Employability Procedures – Work Integrated Learning (WIL)

1. Governing policy

The *Employability Procedures – Work Integrated Learning (WIL)* relates to the *Employability Policy*.

2. Purpose

To set out a consistent framework for the operation of Work Integrated Learning (WIL) subjects particularly matters connected to the Placement aspect of WIL subjects, which are an integral part of the employability process as outlined in the Employability Policy.

3. Scope

The scope of these procedures applies to all staff and students, student representatives, industry and community partners, and employers.

The operation of WIL subjects is seen as a shared responsibility applying to:

a. all staff through learning and teaching activities and the delivery of the student experience before, during and after WIL subjects;

b. industry and community partners through informed practice including as mentors, Placement hosts and as co-contributors to curriculum design and delivery; and

c. students and graduates through engagement with, and continued commitment to, their personal and professional development.

4. Definitions

See *Glossary of Terms*.

5. Procedures

5.1 WIL subjects

5.1.1 WIL subjects comprise a Placement and are;

a. compulsory subjects in the course curriculum;

b. monitored and directed by staff including academic supervision against defined, expected learning outcomes which integrate theory and practice and facilitate self-reflection and critical analysis;

c. formally assessed towards the award of a grade, consistent with the Institution's assessment framework;

d. regularly evaluated, consistent with policies on the review of subjects, student experience and course quality assurance;

e. delivered through adequate facilities and infrastructure to support the student's success, including supporting diversity and equity considerations;

f. supported by a WIL preparation program including workshops, on-line modules, guidelines, mentoring and mock scenarios aimed at preparing students for Placement and informing students about professional expectations and responsibilities;

g. supported by a quality assurance process to ensure industry and community partners engaged for Placements are informed of their responsibilities; and

h. supported by a Recognition of Prior Learning (RPL) process, allowing students to demonstrate achievement of the learning outcomes via a range of employability actions including those listed in the Employability Policy.

i. WIL that forms part of requirements for professional accreditation is fit for that purpose and is clearly and accurately described.

Requirements and considerations prior to a WIL subject

 5.2 Eligibility for Enrolment

5.2.1 A student demonstrates eligibility for enrolment in a WIL subject by satisfying the:

a. course progression requirements including any pre-requisite subjects;

b. requirements of the WIL Preparation Program including;

- attendance at workshops, scheduled meetings and/or completion of on-line modules that provide awareness of assessments and learning outcomes of WIL subjects, RPL eligibility and process, workplace expectations, risk mitigation strategies, available support mechanisms and consequences of poor performance;
- completion and submission of a resume;
- attendance at an interview session(s) with the student's designated Professional placement consultant;
- providing evidence of working rights and related compliance necessities such as Tax File Number, complete the online Conditions of Placement form including
- providing self-disclosure of any health or related matters and any reasonable adjustments that may be necessary to undertake the Placement.

c. requirements regarding Placement confirmation.

5.3 Placement confirmation

5.3.1 A student must have Placement confirmation to be eligible for enrolment in a WIL subject under paragraph 5.2.1c.

5.3.2 Placement confirmation is required no later than Friday of orientation week of the applicable study period (or a time otherwise agreed with the Professional Placement Consultant) and is demonstrated by;

a. completion of a professional placement confirmation form, a position description and contract, service agreement or letter of offer from an industry and community partner; and

b. approval of the Placement by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant, following quality assurance steps including;

- verification of the legitimacy of the industry and community partner such as business registration, industry licences and memberships, on-line presence, email contact, telephone contact and/or site visits;

- ensuring the industry and community partner is aware and accepting of their obligations in the delivery of the WIL subject including their acknowledgement in the relevant partner agreement which covers roles and responsibilities, monitoring of student progress and workplace insurance and health and safety obligations;
- the provision of compliance documentation as required including induction and staffing manuals, employment policies, enterprise agreements and workplace health and safety obligations;
- compliance check against unpaid work guidelines and related instruments when the Placement is an unpaid or an allowance-based arrangement; and
- ensure the Placement can reasonably satisfy the expected subject and course learning outcomes.

