Work Integrated Learning and Placements Procedure

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Approved by	Stanley College Academic Board
Authorised Officer	Dean, Higher Education
Supporting documents, procedures and forms of this procedure	Work Integrated Learning and Placements Policy 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 Work Integrated Learning Agreements Unit Outline Guide to Work Integrated Learning 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. PROCEDURE

Work Integrated Learning (WIL) Development and Approval

1.1 Stanley College supports the incorporation of WIL into accredited courses and units.

1.2 Courses and units which encompass WIL must be designed in accordance with the following principles:

a. WIL curriculum will:
   i. Place primary relevance on the student's study;
   ii. Identify workplace tasks which derive from the skill base of the industry/profession;
   iii. Predetermine periods of time that the student will spend placed in the workplace;
   iv. Establish that the work to be undertaken by the student will be productive, with defined benefit to the workplace; and
   v. Link the assessment to the academic theory (or discipline knowledge) and learning outcomes of the unit or course.

b. Courses and units which incorporate WIL will be developed through:
   i. Collaboration between academics and industry/professional partners to explicitly link academic theory with work practice; and
   ii. Investigating and creating learning outcomes relating to the course or unit requirements, industry/professional standards and graduate attributes.

c. 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.

Setting up a WIL placement

1.3 Before establishing a student WIL placement agreement with a work placement provider, Stanley College will:

a. Make enquiries about the nature of the work placement provider, ensuring the provider is relevant to the course/unit and the proposed WIL placement;
b. Be alert to any unfavourable reports about the work placement provider, its practices and treatment of its staff or previous students if relevant;
c. Check that the work placement provider has safety policy and procedures in place, which are relevant to the WIL placement activities.

1.4 All work placements must be subject to a documented agreement between Stanley College and the work placement provider. The agreement will contain:

a. The responsibilities of the work placement provider;
b. A statement of purpose of the WIL placement, the details of the activity and the expected outcomes;
c. Communication, supervision and monitoring processes;
d. Insurance and Occupational Health and Safety (OHS) requirements;
e. Statements regarding intellectual property and confidentiality; and
f. Early termination processes.

1.5 All WIL placement agreements must contain an OHS clause which covers induction and supervision requirements. The work placement supervisor must:

a. Take reasonable steps to ascertain the workplace is safe for a student to undertake a student WIL placement;
b. Ensure the WIL placement does not commence until the *WIL Agreement* is completed with safety commitments related to induction, training, provision of necessary personal protective equipment, and conduct requirements to prevent bullying and harassment.

1.6 A copy of the signed agreement will be provided to the Academic Program Manager.

Management of WIL Activities

1.7 *WIL Agreements* between the sponsor, student and Stanley College must be used for all WIL placements with a partner organisation, and must have the appropriate signature from the Dean of Higher Education before commencing.

1.8 All WIL placements must be appropriately supervised and supported. For WIL activities that involve externships, an appropriate member of staff must be appointed as WIL Coordinator to liaise between students, placement stakeholders, and the College on all matters pertaining to the placement.

1.9 A supervisor must be identified by the work placement provider to supervise day-to-day activities of the student, but it is the responsibility of the WIL Coordinator at Stanley College to ensure students have adequate access to additional support, if necessary.

1.10 The WIL Coordinator at Stanley College will make contact with the student shortly after the WIL placement commences and be available to respond in a timely fashion to queries throughout the placement.

Induction

1.12 Induction will be provided by the work placement provider. Induction should include:
a. Health and safety policies and procedures;
b. Emergency and evacuation procedures
c. First aid arrangements and contacts
d. Procedures for reporting accidents/incidents/risks;
e. Name and location of health and safety representative, and
f. Details on the process for managing and resolving health and safety issues.

Assessment Requirements during WIL placements

1.13 All WIL placements must have a formally assessed component as described within the *Unit Outline*.

1.14 The Unit Coordinator will determine the assessment requirements for a WIL placement ensuring that it is of an appropriate standard and demonstrates achievement of identified learning outcomes. These requirements must be approved by the Learning and Teaching Committee.

1.15 The work placement provider will be required to provide reports about the student's performance during a WIL placement, which will contribute to the overall assessment of student performance.

1.16 The final grade will be recommended to the Unit Coordinator.

Student Absence from WIL Placements

1.17 Attendance requirements for WIL Placements are agreed between the student and the Work Placement Provider, providing that the total student hours worked does not exceed 120 hours.

1.18 Stanley College will communicate to students their protocol regarding absences, for example the number of times a student may be absent, who to notify and when they can make up the missed time) prior to the commencement of the WIL placement.

Early Termination of Placements

1.19 Students wishing to withdraw from a WIL placement must do so in writing as soon as possible to the work placement supervisor and Academic Program Manager.

1.20 Stanley College may withdraw a student from a WIL placement in the following circumstances:
   a. The student breaches the legal, ethical or professional codes of the work placement provider;
   b. The student performs in a manner detrimental to the professional experience of other students; or
   c. The work placement provider is unable or unwilling to maintain an appropriate placement experience for the student required by a registered body in accordance with State or Commonwealth legislation.

1.21 If Stanley College withdraws a student for the remainder of the placement due to circumstances outlined in 1.20a or 1.20b, a 'fail' result will be recorded.

1.22 If Stanley College withdraws a student for the remainder of the placement due to circumstances outlined in 1.20c, no result will be recorded and the student will be assisted to find an alternative placement to enable them to complete the WIL placement.

Unsatisfactory Progress in a WIL Placement

1.23 Stanley College has procedures for monitoring the progress of students undertaking a WIL placement that aligns with the *Student Progress Policy and Procedure.*

1.24 Students who have failed to maintain satisfactory attendance and/or failed to complete at a satisfactory standard in academic or professional components specified for the placement, or who have failed to maintain an appropriate standard of conduct may be identified as at risk of failing to maintain satisfactory progress in the unit.

1.25 Students may be identified as 'at risk' either by supervising staff at the work placement provider or the work placement supervisor at Stanley College in accordance with criteria provided to the student prior to the commencement of the placement.

1.26 A student identified as at risk will be notified in writing by the Registrar explaining:
   a. The reason why they are at risk;
   b. Possible remedial action;
   c. The timeframe for taking remedial action; and
   d. That if they continue to fail to maintain satisfactory progress, the placement may be terminated and result in a Fail grade.

1.27 When a student's progress is deemed to be unsatisfactory, the work placement supervisor may:
   a. Terminate the placement; and/or
   b. Approve an alternative placement opportunity for the student; and/or

c. Recommend a Fail grade for the placement unit.

1.28 Stanley College must advise the student in writing of the decision and provide information to the student on their right to seek review and appeal the decision under the *Student Grievance and Complaints Policy and Procedure*.

1.29 Students may lodge a complaint with the Academic Program Manager if they are dissatisfied with the WIL experience at the work placement provider. The process is outlined in the *Student Grievance & Complaint Policy and Procedure*.

Quality Assurance and Review

1.30 The work placement supervisor of a WIL placement must clearly specify an appropriate avenue for students and work placement providers to provide feedback on the activity.

1.31 Stanley College will implement improvements to the WIL placement program accordingly.