Student First Name	Click or tap here to enter text.
Student Family Name	Click or tap here to enter text.
Student ID Number	Click or tap here to enter text.
Date of Birth	Click or tap to enter a date.
Residential Address	Click or tap here to enter text.
Postal Address (if different)	Click or tap here to enter text.
Telephone Number (Home)	Click or tap here to enter text.
Telephone Number (Mobile)	Click or tap here to enter text.
Email Address	Click or tap here to enter text.

Emergency Contact Name	Click or tap here to enter text.
Telephone Number (Home)	Click or tap here to enter text.
Telephone Number (Mobile)	Click or tap here to enter text.

LEARNING REQUIREMENTS

I have read and am familiar with the learning requirements of this unit and of the placement:

Yes No

MEETING STUDENT REQUIREMENTS

I have discussed with the WIL Coordinator about any special assistance that I might need to undertake the placement and I am satisfied that the necessary steps have been taken to address these:

Yes No Not Applicable

CONFIDENTIALITY STATEMENT

In relation to my placement, I agree to:

- maintain strict confidentiality of information, including clients, staff and workplace procedures.
- ensure the anonymity of clients when writing up notes or any other documentation produced as part of my Work Integrated Learning Placement.
- sign a specific Confidentiality Agreement if required by the Work Placement Provider

STUDENT DECLARATION

I have read the WIL Unit information in the Handbook and any additional information provided by the Organisational Unit, and I am aware of the requirements of the Work Integrated Learning Placement. I consent to share any information from this form, any previous placements and academic progress being used in discussions with potential Work Placement Providers. I agree to advise the WIL Coordinator of any change to my circumstances which are likely to impact upon my placement throughout the period of my study. I have truthfully completed all details relating to my placement requirements.

SIGNED by: Click or tap here to enter text.

(Signature of Student)

.....

.....

Date: Click or tap to enter a date.

STUDENT-STAFF AGREEMENT

THIS AGREEMENT is made on this date: Click or tap to enter a date.

BETWEEN OZFORD INSTITUTE OF HIGHER EDUCATION and

Print student name: Click or tap here to enter text.

Student ID Number: Click or tap here to enter text.

SIGNED for and on behalf of OZFORD INSTITUTE OF HIGHER EDUCATION

Signature of Staff Person: Click or tap here to enter text.

Position: Click or tap here to enter text.

Appendix 3: Workplace Health and Safety Risk Assessment Report

WIL COORDINATOR CHECKLIST

REGARDING criteria that the OIHE WIL coordinator needs to consider in the process of determining the suitability or risk of a Host Workplace Partner for the purposes of Work Integrated Learning Placement

These are to ensure that:

- the Host Workplace Partner is able to provide the students meaningful and diverse work experience relevant to their studies.
- the students will be able to undertake placement in a safe environment.
- all parties are aware of their rights and responsibilities regarding Occupational Health and Safety issues.

Prior to or at the initial visit by the WIL Coordinator, prospective Host Workplace Partners will be provided with the information about the WIL unit, a copy of the Student Placement Agreement and the Internship Memorandum of Understanding.

WORKPLACE DETAILS	
Name of Host Workplace Partner:	Click or tap here to enter text.
Address of Host Workplace Partner	Click or tap here to enter text.
Contact person:	Click or tap here to enter text.
Contact phone numbers:	Click or tap here to enter text.

Check Box	CRITERIA	COMMENTS
<input type="checkbox"/>	The Host Workplace Partner has an ABN.	
<input type="checkbox"/>	The Host Workplace Partner provides a range of relevant business services consistent with the purpose of the students' course.	
<input type="checkbox"/>	The Host Workplace Partner has a possible supervisor with appropriate professional and/or academic background and experience.	
<input checked="" type="checkbox"/>	The Host Workplace Partner has adequate equipped facilities or provision for remote work.	
<input type="checkbox"/>	The Host Workplace Partner is able to provide the students meaningful and diverse work experience.	
<input type="checkbox"/>	The Host Workplace Partner is prepared to support the students in an agreed WIL project related to the Host Workplace Partner's operations.	

Check Box	CRITERA	COMMENTS
<input type="checkbox"/>	The Host Workplace Partner has appropriate policies and procedures relating to occupational health and safety, risk mitigation and formalised orientation activities for new staff members.	
<input type="checkbox"/>	The Host Workplace Partner received the information about the WIL unit and other OIHE information.	
<input type="checkbox"/>	The Host Workplace Partner is prepared to enter into agreements signed by the Host Workplace Partner, OIHE and the students.	
<input type="checkbox"/>	The Host Workplace Partner is prepared for planned visits to the students from OIHE while on placement.	
<input type="checkbox"/>	The Host Workplace Partner is aware of OIHE's emergency contact details.	
<input type="checkbox"/>	The Host Workplace Partner is aware of their responsibilities and obligations to ensure the safety of the students while undertaking the placement.	
<input type="checkbox"/>	The Host Workplace Partner is aware of and familiar with the procedures to undertake in the event of an injury occurring during the placement.	
<input type="checkbox"/>	The Host Workplace Partner is aware of and familiar with the procedures to undertake in the event of an insurance claim being lodged.	
<input type="checkbox"/>	The Host Workplace Partner is aware of the purpose and intent of the WIL unit.	
<input type="checkbox"/>	The Host Workplace Partner is prepared to complete a performance evaluation report on the student at the end of the WIL period.	

WIL Coordinator name:	Click or tap here to enter text.
Signature:	Click or tap here to enter text.
Date:	Click or tap here to enter text.