

Work Integrated Learning Policy and Procedure

1. Objective

To provide policy and procedure that expresses the responsibilities, duties and roles to all those involved with the Edvantage Institute Australia, known as EIA.

To design and align WIL activities and outcomes with specific course learning outcomes.

This policy complies with the Higher Education Standards Framework (Threshold Standards) HES 2015 in the Tertiary Education Quality and Standards Agency Act 2011 by the Commonwealth of Australia, specifically Standard 5.4.

2. Scope

The application of this procedure involves all EIA staff, students, education partners, professional business connections and the local community connected under this procedure and policy.

The application of this policy and procedure will not apply to students already provided with a paid WIL activity position and those students having undertaken either a community related service or a WIL activity connected to their chosen field of study, which falls outside the scope of this policy and will not be managed by EIA.

3. Responsibility

The Academic Director is responsible for the development and implementation of this policy and procedure.

4. Definitions

Partner: business or professional organisations that offer WIL activities for EIA students.

Work Integrated Learning (WIL): student/s to work in a real workplace environment to gain work environment skills through numerous activities including internships, short-term placements, simulated workplace activities.

WIL Provider: a partner who agrees to provide work experience within a written agreement with EIA and EIA students.

WIL Agreement: both parties must reach and comply with an agreement under the Australian laws.

WIL Mentor: a person assigned as a key role model for a student to emulate professional workplace conduct.

WIL Supervisor: a person who acts as a guide for the activities of student placement positions.

5. Requirements

5.1 EIA is committed to providing high-quality teaching, learning and employment readiness for students by implementing WIL in the course development and deliveries.

5.2 All academic staff and the Course Coordinator led by the Academic Director will provide course feedback and information to the Academic Learning Support Officer to develop student WIL curriculum through:

5.2.1 Further development of WIL curriculum will be based on interactive and innovative pedagogical strategies:

- Prioritise each student's academic chosen field of study;
- Research, discover, discern and identify key workplace duties, responsibilities and realistic expectations sourced primarily from academic theories that are focused on critical analysis and testing;
- Assign specific timeframes for students to undertake WIL activities;
- Prepare, organise and arrange suitable WIL activities based on progressive, productive and relevant needs of each student with a focus on academic relevance connected to the WIL activity;
- Analyse, assess and measure student WIL activities with academic theory linked to learning objectives and outcomes.

5.2.2 Develop beneficial and relevant WIL curriculums by:

- Establishing professional relations with both EIA education partners and academics in order to set and adhere to professional academic practices, requirements and industry knowledge;
- Create learning objectives and outcomes from core degree requirements based on critical subjects connected with the WIL activities and ensure graduate employment has on-going potential for career development;
- Align WIL activity with internship project scope with specific course learning outcomes;
- Ensure teaching will incorporate professional standards of relevant learning and appropriate assessment to incorporate student WIL activities connected to progressive stages of development, including before the WIL activity occurs, the active participation of the WIL activity and the completion of the WIL activity.

5.3 Management Policy and Procedure for Student WIL Placements:

5.3.1 It is essential to formulate and maintain good business relations throughout the Melbourne community for the aim of providing successful student WIL placements;

5.3.2 Business relationships will be based on written agreements such as a Memorandum of Understanding Agreement with EIA and the WIL activity provider. The written agreement will entail an adherence of contractual conduct and acceptance of responsibilities signed by both parties;

5.3.3 Separate management procedure for WIL placements must support, but not overrule or make void other contract agreements that do not directly relate to a Memorandum of Understanding Agreement. Policy and procedure compliance should strictly be enforced. Refer to the sample of an agreement under a separate Memorandum of Understanding Agreement.

