

Work Integrated Learning (WIL) Policy and Procedures

Purpose

This Policy outlines the principles, responsibilities, and procedures for Work Integrated Learning (WIL) within units and courses at the Central Institute of Technology and Innovation (the Institute).

Scope

This Policy applies to all WIL experiences in Institute courses. This Policy applies to all staff of the Institute and third-party providers involved in the design, delivery, and supervision of WIL.

Related Documents

This policy should be read in conjunction with the following Institute documents:

- Code of Conduct Policy and Procedures
- Student Code of Conduct
- Assessment Policy and Procedures
- Student Grievances, Complaints, and Appeals Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

Definitions

For the purpose of this Policy, the following definitions apply:



Term	Definition
Staff Member	A staff member is any person who is an employee of the Institute. This includes full-time, part-time, sessional, and casual staff.
Student	A student is any person enrolled as a student of the Institute. This includes enrolment in all modes of study and at all locations.
Work Integrated Learning	<p>In the context of the Higher Education Standards Framework (Threshold Standards) 2021 (HES Framework), work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements. WIL can be undertaken as part of coursework or research training.</p> <p>WIL activities may include:</p> <ul style="list-style-type: none">- Professional workplace placements (also known as internships, clinical placements, fieldwork, practicums) whether local, interstate, or international.- Online or virtual WIL (e.g., telehealth) with real clients or industry input- Course work units that simulate the workplace.- Industry-partnered projects in the classroom (e.g., hackathons, incubators/start-ups) that involve industry, community or professional partners a simulated work

Term	Definition
	<p>environment with industry input, consultation or assessment, or</p> <ul style="list-style-type: none"> - Activities in other contexts involving industry or community partners. <p>The nature and scope of WIL may vary in purpose (with a focus on technical skill acquisition, professionalism, professional responsibility, identity and values, enculturation to professional roles etc.), duration (short-term to long-term, part-time or full-time), timing in the curriculum (in the first, middle or final years), extent of supervision and tasks and responsibility given to students, as well as the extent of integration of the student learning with the activities of the workplace or with the remainder of the student's coursework.</p>
Industry-based Learning	<p>Industry-based learning (IBL) is when undergraduate and postgraduate students undertake a placement in an industry relevant to their studies.</p>
Capstone Unit	<p>Information Technology Capstone Units are generally project-based units, where students work either individually or in groups to engage with an industry focused project which provides an opportunity for students to carry out a defined piece research or design.</p>
Fitness to Practice	<p>Fitness to Practice means professional competence, acceptable professional behaviour, freedom from impairment, and</p>

Term	Definition
	compliance with course specific requirements needed for a student to practice properly and safely throughout their WIL experience.

Policy Principles

The guiding principles for this Policy involve:

1. WIL refers to a range of practical experiences designed to give students valuable exposure to work-related activities relevant to their course of study.
2. WIL is designed to enable students to make meaningful connections between content learned in units of study and the workplace and to make connections between workplace experiences and units of study.
3. WIL is designed to maximise opportunities for students to apply their academic learning to 'real world' contexts thereby enhancing and/or ensuring work-readiness and employability through purposeful engagement and partnership with relevant employers, industry, and the professions.
4. WIL is designed to facilitate the development of students' reflective practice. This includes the development of their sense of purpose, insight, competence, and agency in relation to their chosen career path and career aspirations.
5. Elements of WIL are integrated into targeted units within a course.

Policy Statement

1. Targeted WIL Units of Study

The Innovation Hubs and Capstone Units are targeted WIL Units of Study. These units will comprise elements of WIL.



2. Types of WIL Activities

Targeted units, must include one of the following WIL elements:

- 2.1 **Project.** A WIL project is an activity designed with and for industry/community with authentic engagement.
- 2.2 **Fieldwork.** WIL Fieldwork is a learning activity that occurs off campus. This may include excursions.
- 2.3 **Simulation.** A WIL simulation includes both simulated and virtual experiences wherein a student where a student experiences all of the attributes of a placement or workplace task in a provider setting.
- 2.4 **Industry-based placement.** A WIL industry-based placement is where a student is placed within a workplace for any period of time.