5.3.3 In satisfying the requirement to provide Placement confirmation, a student may otherwise propose a entrepreneurial project or professional agent/athlete appointment which;

a. is accompanied by a detailed project plan including rational, intended results, list of required work and scheduling, breakdown of roles and management of risk;

b. is to be driven independently by the student throughout the Placement period;

c. is submitted in a timely manner for approval during the WIL Preparation Program or at a time otherwise agreed with the Professional Placement Consultant; and

d. can reasonably satisfy the expected learning outcomes, as approved (with any appropriate conditions including monitoring) by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant and relevant staff.

5.3.4 Prior to Placement confirmation, a student that has accepted or declined a Placement offer (verbally or in writing); or otherwise received an outcome from any Placement interview or related recruitment activity, is required to immediately notify the Professional Placement Consultant.

5.3.5 The Professional Placement Consultant will store and maintain an up-to-date record of the Placement confirmation and associated documents.

5.3.6 Upon Placement confirmation, and otherwise demonstrating eligibility for enrolment under paragraph 5.2.1, student enrolment in the WIL subject is actioned by the Registrar's Office following request by Work Integrated Learning (WIL).

5.4 Placement assistance

5.4.1 A student receives assistance to identify and find a Placement by:

a. their engagement with the WIL Preparation Program which occurs prior to a WIL subject and includes assistance with resume preparation, interview performance, skills identification and career planning, job-search and professional networking techniques;

b. job descriptions and/or links to online role vacancies provided by the WIL placement team:

c. attend interviews with industry and community partners facilitated by and mutually agreed with the Institution; and

d. having a Professional Placement Consultant proactively engage with industry and community partners on their behalf.

5.4.2 A student will not receive assistance under paragraph 5.4.1b and 5.4.1c if they;

a. decline to apply for five roles put forward by the WIL placement team

b. do not attend interviews with industry and community partners as facilitated by and mutually agreed with the Institution; without a reasonable justification explained their professional placement consultant; or

c. have been unsuccessful in securing a Placement following completion of the three interviews facilitated by and mutually agreed with the Institution; or

d. decline an offer for a Placement resulting from an interview facilitated by and mutually agreed with the Institution; or

e. unreasonably limit availability for Placement such as not being ready to begin at the end of examinations in the previous study period, not being fully available throughout the entire Placement period (i.e. having prearranged holidays or

extended leave) or restricting the location for Placement, as determined by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant; or

f. submit a Professional Placement confirmation form in a timely manner during the WIL Preparation Program, Friday of orientation week of the applicable study period or at a time otherwise agreed with the Professional Placement Consultant; or

g. propose an entrepreneurial project or professional agent/athlete appointment under paragraph 5.3.3 in a timely manner during the WIL Preparation Program or at a time otherwise agreed with the Professional Placement Consultant; or

h. have not contacted the Professional Placement Consultant in a timely manner following postponement of a WIL subject as outlined under paragraph 5.6; or

i. having secured a Placement, terminate that Placement without reasonable excuse or exceptional circumstance, as determined by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant; or

j. having secured a Placement, are dismissed on grounds of misconduct, illegal behaviour or non-performance on just grounds, as determined by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant; or

k. otherwise not display cooperation and professionalism on a recurring basis following notice, as determined by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant.

5.4.3 Despite paragraph 5.4.2, a student may be eligible for assistance in securing a Placement, as determined by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant.

5.4.4 A student not receiving assistance under paragraph 5.4.2 must still demonstrate Placement confirmation under paragraph 5.3 prior to enrolment in the WIL subject.