6. Procedures and Responsibilities

6.1 If an industry-based project or a simulated workplace learning activity and assessment are incorporated in a EIA unit, the Unit Coordinator should ensure that:

- 6.1.1 the curriculum design links the knowledge and theories to contemporary industry knowledge and professional practices;
 - 6.1.2 the WIL activity is aligned with the course and unit learning objectives and outcomes;
 - 6.1.3 the WIL activity can be in the form of a short-term project, reflective journals, weekly report, analytical exercise, simulated workplace activities;
 - 6.1.4 proper assessment criteria are set up to evaluate students' academic performance and workplace practices;
 - 6.1.5 regular review of the unit curriculum, assessment tasks and learning activities are conducted to maintain the currency of knowledge and professional practices;
 - 6.1.6 seek review and approval from the Course Coordinator for any new design and ongoing developments in a WIL unit;
 - 6.1.7 effective communication is undertaken to disseminate information about a WIL unit to the students, partner and the Academic Learning Support Officer.
- 6.2 If an internship opportunity is arranged by EIA with an industry partner, a EIA Internship Agreement must be prepared to provide guidance and details:
- 6.2.1 student, partner and EIA staff accountabilities and contact information;
 - 6.2.2 internship details including commencement date, place of work, nature of work, working hours, target skill development and relevant core knowledge;
 - 6.2.3 alignment of the internship with the relevant course learning objectives and outcomes;
 - 6.2.4 the scope of the assignment including the assignment objectives, outcomes, tasks, timeline, person in charge, KPIs, and review;
 - 6.2.5 partner's obligation;
 - 6.2.6. pay, compensation and insurance;
 - 6.2.7 Post-internship review and reporting;
 - 6.2.8 termination of an internship;
 - 6.2.9 privacy and confidentiality of information, innovations, inventions and publications of business and commercial details.
- 6.3 All EIA students are responsible for:
- 6.3.1 personal conduct and performance while working on-site during WIL activities.
 - 6.3.2 Students must adhere to strict workplace inductions and on-site WIL activity attendance.
 - 6.3.3 Students are responsible for carefully reading all resources provided by EIA and are responsible for their conduct while on a WIL activity assigned to them.
 - 6.3.4 upholding workplace policies, guidelines, information confidentiality rules and intellectual property laws.
 - 6.3.5 All EIA students must adhere to the EIA Academic Integrity Policy in all work undertaken and completed during their WIL activities.
 - 6.3.6 complying with and following workplace health and safety requirements and rules.
 - 6.3.7 adhering to strict on-site attendance and completion of the WIL activity in order to fulfil all learning experiences and course or subject requirements.

6.3.8 reporting to their Unit Coordinator and the on-site supervisor (for internship) based on pre-set assessment criteria and milestones.

6.3.9 reporting Agreement breaches of any WIL activity policies and rules. All EIA students will also be held responsible for reporting other issues directly to the Unit Coordinator or the Academic Learning Support Officer.

6.4 EIA Responsibilities:

6.4.1 EIA is responsible for developing a clear assignment scope for students.

6.4.2 EIA is responsible for examining the partner's background and past work.

6.4.3 EIA is responsible for visiting the partner to meet with the staff, checking the location, the resources and ensuring all students will be provided with practical workplace needs.

6.4.5 EIA is responsible for checking the partner's policy regarding student attendance, emergency services and examining the background of the partner on behalf of the students.

6.4.6 EIA is responsible for ensuring strict confidentiality is provided with the partner and the student placement.

6.4.7 EIA is responsible for giving all students relevant dates regarding the opening and closing hours, holidays, work breaks and work hours, including any overtime work.

6.4.8 EIA is responsible for presenting appropriate and providing relevant descriptions and additional placement information specifically assigned to each student, including the particulars of the selection process.

6.4.9 EIA is responsible for providing student evaluations and feedback on placement performance and where appropriate any outstanding issues or changes that need to be addressed with future warnings if such improvements are not adhered to immediately.

6.4.10 EIA is responsible for ensuring all student evaluations and paperwork is appropriately given and signed within a set timeframe.

6.4.11 EIA is responsible for ensuring all EIA students are fully insured while undertaking a WIL activity with a partner.

6.4.12 EIA is responsible for ensuring all EIA students have more than one choice before embarking on a WIL activity, including, location, times, work tasks, etc.

