

WORK INTEGRATED LEARNING (WIL) PROCEDURE

Approving Authority	General Manager	Approval Date of Last Revision	10 Jun 2020
Approval Date	30 Jan 2018	Effective Date of Last Revision	10 Jun 2020
Effective Date	30 Jan 2018	Review Date*	30 Nov 2022
Document No	PRA16.1	Version	1.2
Parent Policy	Work Integrated Learning (WIL) Policy		
Policy Category	Academic		
Governing Authority			
Responsible Officer	Principal Policy Officer		
Related Documents	Work Integrated Learning (WIL) Policy Higher Education Standards Framework (Threshold Standards) 2015 (Cwlth) Educational Services for Overseas Students (ESOS) Act 2000 (Cwlth)		

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

Contents

1. PURPOSE	2
2. SCOPE	2
3. WORK INTEGRATED LEARNING ACTIVITIES.....	2
4. WORK INTEGRATED LEARNING PROCESSES	3
5. DEFINITIONS	4

1. PURPOSE

1.1 The Work Integrated Learning (WIL) Procedure gives effect to the Adelaide Institute of Higher Education's (AIHE's) Work Integrated Learning (WIL) Policy. It articulates the expectations, roles and responsibilities of all stakeholders involved in work integrated learning at or with AIHE.

1.2 The Procedure establishes a framework for work integrated learning activities and should be read in conjunction with the AIHE Work Integrated Learning (WIL) Policy.

2. SCOPE

2.1 The Work Integrated Learning (WIL) Procedure applies to all students and staff associated with work integrated learning activities undertaken with the approval of AIHE, both on or off campus.

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

2.3 This Procedure does **not** cover work experience that students secure, which falls outside of the academic requirements for a subject or course.

3. WORK INTEGRATED LEARNING ACTIVITIES

3.1 At least one work integrated learning activity will be included in every AIHE course so that students are provided with genuine opportunities to apply theory to practice, and to develop important employee engagement skills.

3.2 AIHE will use administrative and pedagogical principles in the development of work integrated learning activities in consultation with its work integrated learning partners.

3.3 All work integrated learning activities will:

- comply with relevant government legislation and regulations, AIHE policies, procedures and instructions;
- be scaffolded throughout a program of study to enable students to achieve course and subject learning outcomes and Graduate Attributes;
- integrate theoretical learning with practical application in professional contexts, having been derived from and been underpinned by academic theory, with defined linkages to the knowledge and skill base of the industry/profession;
- be identified and negotiated by AIHE and work integrated learning partner/s (where relevant);
- be designed to be accessible, equitable and not create undue hardship for AIHE, its students or work integrated learning partner organisations;
- engage students in meaningful learning activities, be productive, and have defined benefit to the workplace;
- involve authentic engagement with work integrated learning partners and include industry feedback;
- be clearly identified and articulated in course documentation;
- be structured and include student preparation, ongoing supervision with formal (academic and workplace) direction, monitoring of progress and feedback, reflective practice and post work integrated learning debriefing;
- be assessed in line with AIHE's Assessment Policy, and have assessments that are linked to academic theory and measurable workplace learning outcomes;

- be aligned to the requirements of professional registration and accrediting bodies (where applicable).

4. WORK INTEGRATED LEARNING PROCESSES

4.1 AIHE will allocate resources to support the following processes to ensure students are engaged in genuine opportunities to apply theory to practice and develop important employee engagement skills.

4.2 Identification of opportunities for integration of work integrated learning into course and subject learning outcomes:

4.2.1 Academic Board will encourage and monitor the development of work integrated learning in AIHE courses, and ensure alignment between subject learning outcomes, academic content including all forms of work integrated learning and assessment.

4.2.2 The Head of School (or delegate) will coordinate the development of at least one work integrated learning experience in each AIHE course.

4.3 Liaison with industry to identify potential work integrated learning partners:

4.3.1 The Head of School (or delegate) and Course Coordinators will develop and maintain professional relationships with external stakeholders and provide a contact point between agencies and AIHE.

4.4 Negotiation with potential work integrated learning partners to identify meaningful work integrated learning activities that involve authentic engagement:

4.4.1 The Head of School (or delegate) and Course Coordinators will negotiate student work integrated learning activities in line with AIHE administrative and pedagogical principles, and work integrated learning partners' capacity, aims and objectives.

4.5 Determination of the suitability and capacity of potential work integrated learning partners to provide adequate student supervision, mentoring, work related equipment and learning support:

4.5.1 The Head of School (or delegate) and Course Coordinators will determine the appropriateness of potential work integrated learning partners by:

- examining the potential partner's capacity to provide a safe and supportive work integrated learning opportunity;
- examining suitability and safety of proposed worksites;
- ascertaining the availability of resources to support the work integrated learning activities;
- exploring the potential partner's capacity to provide student supervision, mentoring and feedback.

4.5.2 The Head of School (or delegate) will coordinate a site visit and conduct a risk assessment of placement conditions prior to a first engagement, and thereafter annually.

4.6 Development of appropriate documentation with work integrated learning partners and students, including Agreements, schedules, roles and responsibilities, contact details and insurance arrangements:

4.6.1 The Head of School (or delegate) will negotiate student work integrated learning activities in line with AIHE administrative and pedagogical principles, work integrated learning partners' capacity, aims and objectives.

4.6.2 Where appropriate, AIHE will enter into a formal arrangement that reflects the negotiated work integrated learning agreements and activities. The General Manager (or delegate) will coordinate the development, sign-off and recording of:

- agreements that include contact details, work integrated learning partner and student roles and responsibilities, and the focus, length and type of work integrated learning experience, assessment requirements; and
- schedules, such as outcomes from a risk assessment, outcomes from a work site evaluation.

4.6.3 The General Manager will ensure adequate insurance coverage is in place to indemnify AIHE whilst students are participating in work integrated learning activities.

4.6.4 In collaboration, the Head of School and General Manager will execute and administer student placement agreements.

4.7 Monitoring and supervising students whilst on a placement:

4.7.1 The Head of School (or delegate) will visit the student on at least one occasion during a placement to provide advice and supervision to the student.

4.7.2 Whilst performing their work integrated learning students are required to make entries into an online reflective journal as part of the assessment for the subject. The Subject Coordinator will monitor the reflective journals and follow up with the student if they have any concerns.

4.8 Monitoring and reporting the ongoing success of work integrated learning activities, work integrated learning partner satisfaction and student progress/satisfaction:

4.8.1 The Head of School (or delegate) will initiate and monitor work integrated learning partner satisfaction feedback, student progress and student satisfaction feedback.

4.8.2 The Subject Coordinator will provide the students and workplaces with details in relation to each particular work experience/ placement and they, or their delegate, will visit students in the workplace at least once in the duration of the work experience/ placement.

4.8.3 The General Manager will provide and support systems and processes to collect, analyse and consider work integrated learning data for quality assurance and improvement purposes.

4.8.4 In collaboration, the Head of School and General Manager will monitor student placements and agreements with work integrated learning partners, and report annually to Academic Board.

5. DEFINITIONS

5.1 See the AIHE Glossary of Terms for definitions.

Document Control

Version #	Date	Key changes
1.0	30/01/2018	Procedure approved by General Manager
1.1	15/04/2019	Reviewed; no revisions
1.2	10/06/2020	Reviewed; minor edits