

POLICY			
Ref. to Legislative Frameworks: HESF 2021: Standard 1.4/ 2.3/ 3.1/ 3.3.3/ 5.4.1 National Code 2018: Standard 8 / 10	Work Integrated Learning (Higher Education)		
Version: 3.0	Approved by: Academic Board	Approved on:	24/07/2026 Review by: 24/07/2028

Revision History

Version	Description of Change	Policy Developer	Effective Date
2.1	Revised the nomenclature of Work Integrated Learning in accordance with the current Framework and practices Updated references to National Code 2018	Quality Assurance Support Officer	08/01/2018
2.2	Cyclical review with some changes	The Academic Dean, the CEO, Quality Assurance Portfolio Holder and HQC	08/03/2019
2.3	Updated for HESF 2021 consistency and new degree proposal	Academic Dean	21/09/2021
2.4	Cyclical review of the policy.	Group Compliance	10/05/2024
3.0	Included policy principle 18. Rephrased policy principles 2-17 to reflect with the TEQSA guidance note on Work Integrated Learning. Included responsibilities of the Academic Board and updated other responsibilities.	Academic Dean and Group Compliance Manager	24/07/2026

PURPOSE

This policy provides guidelines for the management of Work Integrated Learning (WIL) arrangements, such as virtual internships or industry engagements, which are offered as part of a course delivered by Academies Australasia Polytechnic (AAPoly).

POLICY STATEMENT

AAPoly recognises the importance of WIL for students to apply their knowledge and skills in the relevant professional workplaces. In addition to meeting the regulatory requirements applicable to AAPoly sector operations, WIL engagements contribute valuable feedback to AAPoly course reviews and determination.

SCOPE

This policy applies to students and academic staff members who are involved in WIL as a part of AAPoly's Higher Education (HE) course requirements.

DEFINITIONS

Host Organisations	Organisations which are involved in providing WIL to AAPoly students.
Work Integrated Learning (WIL)	Encompasses any arrangement where students undertake learning with a host organisation as a part of their course of study. WIL may include work placements, online projects, internships (including virtual internships), or workplace projects. At AAPoly, WIL includes virtual internship and industry engagement
Virtual Internship	WIL conducted completely online, and which simulates a typical work task with a host organisation.
Industry Engagement (including virtual internships), or	Involves observing, assessing and analysing work tasks on site.
Course	The program of studies which the student has paid a tuition fee for, and is eligible to participate in.

POLICY PRINCIPLES AND GUIDELINES

1. WIL must be educationally sound and quality assured and monitored by the Academic Dean.
2. Each subject that includes a WIL component must be designed to integrate disciplinary theory with authentic work-based practice through constructively aligned learning activities and assessment tasks, so that students can demonstrate critical thinking and professional judgement about when, why, and how knowledge should be applied in workplace contexts.
3. Subjects that include WIL component must include deliberately designed curriculum activities and constructively aligned assessments that support achievement of course learning outcomes, by strengthening the link between theory and practice, developing

professional identity and capability, and enabling transfer of learning between classroom and workplace contexts. The provider must ensure that learning outcomes are achieved consistently regardless of whether the Work Integrated Learning experience is delivered through physical engagement or virtual engagement.

4. Each course must maintain approved course-specific WIL guidelines that define the minimum requirements for constructive alignment to course and subject learning outcomes, assessment evidence expectations, student support and safety arrangements, host supervision standards, monitoring and grievance pathways, and auditable evidence capture and recordkeeping.
5. Where a course includes a core Work Integrated Learning component, the AAPoly will ensure that all enrolled students have equitable access to a suitable Work Integrated Learning opportunity that enables achievement of the relevant course and subject learning outcomes. Reasonable adjustments must be supported through documented processes, including consultation with the student and host organisation where required, and must preserve equivalence of learning outcomes. The Academic Dean will approve and monitor these arrangements through documented equity, allocation, and evidence controls.
6. Students undertaking Work Integrated Learning must be provided with planned educational and wellbeing support through structured monitoring and timely access to institutional support services. The lecturer-in-charge must maintain scheduled check-ins, provide academic guidance, and escalate issues through defined pathways to ensure student safety, welfare, and successful achievement of learning outcomes.
7. AAPoly manages critical incidents that occur during Work Integrated Learning as per the Critical Incident Management Procedure, including immediate reporting and escalation, timely communication with relevant stakeholders, documented actions and outcomes, and post-incident review to support continuous improvement and student wellbeing.
8. WIL activities must comply with relevant workplace relations law and requirements including, but not limited to the following:
 - Work Health and Safety requirements.
 - Equal Employment Opportunity requirements.
 - The Fair Work Act 2009 (Cth), including provisions relating to unpaid work
 - Working hours, particularly under the International Student visa requirements.
 - Police check requirements, if applicable.
 - Working with Children registration, if applicable.
9. Before the Work Integrated Learning activity commences, the Lecturer-in charge must ensure that students have been provided with the relevant Work Integrated Learning guidelines and the assessment criteria and must confirm that students understand these requirements. Students must not be engaged in any activities or assigned any duties that are inconsistent with, or that detract from, the intended learning outcomes of the Work Integrated Learning subject.
10. A written agreement must be in place between AAPoly and each host organisation before any Work Integrated Learning activity commences. The agreement must be approved by the Program Coordinator and must specify responsibilities, learning outcomes, supervision arrangements, student safety and welfare provisions, grievance escalation pathways, academic integrity expectations, confidentiality and privacy requirements, intellectual property ownership and use, and required evidence and feedback processes.
11. Students undertaking must not perform any duties that require specific licences, certifications, or legislative authorisations unless those requirements have been verified before commencement. The provider must confirm student eligibility for any regulated

tasks, and the host organisation must ensure that students are only assigned duties that are lawful, appropriate to their capability, and consistent with the intended learning outcomes – for example: students should not handle food preparation activities requiring Food Handling certification, serve alcohol without a valid Responsible Service of Alcohol (RSA) certification, or independently supervise regulated hospitality operations unless the required legislative certifications and workplace approvals have been verified.

