


<b>Procedure</b>		
Ref. to Legislative Frameworks:  HESF: Standard 1.4 / 2.3/ 3.1 / 3.3  National Code 2018: Standard 8 / 10	<b>Work Integrated Learning (Higher Education)</b>	
Version: 1	Approved by: Academic Dean	Approved on: 17/09/2021 Review by: 17/09/2023

### Revision History

Version	Description of Change	Procedure Developer	Effective Date
1	New procedure.	Academic Dean	17/09/2021

## PURPOSE OF THE PROCEDURE

This procedure outlines the processes in the management of Work Integrated Learning arrangements which are offered as part of a course delivered by Academies Australasia Polytechnic (AAPoly).

## SCOPE

This policy applies to students and academic staff members who are involved in work-integrated learning 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 tuition fee for and is eligible to participate in.

## **PROCEDURE**

### Industry Engagement

1. The Lecturer-in-charge identifies appropriate Host Organisations for the students. Students may also nominate a Host Organisation subject to the Program Coordinator's approval. The Host Organisation must meet the following criteria to be assessed as suitable:
  - a registered company with an ABN/ACN
  - have a minimum of 4 employees
  - able to nominate a suitable "supervisor"
  - willing to enter into an agreement for the WIL activities
  - suitably located and accessible i.e. not a home office
  - active in commerce or business activity, to provide the breadth of experience sought by the student.
2. The Lecturer-in-charge contacts the Host Organisation representative and provides them with information on learning outcomes, assessment tasks, timeframe, duration and number of hours that the student is required to complete.
3. The Lecturer-in-charge issues a written agreement to the Host Organisation, after approval from the Program Coordinator. Evidence of the students' insurance cover is also provided.
4. The Host Organisation signs and sends the written agreement back to the Lecturer-in-charge. The Host Organisation nominates a workplace supervisor.
5. The student is provided with the WIL guidelines and assessment criteria by the Lecturer-in-charge.
6. The Host Organisation conducts a workplace orientation and induction for the student on their first day of industry engagement, including information regarding the vision, mission, principles, policies and philosophy and any training necessary to undertake the assigned tasks.
7. The Lecturer-in-charge conducts workplace visitation for mentoring and/or monitoring, as scheduled with the student and Host Organisation. Students' wellbeing is also monitored through phone contact during allocated times.
8. The Lecturer-in-charge monitors the student's academic progress, and liaises with the nominated supervisor on the student's attendance and engagement.

### Virtual Internship

1. The Academic Dean identifies the provider for virtual internships to ensure that students are provided with opportunities to gain bite-sized virtual work experience, including replicating the work tasks undertaken in a typical working day and role.
2. The Academic Dean enters into agreement with the chosen provider.
3. The student is provided with the WIL guidelines and assessment criteria by the Lecturer-in-charge.
4. The Lecturer-in-charge supervises the students and monitors the student's progress.

## **General Guidelines**

### Virtual Internship Provider

AAPoly has entered into an agreement with Forage for students to enrol in virtual internships via [www.theforage.com](http://www.theforage.com).

Forage does not require the students to visit any physical workplaces or interact with any Forage or partner staff.

Technical support is provided by Forage. If students encounter any technical issues during the virtual internship, they can report the issue to the Lecturer-in-charge who then raises a support ticket to Forage.

### Conflict Resolution

From time to time students may face a serious difficulty or issue during the industry engagement. In this circumstance students should follow these :

- Raise the issue with Host Organisation representative or nominated supervisor to resolve any issues at the organisation level.
- If this fails to resolve the issue, the student should contact the Lecturer-in-charge.
- The Lecturer-in-charge will attempt to mediate between the parties and find an acceptable solution.
- If this fails to resolve the issues, the Lecturer-in-charge will set up a meeting between the student, the Host Organisation representative or nominated supervisor and the the Lecturer-in-charge to to develop strategies for resolution of the issue.
- If no resolution can be found the student may be withdrawn from the Host Organisation, and request to engage in another Host Organisation..

### Access to Support Services

Students can access the following support services whilst undertaking the WIL activity:

- ICT Helpdesk - <https://aapoly.edu.au/it-help/>
- Academic and Language Support - <https://aapoly.edu.au/support-academic-language/>
- Peer Support - <https://aapoly.edu.au/sspsp/>

## RESPONSIBILITIES

- Academic Dean is responsible for developing, maintaining and communicating this procedure 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 proposed by the students.
- 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 procedure should be directed to the Academic Dean through [academicdean@aapoly.edu.au](mailto: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

<b>Source</b>	<b>Document Title</b>	<b>Version/Date</b>
Internal	AAPoly Complaints and Appeals Policy and Procedure	V5
	AAPoly Critical Incident Management Procedure	V1.1
	AAPoly Work Integrated Learning Policy	V2.3
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