3. Integration of WIL into a Course

- 3.1 A WIL activity in a targeted unit must be:
 - 3.1.1 Undertaken within the specified unit of study within a specified academic study period as part of a student's course of study.
 - 3.1.2 Constructively aligned to the learning outcomes of a course or unit and the methods of assessment.
 - 3.1.3 Designed and implemented to promote mutually beneficial exchange between students, partner organisations (if applicable), and the Institute including mitigation of associated risk.
 - 3.1.4 Designed to meet the specific professional accreditation, discipline, and student support requirements including those contained within relevant legislation and standards.
 - 3.1.5 Quality assured including industry and partner feedback and assurance of the quality of supervision of student experiences.



4. WIL Partners and Providers

- 4.1 On campus and/or external WIL experiences will be subject to due diligence assessment of potential WIL partners and/or organisations to ensure the quality of the WIL experience and compliance with all relevant legislative obligations as well as the Institute's policies and procedures.
- 4.2 On campus and/or external facilities where WIL experiences are undertaken must be fit for their educational purposes and able to accommodate the numbers and activities of the students and staff who use them.
- 4.3 Monitoring and evaluation of WIL partners and/or organisations will be completed as part of the overall quality assurance of WIL experiences, including provision of opportunities for partners to provide feedback to the Institute.
- 4.4 The Institute may engage third party providers to support the delivery of high-quality WIL experiences and those providers must comply with relevant legislative obligations as well as the Institute's policies and procedures.
- 4.5 Third party providers will be subject to monitoring and evaluation processes as part of the obligations and overall agreement with the Institute.
- 4.6 In circumstances where the WIL partner has not fulfilled obligations related to the WIL experience and/or met the Institute's required quality standards, the institute may terminate the WIL experience by advising the WIL partner in writing.

5. Industry-Based Placements

The Institute does not currently offer industry-based placements.

6. Insurance for WIL

For approved WIL experiences students, will be covered by the Institute's insurance. The Institute will not insure students that participate in internships or placements that are not an approved component of a course.



7. Accessibility and Support for WIL

- 7.1 Students will be required to meet inherent requirements that are associated with WIL units and WIL experiences.
- 7.2 Students who are deemed to be vulnerable or 'at risk' will be managed by the Institute's support mechanisms.
- 7.3 The Institute will consider reasonable adjustments to ensure equitable access to WIL experiences for students in line with the Reasonable Adjustment Policy and Procedure.
- 7.4 The Institute will ensure equitable access to WIL experiences for all International students. For onshore international students WIL experiences must comply with the student's visa conditions.

8. Recognition of Prior Learning (RPL)

Eligibility for WIL RPL will be assessed in accordance with the Recognition of Prior Learning, Advanced Standing, and Credit Transfer Policy and Procedures.

Procedures

The following procedures apply to WIL units.

1. Design, approval, monitoring, and review of WIL units

- 1.1 WIL units will be approved by the Academic Board in accordance with Course and Unit Review Policy and Procedures and Course Design and Development Policy and Procedures.
- 1.2 Course design, review, and accreditation processes will incorporate consideration of WIL units and experiences in line with the Learning and Teaching Plan 2024 – 2030 to



ensure that WIL experiences and outcomes across student cohorts are in alignment with the Plan. Consideration should be given to:

- 1.2.1 Appropriate student preparation, supervision, monitoring, and feedback before, during, and after the WIL experience.
- 1.2.2 The learning environment, whether physical, virtual or blended, and associated learning activities support academic interactions among students outside of formal teaching.
- 1.2.3 Ethical practice including the requirements of the Fair Work Act 2009.
- 1.2.4 Relevant health and safety legislation and Institute policies.
- 1.2.5 Mitigation of potential risks and safety hazards.
- 1.2.6 Conflict of interest.
- 1.2.7 Intellectual property rights
- 1.2.8 Confidentiality and privacy
- 1.2.9 Data security
- 1.2.10 The overall ability to safeguard the quality and equivalence of the student experience.

