

# WORK INTEGRATED LEARNING | WIL



SUPERVISOR GUIDELINES

# KEY CONTACTS

## General Careers and WIL Enquiries

[careers@canberra.edu.au](mailto:careers@canberra.edu.au)

02 6201 2660

[Canberra.edu.au/careers](http://Canberra.edu.au/careers)

## Placement Team

Health industry/supervisor enquiries

[placementoffice@canberra.edu.au](mailto:placementoffice@canberra.edu.au)

Education industry/mentor enquiries

[peoffice@canberra.edu.au](mailto:peoffice@canberra.edu.au)

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## ACKNOWLEDGEMENT OF COUNTRY

The University of Canberra acknowledges the Ngunnawal people, traditional custodians of the lands where Bruce Campus is situated. We wish to acknowledge and respect their continuing culture and contribution they make to the life of Canberra and the region. We also acknowledge all other First Nations Peoples on whose land we gather.

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# Introduction

## PURPOSE

This is one of three guideline documents published by the University of Canberra (the University, UC) to inform key stakeholders on the strategy and process behind Work Integrated Learning (WIL) at the University:

- Student Guidelines
- Supervisor Guidelines
- Academic Guidelines

The Supervisor WIL Guidelines aim to provide an introduction to WIL at UC while also covering key information specific for our industry partners and students' supervisors.

The Guidelines provide an insight in to how our professional practice program can benefit both your business model and our student's employability as they prepare to graduate.

This document should be read in conjunction with any faculty specific guidelines/handbooks relating to WIL.

## RESPONSIBILITIES

### Industry Partners

1. Ensure that student supervisors are prepared appropriately for their role (as outlined in the requirements of the Host Organisation WIL Agreement).
2. Provide a safe, supportive and equitable workplace environment for the student.
3. Allow time for supervisors to meet with students to record assessment activities and outcomes (if required).
4. Perform formative and summative assessments, where required, and provide regular constructive feedback to students about their progression.
5. Allocate time for supervisors to reflect, give feedback and maintain records of student achievement and performance.
6. Ensure supervisors have appropriate and ongoing support to enable them to fulfill their role.
7. Work collaboratively with the University.
8. Provide quality learning opportunities for students that reflect the nature of the service.

# WORK INTEGRATED LEARNING (WIL) AT UNIVERSITY OF CANBERRA

## WHAT IS WIL

Work Integrated Learning is the term used to describe educational activities where theoretical knowledge and disciplinary skills are integrated with authentic professional experience.

The Tertiary Education Quality and Standards Agency views WIL as encompassing:

“

...any arrangements where students undertake learning in a workplace outside of their higher education provider (or one operated jointly with an external partner) as part of their course of study.

”