5.5 Not satisfying the requirements of Placement confirmation

5.5.1 A student not successful in confirming a Placement under paragraph 5.3;

a. if having outstanding subjects for course completion, will be required to postpone the WIL subject as outlined under paragraph 5.6, and may enrol in other subjects as determined by course progression and approved by the Program Manager; or

b. if not having outstanding subjects for course completion, may;
continue attempts to secure a Placement in the first three weeks of the relevant study period and apply for late enrolment in the WIL subject if successful or a leave of absence if unsuccessful; or

c. explore opportunities to otherwise satisfy the expected learning outcomes including alternate assessment tasks, a simulated work experience approved in exceptional circumstances by the Professional Placement Consultant, RPL under paragraph 5.7, proposal of an entrepreneurial project or professional agent/athlete appointment under paragraph 5.3.3 or Placement at the Institution; as approved (with appropriate conditions) by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant and relevant staff.

5.6 Postponement of a WIL subject

5.6.1 A student otherwise able to enrol in a WIL subject and with other outstanding subjects needed for course completion, is eligible for the postponement of a WIL subject.

5.6.2 An eligible student may request postponement of a WIL subject by;

a. demonstrating exceptional circumstances including;

- the likelihood of a desired Placement in a future study period; or
- relevant financial, family or related considerations.

b. the timely notification to the Professional Placement Consultant, with evidence of the exceptional circumstances, during the WILPreparation Program or at a time otherwise agreed with the Professional Placement Consultant.

5.6.3 A student request for postponement of a WIL subject will be determined by the Professional Placement and Alumni Manager in consultation with the

Professional Placement Consultant. If approved, the student may enrol in other subjects in the relevant study period as determined by course progression and approved by the Program Manager.

5.6.4 An eligible student will be required to postpone a WIL subject if they;

a. have been unsuccessful in confirming a Placement under paragraph 5.5; or

b. would otherwise benefit from a delay to improve their overall readiness for Placement.

5.6.5 The determination requiring a student to postpone a WIL subject is made by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant and Program Manager. A student who is required to postpone a WIL subject is notified in a timely manner and may enrol in other subjects in the relevant study period as determined by course progression and approved by the Program Manager.

5.6.6 Postponement of a WIL subject normally occurs only once, with the postponement period being one study period from when the WIL subject was to be undertaken, unless otherwise approved by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant and Program Manager.

5.6.7 A student whose WIL subject was postponed must contact the Professional Placement Consultant at least 10 weeks prior to the beginning of the study period in which the WIL subject will now be undertaken. A student who would otherwise be eligible for assistance, but who does not re-engage in a timely manner will not receive assistance as outlined under paragraph 5.4.2.

5.7 Recognition of Prior Learning (RPL)

5.7.1 A student may apply for advanced standing based on Recognition of Prior Learning (RPL) for a WIL subject by;

a. demonstrating achievement of the learning outcomes from a range of employability actions including those listed in the Employability Policy such as; subject-level employability actions;

- co-curricular and extra-curricular activities; and

- community engagement activities.

b. the timely submission of an application, with evidence of achievement of the learning outcomes, during the WIL Preparation Program, prior to enrolment in the WIL subjects or at a time otherwise agreed with the Professional Placement Consultant.

5.7.2 An application for advanced standing is determined in a manner consistent with the *Advanced Standing Policy* and *Advanced Standing Procedures* and is outlined in requirement for WIL– Advanced Standing (Recognition of Prior Learning process) which addresses and meets the relevant learning outcomes. The following is an example:

a. As an example, a common learning outcome for a WIL subject can be the application of employability skills consistently in a variety of professional settings. In demonstrating achievement of this learning outcome, a student may submit evidence of on-going employment involving customer service, working as part of a team and problem solving. Likewise, the employability skills demonstrated in volunteer work, community presentations and student leadership roles may also contribute to demonstrating achievement of this learning outcome.

b. A further learning outcome may relate to general professional acumen. In demonstrating achievement of this learning outcome, a student may reflect upon their experience and submit written material demonstrating awareness of professional expectations, their own development and an ability to evaluate the relevance of their professional experience to life-long learning.

c. Additional learning outcomes for a WIL subject can include the critical analysis of a professional setting or change affecting the broader industry; with recommendations of evidence-based solutions. In demonstrating achievement of these learning outcome, a student may submit evidence of supervisory and leadership roles where change was identified and responded to.

