Work Integrated Learning and Placements Policy

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Approved by:	Stanley College Academic Board
Authorised Officer	Dean, Higher Education
Supporting documents, procedures and forms of this policy	Work Integrated Learning and Placements Procedure Student Assessment Policy and Procedure Course Development and Review Policy and Procedure Learning and Teaching Plan Learning Resources Policy and Procedure Student Grievance and Complaint Policy and Procedure Student Support Policy and Procedure Guide to WIL for Students
Related Legislation	Higher Education Standards Framework 2021, Part A: Standard 1.4 (Learning Outcomes and Assessment), 2.3 (Wellbeing and Safety), 3.1 (Course Design),3.2 (Staffing), 3.3 (Learning Resources and Educational Support), 5.1 (Course Approval and Accreditation), 5.3 (Monitoring, Review and Improvement) and 5.4 (Delivery with Other Parties) Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Audience	Public

1. PURPOSE

1.1 This policy outlines Stanley College's approach to facilitating and managing Work Integrated Learning (WIL) for student industry placements and outlines the rights and obligations of students, placement providers and the College.

2. SCOPE

2.1 The policy applies to:

a. All students who are undertaking an industry placement as part of their degree for credit;
b. Stanley College staff, and
c. Any external parties and partners associated with the provision of WIL.

2.2 The activities covered by the policy include all activities associated with the provision of WIL. This includes, but is not limited to:

a. Industry placements and internships;
b. Work in community associations and groups;
c. All teaching and learning that relates to professional practices, and
d. Advanced work simulations and role plays.

2.3 The policy does not apply to any activities or workplace arrangements outside of the student's course or unit requirements.

3. DEFINITIONS

Externship	The industry-based experience that is external to the College and may or may not be a paid placement.
Industry Placement	For the purposes of this Policy, this definition includes internships, externships, work experience, and Work Integrated Learning.
Internship	Internships are industry-based learning experiences that are unpaid and may or may not be used for academic credit (depending on the student's circumstances).
Work Experience	Refers to an industry-based experience similar in structure to an internship, however is not paid and will not contribute to academic credit for the student undertaking it.
Work Integrated Learning (WIL)	Any activity designed for students to apply their personal and academic skills to work-related scenarios and environments. This includes, but is not limited to, industry placement and internships, work in community associations and groups, all teaching that relates to professional practices and some types of advanced work simulations and role-plays.
Work Placement/Experience	An arrangement where a student is placed in an industry or workplace environment to gain and develop practical skills that encourage scaffolded and applied learning from discipline specific concepts learned in the classroom.
Work Placement Provider	A workplace providing a Work Integrated Learning environment to a Stanley College Student.
Work Placement Supervisor	A staff member of Stanley College that monitors a student's work placement/experience to assess whether their progress is satisfactory and meets unit and course requirements.

4. POLICY PROVISIONS

Principles

4.1 The Stanley College WIL offering will enhance the work-readiness of students, meet economic challenges and close existing skill gaps. WIL is generally accepted as a powerful vehicle for developing general and professional skills and provides students with the opportunity to improve their employability and work readiness.

4.2 Stanley College uses WIL to expose students to professional practice and provide the opportunity to:

a. Apply theoretical concepts in professional contexts and the workplace;
b. Update regularly on changes and trends in relevant industries;
c. Make students aware of the relevant legal and regulatory issues surrounding relevant industries;
d. Encourage students to take advantage of WIL opportunities for the benefit of their overarching growth, maturity during their time at Stanley College as well as after completion;
e. Apply their personal and academic skills in practical environments and contexts;
f. Apply theoretical concepts to workplace scenarios;
g. Develop relevant work experience and refine the skills and knowledge attained in units and the course as a whole.

4.3 WIL arrangements may include:

a. Professional placements
b. Online projects
c. Internships
d. Workplace projects.

4.4 WIL Coordinator: for WIL activities that involve externships, Stanley College will ensure that an appropriate member of staff is appointed to liaise between students, placement stakeholders, and the College, on all matters pertaining to the externship.

4.5 The WIL program is a key means by which Stanley College seeks to achieve its purpose, which is to:

a. Support Growth
b. Advance Knowledge
c. Teach Skills.

Legislation and Regulation

4.6 Stanley College will ensure that all WIL activities provided, linked to, or supported by Stanley College will comply with all relevant legislative and regulatory requirements. This includes both State and Commonwealth Government laws, with particular regard to specific legislation surrounding the role of student placements and similar arrangements with employer organisations.

4.7 Stanley College is required under the *Higher Education Standards Framework (Threshold Standards) 2021* and the *National Code 2018* to provide the following information to students and prospective students before they enrol in a course:

a. Any required work placements that are part of a course;
b. Conditions relating to required placements; and

c. Conditions that determine a student's fitness for placement.

4.8 This information will be provided to students in the *Letter of Offer*. This process is outlined within Stanley College's *Admissions Policy and Procedure*.

Work-integrated Learning Opportunities

4.9 Stanley College's provision for WIL opportunities allows students to apply their personal and academic skills to real-life situations in authentic work contexts. Stanley College remains responsible for forming relationships with industry partners, professional organisations, community associations and groups to foster these opportunities.

4.10 Stanley College will provide and support the following opportunities for WIL:

a. Practical working experience through activities such as work placement, internships, externships, industry placements or other advanced work simulations or role plays;
b. Unit activities relating to professional practices and involving work place environment and activity simulation.

