


POLICY		
Ref. to Legislative Frameworks: HESF: Standard 1.4 / 2.3/ 3.1 / 3.3 National Code 2018: Standard 8 / 10	Work Integrated Learning (Higher Education)	
Version: 2.3	Approved by: Academic Board	Approved on: 21/09/2021 Review by: 21/09/2023

Revision History

Version	Description of Change	Policy Developer	Effective Date
2.1	<ul style="list-style-type: none"> • 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

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	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. Subjects with WIL component seek to develop the student's ability to integrate theoretical or disciplinary knowledge with practical knowledge with the goal of developing critical thinking and discernment concerning what, when and how such integrated knowledge could be applied.
3. The underpinning of the subjects with WIL component is to have deliberately designed curriculum activities and assessments oriented towards graduate outcomes that:
 - Emphasise linkages between theory and practice;
 - Seek to develop students' professional identity and abilities; and
 - Allow transfer of learning from classroom to the workplace and back to the classroom.
4. Each course will have its own WIL guidelines corresponding to course and subject learning outcomes.
5. Where a course includes subjects with a WIL component as a core, all students enrolled in the course should be equally entitled to undertake these subjects, with reasonable adjustments made in the case of disability. Such arrangements will be approved and monitored by the Academic Dean to ensure equity and fairness.
6. Students are provided with educational and other support by the Lecturer-in-charge of the subject during the WIL if needed.
7. AAPoly manages critical incidents should they eventuate during the WIL as per the Critical Incident Management Procedure.
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
 - Working hours, particularly under the International Student visa requirements
 - Police check requirements, if applicable
 - Working with Children registration, if applicable
9. WIL guidelines and assessment criteria are provided to the students on and checked by the Lecturer-in charge of the subject prior to the commencement of the WIL activity. The students must not be engaged in any activity or assigned duties which detract from the intended learning outcomes.
10. A written agreement between AAPoly and each Host Organisation must be approved by the Program Coordinator. Each agreement must clearly describe the responsibilities of each party and the intended student learning outcomes.
11. Students must not be permitted to perform work for which they do not have the required legislative/certification requirements – for example they should not provide financial advice if they are not licensed by Australian Financial Services.
12. Students must be supervised at all times by a nominated workplace supervisor of the relevant Host Organisation.

13. The Lecturer-in-charge of the subject acts as a mentor for the period of the WIL activity.
14. The Lecturer-in-charge of the subject provides the Program Coordinator regular reports on WIL activities during students' work experience engagement which include evaluation of host survey data where provided.
15. WIL activities can include both virtual and physical engagements.
16. There is no additional cost to the student to undertake WIL component
17. Depending on the legislative and academic requirements of the course, the WIL activity with a Host Organisation can be arranged in the following ways:
 - Arranged by the Lecturer-in-charge
 - Proposed by students, but subject to approval by the Program Coordinator

RESPONSIBILITIES

- Academic Dean is responsible for developing, maintaining and communicating this policy to the academic team. Academic Dean identifies the provider of virtual internships.
- Program Coordinators are responsible for conveying and ensuring the comprehension by the relevant lecturers-in-charge of subjects with prescribed WIL components. The Program Coordinators are also responsible for approving the Host Organisations..
- Students are to adhere to the professional ethics and code of conduct of the Host Organisations and comply with the subject guidelines and assessment requirements.
- The Lecturer-in-charge is the student's first point of contact. They are responsible for the overall management of the WIL activities of the student and ensures students are provided with access to support services required.

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	Version/Date
Internal	AAPoly Complaints and Appeals Policy and Procedure	V5
	AAPoly Critical Incident Management Procedure	V1.1
	AAPoly Work Integrated Learning Procedure	V1
External	Higher Education Standards Framework	2021
	National Code of Practice for Providers of Education and Training to Overseas Students	2018
	TEQSA Guidance Note: Work Integrated Learning	V1.2
	TEQSA Guidance Note: Academic Governance	V2.3
	TEQSA Guidance Note: Third-Party Arrangements	V2.2