5.8 Undertaking additional subjects or employment

5.8.1 Successfully undertaking a WIL subject is a beneficial and an often demanding and challenging experience. A student needs to;

a. adapt to the new environment of the industry and community partner;

b. accept the increased and often unfamiliar responsibilities of a Placement;

c. learn and master the many new skills required day to day on a Placement;

d. create a positive first impression with industry;

e. maintain their <u>agreed</u> availability throughout the Placement period;

f. manage relationships with new colleagues and supervisors;

g. balance their new Placement role, with their continued role as a student; and

h. successfully meet the learning outcomes of the WIL subject which requires completion of regular assessment tasks which integrate theory and practice and facilitate self-reflection and critical analysis.

5.8.2 When enrolled in a WIL subject students must follow the *Academic Progression Procedures* (see paragraph 5.3 and 5.4) in relation to additional subject enrolments. A student is;

a. permitted to concurrently study other subjects in line with the *Academic Progression Procedures*, without prior approval; and

b. if undertaking a fulltime placement it is not recommended to undertake additional employment beyond their Placement role.

5.8.3 A timely request to enrol in additional subjects concurrently with the WIL subject will be determined by the Professional Placement and Alumni Manager in consultation with the Program Manager, Professional Placement Consultant and relevant staff. This determination is made in a manner consistent with the *Change of Study Load Procedures*. Considerations in making the determination includes past academic performance, the number and nature of the additional subjects and the circumstances of Placement to be undertaken.

5.8.4 Whilst not recommended, a student may undertake additional employment beyond their Placement role provided it does not interfere with their Placement and priority and availability is first given to the confirmed Placement during the Placement period. A student must raise any additional employment, and how it will be managed, with the Professional Placement Consultant during the WIL Preparation Program (if known) or when it otherwise becomes known.

Requirements and considerations during a WIL subject

5.9 General requirements on Placement

5.9.1 Throughout the Placement period of a WIL subject, a student is required to;

a. ensure contact and other details are up to date in the Institution's systems and any changes communicated with the Professional Placement Consultant;

Immediately advise the WIL placement team if there are any changes to the student's placement including a new host organisation. A new professional placement form needs to be completed and approved.

b. maintain regular access to their student email account and the Learning Management System for WIL subject notifications including assessment information;

c. ensure they have working access to their student email account, the Learning Management System and related systems, and immediately rectify any access issues or other difficulties via the Institution's helpdesk;

d. adhere to the policies and procedures of the industry and community partner and raising critical incidents accordingly (i.e. injury, safety concerns);

e. maintain high levels of personal and professional conduct when engaged with the industry and community partner including being punctual, reliable and flexible in relation to availability;

f. be proactive in seeking feedback from the industry and community partner on their performance and opportunities for improvement;

g. proactively contact the Professional Placement Consultant to raise matters requiring attention that might impact the Placement (i.e. extended illness or absence, disciplinary action, resignation, dismissal, workplace conflict or limited hours) or other matters of the WIL subject including assessment;

h. utilise the availability of online groups, forums and other activities created by the Institution which connect students on Placement with each other and with the on-campus community;

i. seek academic support as required by accessing the Student Success Centre or

contacting the WIL Assessor if relating to WIL subjects;

j. contact the Student Success Centre as required with matters associated with their mental and physical health and issues around work life balance and other life skills;

k. attend any scheduled meetings with the Professional Placement Consultant and otherwise assist in the planning of a Placement visit by the Professional Placement Consultant (either in person or via video call), with visits prioritising new Placement partners and at risk students;

l. fulfil the academic assessment requirements of the WIL subject as outlined under paragraph 5.12;

m. facilitate the completion and return of Placement evaluations, validation of hours or related documents required by the WIL subject, all hours collated must be linked to an approved professional placement confirmation form of an approved host organisation;

n. respond in a timely manner to requests by the Professional Placement Consultant for updates and facilitate contact with the industry and community partner as required;

o. maintain their adherence (as a continuing student) to the Institution's policies and procedures including the *Academic Integrity Policy* (and associated procedures) and the *Student Code of Conduct*; and

p. otherwise adhere to the conditions of Placement accepted prior to commencement.