6.5 Stage One: Placement Preparation

6.5.1 Delegate and assign the Unit Coordinator to be the primary person responsible for student WIL activities and continued communication liaison throughout the student WIL activity time frame.

6.5.2 Academic Learning Support Officer can assist the Unit Coordinator with communication between EIA staff, students and partners and provide additional academic learning advice and resources to support Unit Coordinators, including:

- Check the Partner policy regarding student attendance, emergency services and examine the background of the Partner on behalf of the students.
- Ensure the Academic Learning Support Officer work closely with the Unit Coordinator and Course Coordinator to gauge the ongoing needs and development of course development and WIL requirements.
- Ensure all partners maintain integrity throughout the student WIL activity. Academic Learning Support Officer is responsible for checking the workplace policy (for

internship) for the benefit of student protection and beneficial, relevant learning will be related to student work duties.

- Establish a proper communication channel and schedule, and contact points between Unit Coordinator, students and partners.
- Maintain and keep clear written communication, either email correspondence, reports or forms.

6.5.3 The Academic Learning Support Officer provides the project scope template to the Unit Coordinator.

6.5.4 The Unit Coordinator then draft the project scope that provide details about the learning objectives, expected outcomes, milestones, assessment tasks and criteria, roles and responsibilities and communication in consultation with the partner, including:

- Design relevant curriculum connection of the WIL activity.
- Develop a clear assignment scope for students in consultation with the Partner.

6.5.5 The Course Coordinator is responsible for reviewing and approving the project scope.

6.5.6 The Unit Coordinator is responsible for disseminating and communicating the information about unit-based WIL activities to students, providing student support throughout the student WIL activity, including the provision of written assessments, evaluations and reports for students.

6.5.7 The Academic Learning Support Officer and Course Coordinator are responsible for disseminating and communicating course-based WIL information (for internship) to students in an information seminar, including:

- Present appropriate and relevant description and additional placement information specifically assigned to each student, including the particulars of the selection process.

6.5.8 Students are responsible for understanding the project scope and related materials and information, and their roles and responsibilities before signing any agreement to undertake WIL activities.

6.5.9 Students must submit a hard copy of the Agreement to the Academic Learning Support Officer before commencing their WIL activity (internship).

6.5.10 Students must agree to meet all workplace requirements.

6.5.11 WIL providers (partners), the Academic Learning Support Officer and Students must read and sign each Agreement, checking for course objectives and outcomes, an appropriate policy for workplace protection, a Federal police criminal background check and a student willingness to share personal details as part of the Agreement under confidentiality guidelines and laws.

6.5.12 All students are required to undergo a Federal police background check that must be no older than 3 months before their WIL activity (if the activity is to take place at a partner's place of business, for example internship) commences.

6.5.13 After signing the Agreement, the Academic Learning Support Officer with assistance by the Unit Coordinator must provide workplace efficient communication about the WIL activity information and induction to students.

6.5.14 All students must be trained for the preparation of the WIL activity. Relevant workplace resources must be provided by Unit Coordinator and approved by Course Coordinator with

assistance by the Academic Learning Support Officer in writing for students to read, learn and revise.

6.5.15 The Unit Coordinator must consistently assign, observe, examine, record and oversee student WIL activities by:

- distributing and discussing the WIL scope, activity and assessment criteria with students and partner.
- for a placement or internship, organise a visiting schedule at the partner's workplace to observe, examine, record and oversee student performance in the presence of the WIL supervisor or mentor.
- organise a meeting schedule with the WIL supervisor and mentor to discuss ongoing developments and any changes that need to be made to the WIL activity and scope.
- organise a panel of experts with the partner for conducting the final assessment.

6.5.16 The Course Coordinator and Academic Learning Support Officer can assist the Unit Coordinator or Course Coordinator with the communication of information and provision of resources to support the WIL activity.