*Tertiary Education Quality and Standards Agency [TEQSA], 2017, p.1.*

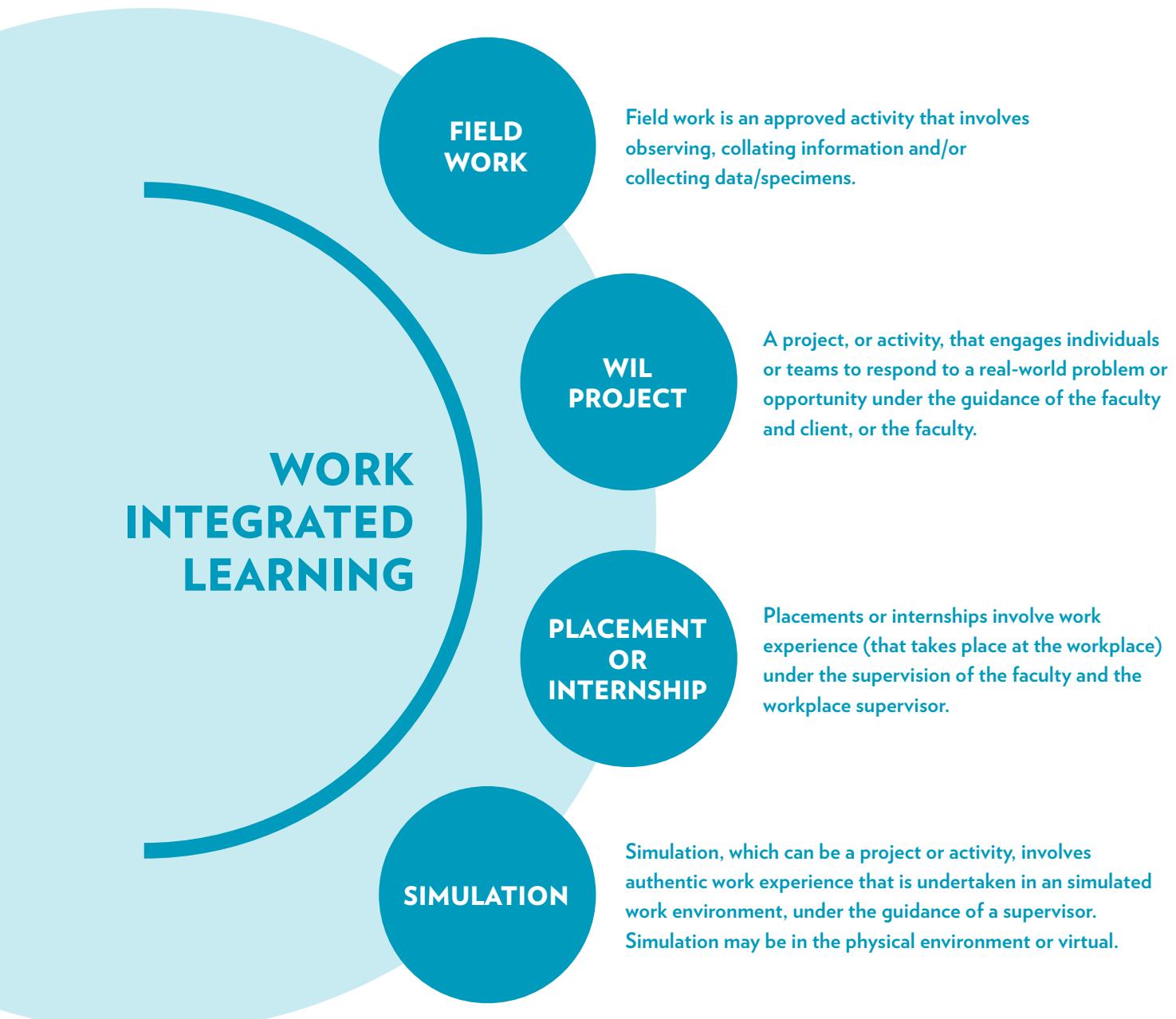


At the University, WIL is delivered through a partnership model between you, the students and the University. It is intentional, organised, aligns with course learning outcomes, and is approved by the University.

The type of WIL a student undertakes is dependent upon their course and learning outcomes. For example, some courses require students to complete a minimum number of hours as part of professional registration requirements, whilst others require the demonstration of workplace competencies.

WIL comes in several forms, such as those detailed in **Figure 1**.

**Figure 1: Types of WIL (UC, 2019)**





## WHY YOU SHOULD GET INVOLVED IN WIL

WIL provides a range of benefits that make it worthwhile for both students and host organisations:

- Accessing fresh perspectives and skills for the workplace
- Establishing or deepening connections with UC
- Helping to educate the future workforce
- Enhancing the supervisory and mentoring skills of staff

## HOW TO OFFER A WIL EXPERIENCE FOR A STUDENT

### Consider:

- What tasks/ projects you are looking to have completed
- How long the project/tasks might take to complete
- The skills and knowledge needed
- The resources required e.g. time available to prepare a project description, provide a desk, and relevant equipment

### Questions that you might like to ask UC could include:

- Do you have students that could help with your project/tasks?
- What is expected from the host organisation?
- How long does the WIL experience take?
- What support is provided by the University?
- Does the University provide insurance for students in the workplace?