5.9.2 Not meeting the general requirements under paragraph 5.9.1 puts the satisfactory completion of the Placement and WIL subject at risk. In doing so, a student may;

a. not create a positive first impression with industry and not develop the strong professional and career networks necessary for future career success;

b. not fully develop the real world employability skills required for future career success;

c. not fully explore all available aspects of the industry, limiting the available career planning information that can best inform future career decisions;

d. jeopardise the relationship between Institution and the industry and community partner, limiting the Placement opportunities for future students; and

e. not meet the expected learning outcomes and not complete the WIL subject.

5.10 Monitoring and progress on Placement

5.10.1 It is not unusual for a student to have concerns or questions arising from their Placement as they transition into a role with an industry and community partner.

5.10.2 During the period of transition to a Placement, a student can minimise the potential for minor concerns or challenges to escalate by meeting the requirements under paragraph 5.9.1. In particular, a student will benefit from:

a. adhering to the policies and procedures of the industry and community partner and raising critical incidents accordingly (i.e. injury, safety concerns);

b. maintaining high levels of personal and professional conduct when engaged on Placement including being punctual, reliable and flexible in relation to availability;

c. being proactive in seeking feedback from the industry and community partner on their performance and opportunities for improvement;

d. proactively contacting the Professional Placement Consultant to raise matters requiring attention that might impact the Placement (i.e. extended illness or absence, disciplinary action, resignation, dismissal, workplace conflict or limited hours); and

e. contact the Student Success Centre as required with matters associated with their mental and physical health and issues around work life balance and other life skills.

5.10.3 A student with a legitimate Placement concern, or an on-going challenge requiring action, is expected to be proactive and professional in raising the matter with the industry and community partner and work constructively towards

a solution.

5.10.4 A student has access to a survey to check that the Placement is progressing positively and to answer any questions. This contact may also involve a Placement visit by the Professional Placement Consultant and/or a member of the academic team, with visits prioritising new Placement partners and at risk students.

5.10.5 A student is expected to facilitate the completion and return to the Institution of Placement evaluations, validation of hours or related documents required by the WIL subject. This documentation enables additional checkpoints for monitoring performance and engagement.

5.10.6 A student requiring advice or believing they are being treated unfairly on Placement should contact the Professional Placement Consultant immediately.

5.11 Conclusion of Placement

5.11.1 The Placement period concludes no later than Friday of orientation week of the study period that follows the WIL subject(s); unless a time shortly before is stated in the contract or otherwise agreed with the industry and community partner and authorised by the Professional Placement Consultant.

5.11.2 A student who terminates their Placement earlier than scheduled and without reasonable excuse or exceptional circumstance (as determined by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant) must identify and find an alternate Placement;

a. without assistance, as outlined under paragraph 5.4.2;

b. that satisfies requirements of Placement confirmation under paragraph 5.3; and

c that is found almost immediately otherwise it is likely the student will not meet the expected learning outcomes and complete the WIL subject.

d. Complete a new professional placement confirmation form.

5.11.3 A student who is dismissed from their Placement on grounds of misconduct, illegal behaviour or non-performance on just grounds (as determined

by the Professional Placement and Alumni Manager in consultation with the Professional Placement Consultant) must identify and find an alternate Placement;

a. without assistance, as outlined under paragraph 5.4.2;

b. that satisfies requirements of Placement confirmation under paragraph 5.3; and

c. that is found almost immediately otherwise it is likely the student will not meet the expected learning outcomes and complete the WIL subject.

d. Complete a new professional placement confirmation form.

5.11.4 A student dismissed from their Placement under paragraph 5.11.3 may also (in their continued role as a student) have the matter actioned under the Student Code of Conduct. Should the conduct that led to dismissal be serious, their student enrolment may cease and the student excluded from future study at the Institution.

5.11.5 A student who is dismissed from their Placement due to no fault of their own or circumstances beyond their control (i.e. business closure or downsizing) must immediately contact the Professional Placement Consultant and will receive assistance under paragraph 5.4 to identify and find an alternate Placement.