6.6 Stage Two: Active Workplace Participation

6.6.1 The Unit Coordinator will coordinate, liaise and manage student WIL activities by:

- Overseeing and managing the completion of each student WIL activity by giving a clear job description of tasks and conducting guidance.
- Continue to monitor, observe, assess and report on student progress both to EIA and the on-site WIL supervisor.
- Maintain the updates of each student WIL activity.
- Conduct on-site visit of students while on Partner premises or when carrying out duties on behalf of the Partner in another location as scheduled.
- Conduct student evaluations and feedback on placement performance and where appropriate any outstanding issues or changes that need to be addressed with future warnings if such improvements are not adhered to immediately in consultation with the Partner.
- Ensure all student evaluations and paperwork is appropriately given and signed within a set timeframe.
- Unit Coordinator will organise a panel of assessors which will include representatives of the Partner to gain feedback from the latter and conduct the final assessment and evaluation of students who participated in the WIL activity.
- Unit Coordinator must conduct and report evaluation and feedback for student WIL activities in writing for each student.

6.6.2 The Academic Learning Support Officer will assist the Unit Coordinator by:

- Ensuring EIA adhere to the responsibilities under the Agreement.
- Where needed, providing academic counselling and advice to students regarding WIL activities.
- Giving all students relevant dates regarding the opening and closing hours, holidays, work breaks and work hours, including any overtime work.
- Liaising with the Partner of student WIL activities.

- Visiting the Partner to meet with the staff, check the location, the resources and ensure all students will be provided with practical workplace needs.
- Ensuring strict confidentiality is provided with the Partner and the student placement.
- Assisting the Unit Coordinator with organising assessment panels and related processes.
- Resolving any breaches of student WIL activities, including resolving breaches of policies and procedures and workplace issues in consultation with the Partner, Unit Coordinators and Course Coordinators.
- Providing student assistance if WIL activity disputes arise.
- Keeping a clear timeline record of any student breaches regarding breaching policies and procedures.

6.6.3 The WIL partner is responsible for:

- updating EIA with valid corporate information, including the provision of student positions for future job opportunities;
- communicating regularly with EIA and reporting changes about personnel, hours and other relevant information;
- managing the student workplace environment, which includes a provision of relevant workplace opportunities for the learning development connected with the curriculum requirements of each student in consultation with the Unit Coordinator;
- providing an induction to the workplace will also include an introduction of the work colleagues and workplace facilities by the WIL activity supervisor or provider;
- providing an orientation meeting, which must be prepared, organised and conducted for all students to learn and understand on-site policies and procedures. The orientation will include workplace practices of health and safety under the Australian legal requirements and integrity conduct guidelines must be given by the WIL activity provider to all students;
- assigning a mentor when students undertake WIL activities. The mentor will be assigned by the WIL provider or supervisor;
- communicating and reporting with the Unit Coordinator concerning student WIL activity conduct and progress;
- providing evaluation of each student WIL activity in a written report;
- attending and participating in an assessment panel;
- being an active and integral role model for student professional development during the WIL activity.

6.7 Strict compliance throughout the WIL activity includes removing a student and failing a student if the student does not comply with the entire WIL activity attendance and rules. A student who fails will not be granted a pass or a satisfactory grade for their course or subject.

6.8 Stage Three: WIL Completion Administration

6.8.1 When students have completed a WIL activity, the Academic Learning Support Officer is responsible for continuing to maintain every student WIL activity record and report.

6.8.2 The Unit Coordinator will complete the assessments of students who have undertaken a WIL assessment and collate all results to compile the final grade.

6.8.3 When students have completed a work placement or an internship, the Unit Coordinator will complete an evaluation report for each student in consultation with the WIL supervisor and mentor.

6.8.4 The Unit Coordinator will follow the Student Assessment Policy and Procedure to process the grade and evaluation report to form part of the student's course progress.

6.8.5 Students have the right to provide feedback or complaints if any issues arise during a WIL activity by following the Student Grievance, Complaints and Appeals Policy and Procedure for Academic Matters and for Non-Academic Matters.

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