



WORK INTEGRATED LEARNING (WIL) POLICY

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Governing Authority			
Responsible Officer	Head of School		
Related Documents	Work Integrated Learning (WIL) Procedure Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Educational Services for Overseas Students (ESOS) Act 2000 (Cwlth)		

* Unless otherwise indicated, this Policy will still apply beyond the review date.

Document Control

Version #	Date	Key changes
1.0	30/01/2018	Approved by Academic Board

1. PURPOSE

1.1 The Work Integrated Learning (WIL) Policy provides guidance on Adelaide Institute of Higher Education's (AIHE's) position and commitment in relation to embedding opportunities for work integrated learning in its curriculum.

1.2 The purpose of the Policy is to provide a framework to:

- ensure a consistent approach to WIL in all areas across AIHE; and
- define responsibilities and outline structures to ensure that WIL is regularly incorporated into AIHE's strategic, business and project planning and curriculum review processes.

2. SCOPE

2.1 The WIL Policy applies to all students and staff associated with WIL activities undertaken with the approval of AIHE on or off campus.

2.2 WIL activities in AIHE's courses include placements, internships, community and industry projects, professional mentoring, simulations and virtual work experiences.

2.3 This Policy does **not** cover work experience secured by students themselves that falls outside of the academic requirements for a subject or course.

3. POLICY STATEMENT

3.1 AIHE recognises that quality WIL programs improve student learning, engagement and retention, and support the achievement of work readiness and graduate employability.

3.2 AIHE is committed to the development and implementation of educational activities that integrate theoretical learning with its application to the workplace (i.e. WIL).

3.3 All WIL activities should provide students with:

- a meaningful experience of the workplace application; and
- an experience that is intentional, organised and recognised by AIHE, to secure learning outcomes for the student that are both applied and transferable.

4. PRINCIPLES

AIHE is committed to the following principles that underpin this Policy:

4.1 AIHE will design its courses to ensure that all students have an opportunity to undertake a WIL experience during their course.

4.2 WIL activities will be designed to integrate work-related practice with teaching, to provide for the monitoring, supervision and performance assessment of students on placement, and to enable students to reflect on their practice.

4.3 AIHE will ensure that WIL activities are designed to build mutually beneficial outcomes for students, industry, WIL partners, AIHE and the community.

4.4 AIHE will have in place appropriate administrative procedures for the management and operation of WIL activities, including written agreements, student supervision procedures, occupational health and safety protocols, insurance and indemnification.

5. RESPONSIBILITIES

5.1 Council is responsible for:

- approving and committing to the AIHE WIL Policy, related WIL Procedure and associated activities.

5.2 The Academic Board is responsible for:

- monitoring and encouraging the development of WIL in AIHE courses;
- ensuring that procedures are in place to manage and administer the WIL process effectively;
- ensuring alignment between subject learning outcomes, academic content including all forms of WIL and assessment; and
- ensuring that the WIL Policy and related WIL Procedure are reviewed periodically to consider feedback from students, staff and WIL partners, as well as, changes in legislative responsibilities, pedagogical approaches and work integrated learning models.

5.3 The Head of School (or delegate) is responsible for:

- development of WIL in AIHE courses;
- providing leadership and support to academic staff in relation to WIL;
- developing and maintaining professional relationships with external stakeholders and providing a contact point between agencies and AIHE;
- determining the appropriateness of potential WIL partners by:
 - examining the potential partner's capacity to provide a safe and supportive WIL experience;
 - examining the suitability and safety of proposed worksites;
 - exploring the potential partner's capacity to provide student supervision, mentoring and feedback; and
 - ascertaining the availability of resources to support the WIL activities;
- negotiating student WIL activities in line with AIHE administrative and pedagogical principles, WIL partners' capacity, aims and objectives;
- execution, administration and monitoring of student placement agreements in collaboration with the General Manager, students and WIL partners; and
- initiation and monitoring of WIL partner satisfaction, student progress and student satisfaction feedback.

5.4 The General Manager is responsible for:

- ensuring adequate insurance coverage is in place to indemnify AIHE whilst students are participating in WIL activities;
- execution, administration and monitoring of student placement agreements in collaboration with Head of School, students and WIL partners; and
- provision of systems and processes to collect, analyse and consider WIL data for quality assurance and improvement purposes.

6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.