2. Assessing WIL Activities

Assessment of WIL activities should be aligned with unit and course learning outcomes and should fit for purpose.

- 2.1 WIL assessment should be linked to the assessment of professional industry standards where relevant.
- 2.2 WIL assessment, where practicable, should be assessed as satisfactory or unsatisfactory.
- 2.3 WIL assessment should contain, where practicable, elements of reflection.
- 2.4 WIL activities should be designed to enable the assessment of:
 - 2.4.1 The development of work-relevant skills and knowledge

2.4.2 The development of resilience and self-awareness

2.4.3 The integration of theory with the practice of work

3. Student Conduct and Performance related to WIL

- 3.1 While undertaking WIL, students will be required to observe the Student Code of Conduct at all times.
- 3.2 If participating in an industry-based experience, students must comply with workplace standards of professional behaviour and partner policies and procedures.
- 3.3 Students must maintain satisfactory attendance and/or participation in WIL experiences and must complete all components of the WIL experience as specified in the unit outline.
- 3.4 Where a student's conduct or performance during a WIL experience is unsatisfactory or at risk of not meeting expectations, the relevant academic staff member will review the matter in accordance with the course and unit requirements and may seek advice from the Academic Head.
- 3.5 Misconduct or concerning behaviours reported during the WIL experience will be managed in accordance with the Student Code of Conduct and reporting processes including the student's right to appeal.

4. Roles and Responsibilities

- 4.1 **The Institute:** The Institute is responsible for developing, implementing, and maintaining policies, processes and systems that promote a high quality, safe, and regulatory compliant WIL experience for students and partner. The Institute is responsible for taking effective steps to monitor and support the wellbeing and safety of students engaged in WIL experiences. The Institute is responsible for providing appropriate resourcing, staffing, and academic oversight for the delivery of WIL experiences throughout units and courses. The Institute is responsible ensuring that there are clear student complaint processes capable of resolving issues students may have with WIL aspects of their course, as well as managing critical incidents should

they eventuate. The Institute is responsible for reporting to external agencies and accrediting bodies about WIL experiences as required.

- 4.2 **Academic Board:** The Academic Board is responsible for the delivery of quality WIL experiences in course and for monitoring the outcomes across student cohorts, of units that incorporate WIL experiences.
- 4.3 **Dean (Academic Head):** The Dean is responsible for allocating resources and staffing for delivery and reporting of WIL experiences in line with relevant Institute policies and procedures and the Financial Plan. The Dean is responsible for the agreements with external agencies and accrediting bodies.
- 4.4 **Students Undertaking a WIL experience:** Students are responsible for completing any preparation obligations for the WIL experience in accordance with unit and course requirements. Students are responsible for meeting the expectations of professional behaviour. Students are responsible for observance of reasonable directions from the WIL partner and/or organisation. Students are responsible for maintaining satisfactory performance and progression during the WIL experience. Students are responsible for contacting the Institute promptly should an issue or incident occur during the WIL experience.
- 4.5 **External Partners and/or Providers:** External Partners and/or Providers are responsible for meeting the agreed outcomes of the WIL experience. External Partners and/or Providers are responsible for providing a safe workplace environment with appropriate supervision and feedback to support the student's learning through the WIL experience. External Partners and/or Providers are responsible contacting the Institute as soon as practicable should an issue or incident occur during a WIL experience.

Related Legislation

This policy should be read in conjunction with the following related documents:

- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Education Services for Overseas Students Act 2000](#)
- [Australian Qualifications Framework](#)



Change and Version Control

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