5.11.6 A student who believes their Placement may conclude earlier than scheduled for any reason (including termination, dismissal or extenuating personal circumstances) is required to immediately notify the Professional Placement Consultant; as this may adversely affect the student's continued enrolment in a WIL subject and, for international students, their student visa status.

5.11.7 Following the conclusion of the enrolled WIL subjects, if a student has not completed the required Placement hours they must apply for a deferred assessment using the [online form](#) as outlined in the *Assessment, Submission, Extension and Feedback Procedures.* This will give the student an additional trimester to complete the required hours. The student will not be re-enrolled in the WIL subject. If the student is at the end of their course they must follow the *Academic Progression Policy*.

5.11.8 Following conclusion of the Placement period required for a WIL subject, a student may continue in a role as negotiated and agreed between the student and the industry and community partner. This on-going engagement, when successfully balanced with a student's return to on-campus study (when applicable), can be highly beneficial. In their commitment to education and in the spirit of the agreement with the Institution, an industry and community partner will not offer a role after the Placement period that would jeopardise or adversely affect a student's continued studies. A student who is presented with such a role is required to notify the Professional Placement Consultant to discuss.

5.12 Academic requirements on Placement

5.12.1 A WIL subject is compulsory in the course curriculum and comprises a Placement.

5.12.2 A Placement provides the practical platform to achieve the defined and expected learning outcomes of a WIL subject and complete the assessment tasks that integrate theory and practice and facilitate self-reflection and critical analysis.

5.12.3 The academic assessment and related requirements of a WIL subject are outlined in the Subject Outline and are managed during the study period via the Learning Management System.

5.12.4 A student is required to maintain regular access to their student email account and the Learning Management System, as required under paragraph 5.9.1. This ensures a student remains up-to-date with the WIL subject notifications including assessment information and reminders.

5.12.5 Depending upon the nature of the WIL subject and the assessment(s) required, a student must attend any scheduled meetings as organised by the relevant academic supervisor.

5.12.6 All students and staff engaged in a WIL subject must comply with all of the Institution's policies and procedures. The results for WIL subjects in a given study period are presented to Institution's Board of Examiners for confirmation.

5.12.7 WIL subjects are often awarded a higher grade-point study load when compared with other subjects. As a result, not meeting the expected learning

outcomes and failing a WIL subject can have significant consequences (by having a disproportionate effect) upon a student's ability to maintain satisfactory academic progress and, in turn, may impact continued enrolment at the Institution.

Requirements and considerations after a WIL subject

5.13 Review, improvement and outstanding items

5.13.1 Following a Placement, a student is encouraged to reflect and draw upon their Placement experience (utilising their up-to-date portfolio as required). In doing so, a student can apply a unique perspective to any remaining on-campus subjects and/or best represent themselves and their skills in future job applications, interviews and related recruitment activities.

5.13.2 WIL subjects are to be regularly evaluated, consistent with policies on the review of subjects, student experience and course quality assurance.

5.13.3 The Professional Placement Consultant will gather and analyse feedback from industry and community partners that have engaged students on Placement to inform continuous improvement.

5.13.4 A student is encouraged to contact the Professional Placement Consultant to reflect and debrief on the Placement and provide Placement feedback to inform future Placement options for other students and continuous improvement.

5.13.5 WIL subjects are compulsory in the course curriculum and required for course completion and graduation. A student must proactively contact the Professional Placement Consultant to raise any matters impacting the completion of the WIL subject including the status of any outstanding assessment requirements.

5.13.6 A student must facilitate the completion and return to the Institution of any outstanding Placement evaluations, validation of hours or related Placement documentation required by the WIL subject.

6. Related documents

Employability Policy

Learning and Teaching Policy

Advanced Standing Policy

Advanced Standing Procedures

Assessment, Submission, Extension and Feedback Procedures

Academic Progression Policy

Academic Progression Procedures

Approved by Learning and Teaching Committee on 7 March 2024