Stanley College WIL Coordinator's Responsibilities

4.11 The relevant Stanley College WIL Coordinator is responsible for:

a. Ensuring that academic standards are complied with during industry-placement components of students' learning;
b. Protecting the safety of its students, particularly when operating within WIL settings;
c. Ensuring the equitable allocation of available placements, taking into account the preferences of students wherever possible;
d. Taking all reasonable precautions to ensure the health and welfare of students on placement;
e. Assessing risk and assuring quality placements to ensure learning outcomes are met;
f. Monitoring the progress and attendance requirements of students while on placement;
g. Ensuring that all those involved in a placement are appropriately oriented, and aware of their rights and responsibilities;
h. Communicating to students regarding any specific requirements that work placement providers have for WIL activities.

Student Responsibilities

4.12 All students involved in WIL are responsible for:

a. Complying with all requirements and guidelines of Stanley College and the work placement provider. This includes, but is not limited to, ethical guidelines and health and safety;
b. Undertaking orientation and induction procedures at a workplace as a visitor to the site;
c. Meeting all attendance and assessments requirements, as stated in the unit outline, and
d. Engaging honestly and earnestly with all learning and skill development opportunities presented with the WIL activities.

Work Placement Provider's Responsibilities

4.14 A Work Placement Provider is responsible for:

a. Honouring an agreement to provide a proactive and responsive management of the WIL experience, including:
   i. Providing regular feedback on a student's progress during the WIL placement, and
   ii. Providing a constructive and timely response to requests from Stanley College or the WIL student regarding the WIL experience or its management.
b. Providing a safe environment, workplace induction and appropriate training in relation to Occupational Health and Safety (OHS).
c. Ensuring that adequate and appropriate information is provided to students about other relevant company policies and procedures.
d. Appointing an individual workplace supervisor for each WIL student, unless an alternative supervision arrangement has been agreed to. Responsibilities of supervision include:

   i. Supporting and mentoring the student throughout the WIL experience;
   ii. On advisement from Stanley College, managing and assigning WIL related tasks specific to the unit learning outcomes;
   iii. Regarding the student's progress, providing regular feedback to the student and to the Stanley College WIL Coordinator, and maintaining records of such feedback;
   iv. Contributing to the assessment of the student by providing periodic feedback on performance and, where relevant, by participating in the determination of the final WIL assessment grade in association with the responsible Stanley College Unit Coordinator;
   v. Consulting the Stanley College WIL Coordinator at the earliest opportunity regarding any concerns arising from the WIL placement, including student progress, conduct or conflict.
e. Informing all staff at the work placement location that the student is engaged in a WIL placement and to describe the nature and purpose of the program to relevant personnel.
f. Immediately contacting the Stanley College WIL Coordinator if the student is absent, ill, injured, leaves, or is asked to leave prior to the agreed attendance times or dates described in the WIL agreement.

Work Placement

4.15 WIL provided through work placement and experience will involve the following:

a. A workplace environment with opportunities to apply personal and academic skills in a practical setting;
b. Exploration of career prospects and experience in the field;
c. Observing workplace activities with fundamental theories established in the classroom;
d. Seeing the benefits of the student's skills to a workplace;
e. Students on placements need to be mostly work shadowing and cannot produce any output that will be considered as a duty performed by an employee as they should then get remuneration for the contribution they are making.

Non-Discrimination

4.16 Staff at Stanley College recognise that some students may encounter additional barriers in accessing WIL opportunities, whether due to personal circumstances, background or disability. Stanley College will take all reasonable steps to provide these students with equal access to WIL activities.

Industry Partnerships and Agreements

4.17 Work placement and internships are an essential part of WIL. To ensure the efficient and effective operation of work placements supported by Stanley College, the following must be implemented:

a. The contractual agreement between Stanley College and the work placement provider must clearly outline the obligations of each party, and comply with Stanley College's WIL and Placements Policy;
b. A system of reviewing the work placement arrangement must be developed and implemented. Identified improvement areas will be addressed as soon as is reasonable in the circumstances;
c. A management system that monitors the work placement arrangements must be in place to ensure quality assurance processes are undertaken.

Quality Assurance and Student Monitoring

4.18 The following must be in place to maintain the quality of Stanley College's WIL activities:

a. All work placement and experience as part of a course or unit must be approved by the Learning and Teaching Committee in consultation with the Academic Board.
b. It is the responsibility of staff members of Stanley College to assign a work placement supervisor for each placement. The work placement supervisor must monitor the student's progression and safety over the course of the placement.
c. Assessment and evaluation of work placements must be based on the relevance of the experience to the student's course and studies, amount and quality of supervision of the student, and the number of hours worked by the student.
d. The work placement supervisor must work with the student to create a defined plan for the placement knowing what tasks will be undertaken by the student and what goals and outcomes to be achieved by the end of the placement. The action plan will be reviewed at the end of the placement and will feature in the assessment submitted for the unit.

Risk Management

4.19 Risk management of WIL activities must comply with Stanley College's policy framework for risk management (covering the response to and management of critical incidents, financial responsibilities, and risks associated with IT, such as catastrophic loss of data). Any issues raised by students pertaining to WIL, particularly from work placement, will be addressed by staff with reference to the *Student Grievance and Complaints Policy and Procedure*.

4.20 It is the responsibility of Stanley College to appropriately allocate staff to ensure health and safety procedures are implemented and followed, and all WIL activities comply with Stanley College's safety and ethical guidelines.

WIL Development by Stanley College

4.21 All WIL activities developed by Stanley College will be created in line with the *Course Development and Review Policy* as well as the *Academic Integrity Policy.*

4.22 Stanley College will work closely with academic staff, industry partners and professionals to develop effective WIL activities and opportunities.

4.23 During the development stage, Stanley College will ensure that all proposed WIL:

a. Is integral to the course
b. Meets industry requirements and standards
c. Assesses the competency of students
d. Represents the learning outcomes of subjects and the course
e. Supports career development.