12. Students undertaking WIL must have a nominated workplace supervisor at the host organisation. The supervisor must provide appropriate oversight and support throughout the placement or project, consistent with the nature, mode, and risk profile of the Work Integrated Learning activity. Supervision arrangements must be documented, quality assured by the provider, and supported by scheduled monitoring and evidence capture.
13. During Work Integrated Learning, the Lecturer-in-charge must provide structured mentoring and academic oversight. The lecturer-in-charge must maintain scheduled check-ins, support students to achieve the relevant learning outcomes, monitor the quality of the student experience and supervision arrangements, and document any issues and escalation actions as part of quality assurance and continuous improvement.
14. The Lecturer-in-charge must provide the Program Coordinator with scheduled reports during the Work Integrated Learning activity, including commencement, midpoint, and completion updates. Reports must confirm alignment of workplace tasks to the intended learning outcomes, adequacy of supervision, student support actions, and any issues requiring escalation. Student and host feedback must be collected for every Work Integrated Learning activity and must be evaluated and documented, with corrective actions recorded and retained as quality assurance evidence.
15. Work Integrated Learning may be delivered through physical engagement or virtual engagement. Regardless of delivery mode, the provider must ensure that Work Integrated Learning is educationally sound, constructively aligned to the relevant course and subject learning outcomes, and quality assured through appropriate supervision, monitoring, student support, and evidence requirements. The provider must also ensure that students achieve equivalent learning outcomes and comparable assessment evidence standards across delivery modes.
16. AAPoly does not charge students any additional institutional fees to undertake Work Integrated Learning beyond the tuition fees for the subject. Any incidental costs that may reasonably arise from placement participation, such as travel, uniforms, or required checks, must be disclosed to students in advance through course-specific WIL guidelines. Where a WIL subject is a core requirement, the provider must consider equity and reasonable support options for students for whom incidental costs may create participation barriers.
17. Work Integrated Learning activities may be arranged by the lecturer-in-charge or may be proposed by students. Where an activity is proposed by a student, the Program Coordinator must approve the host organisation and the proposed activity using documented approval criteria that confirm educational soundness, constructive alignment to learning outcomes, adequacy of supervision arrangements, student safety and welfare considerations, and access to appropriate student support. The provider remains accountable for the quality of the Work Integrated Learning experience and for ensuring that the activity is not treated merely as work, and that workplace arrangements comply with relevant employment and safety requirements.
18. No Work Integrated Learning activity may commence until the host organisation has undergone a documented due diligence check and risk assessment that is proportionate to the risk profile of the activity. The due diligence process must verify the host's capacity to provide a safe environment, appropriate supervision arrangements, and

suitable tasks that enable achievement of the relevant subject and course learning outcomes. The due diligence outcomes, risk rating, and any required mitigation actions must be approved through the designated governance pathway and retained as auditable evidence for quality assurance and continuous improvement.

RESPONSIBILITIES

- **Academic Board** is responsible for approving this policy and any substantive revisions, monitoring the overall effectiveness of Work Integrated Learning (WIL).
- **Academic Dean** is responsible for overall WIL governance assurance, including policy maintenance, implementation oversight, and reporting to governance committees. The Academic Dean approves the WIL assurance framework, confirms evidence readiness for accreditation, and identifies and reviews virtual internship providers.
- **Program Coordinators** are responsible for ensuring that WIL design and delivery remain aligned to course and subject learning outcomes. They conduct host due diligence and risk assessment, approve and periodically review host organisations, confirm supervision arrangements, and manage partner quality actions, including conditional approval or discontinuation where required.
- **Students** must comply with host organisation standards, conduct, and safety requirements, adhere to WIL guidelines and assessment requirements, participate in provider check-ins, and promptly report any incidents, unsafe conditions, or task misalignment to the lecturer-in-charge.
- **Lecturer-in-charge** acts as the student's primary academic contact during WIL and is responsible for structured mentoring, scheduled check-ins, monitoring of task-to-outcome alignment, verification of active supervision, issue escalation, and documentation of support actions and WIL evidence artefacts.

FEEDBACK

Queries or feedback about this policy should be directed to the Academic Dean through academicdean@aapoly.edu.au. The Dean will respond to the written question or feedback within two (2) weeks from the receipt unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of AAPoly.

REFERENCES

Source	Document Title
Internal	Complaints and Appeals Policy and Procedure
	AAPoly Critical Incident Management Procedure
	Work Integrated Learning Procedure
	Higher Education Student Assessments Policy and Procedure
	Academic Quality Assurance Preamble
External	Higher Education Standards Framework (Threshold Standards) 2021
	National Code of Practice for Providers of Education and Training to Overseas Students
	TEQSA Guidance Note: Work Integrated Learning (v2)
	TEQSA Guidance Note: Academic Governance
	TEQSA Guidance Note: Third-Party Arrangements