## HOW DO I SELECT A STUDENT/WIL EXPERIENCE THAT IS RIGHT FOR MY ORGANISATION?

### For Education and Clinical Placements

UC will work within the external professional accreditation requirements, student preferences, and industry requirements to allocate students to placements. The Placement Team in Careers UC, along with the relevant faculty academics will speak with you directly in relation to how and when students are allocated to your organisation.

### For Internships

UC will often ask you to prepare a position or project description. A template can be provided but some things you might like to include in it are:

- Information about your organisation's business
- An overview of the position
- Tasks and deliverables
- Required skills

### For Projects and other types of WIL

This differs from faculty to faculty. If you would like to get involved with projects, industry or research related, please contact us to discuss further.

# Process for

## HOSTING A STUDENT INTERN

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- 1 Identify an opportunity for an intern within your organisation, for example do you have a project that a UC student could assist with?
  - 2 If requested, develop a brief proposal or position description outlining the task the student is to undertake, including the skills required, responsibilities, hours and location.  
Complete the Expression of Interest Internship online [Proposal Form](#).
  - 3 On approval, UC will get in touch; we can advertise your opportunity to students via our online careers job portal or recommend students as appropriate.
  - 4 UC will provide a copy of a 'Host Organisation Work Integrated Learning (WIL) Agreement' for review and signing by industry and UC prior to students commencing.
  - 5 Once we advertise, you select the students that are the best fit for your business.  
Contact shortlisted student/s, conduct interviews and select your preferred candidate. UC can assist where required.
  - 6 Advise the successful applicants so they can complete their UC required 'Placement/Internship Agreement' that they will share with you.  
The student will provide a completed copy to their University academic convenor for final approval.  
A confirmation email will be forwarded by the University confirming your student's placement.
  - 7 Students may complete an online Pre-Placement module or preparatory work within their faculty on workplace expectations, health and safety etc prior to starting, complimented by ongoing support from their convenor.
  - 8 Induct the student to the workplace: Confirm workplace requirements including work hours, dress code, workspace, amenities, reporting methods etc. Refer to the [WIL Toolkit](#).
  - 9 Internship/placement complete – At the conclusion the student will ask for your feedback.  
You will have the opportunity to provide both the student and UC with comments to assist us in continuing to enhance our WIL program.
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# Process for HOSTING AN EDUCATION STUDENT FOR PLACEMENT

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**1** Identify yourself to your Schools Professional Experience Coordinator (SPEC) as wanting to host a UC Pre-Service Teacher.

**2** Fill in the 'Google Doc' from your SPEC with the units you would like to mentor a pre-service teacher in. You can choose all, bearing in mind you will only be sent one student at any one time. You may also tick the box saying you are interested in mentoring more than once in the semester. The dates for each professional experience block are also shown in the tab, along with the description of the unit.

**3** The UC Placement Team will get in touch regarding students who will be placed with you. Your SPEC will confirm their placement with you. We ask that you/your SPEC reply with any issues as we await your confirmation prior to releasing placement.

**4** Placements are released to students, and they are given instructions to make contact with you. At this point, students will make a time to come and meet with you.

**5** At the pre-placement meeting, students will discuss any unit assessment requirements, their goals and the placement reporting requirements. These will also be sent to you electronically from the UC Placement team, at the time of placement allocation.

**6** Students work with you to complete their placement. Support is available through the UC Placement Team, or by contacting the Director of School Partnerships. All contact details are provided in the placement confirmation documents.

Work with your student to complete their final (and interim if needed) report and provide feedback.

**7** At the completion of the placement, submit the electronic final report (electronically signed via Adobe by all parties) to [peoffice@canberra.edu.au](mailto:peoffice@canberra.edu.au). *Interim reports are submitted by the student direct to their Unit Convenor/UCLearn site.*

**8** Final payments for those eligible will be scheduled when final reports are processed and days supervising are confirmed. Please note that processing times for this payment may vary as we make payments once a term, for the previous term. For ACT ED/ NSW DoE and CEO, these are made through the payroll systems. For independent schools, payment is made from UC direct to the school, to then make onward payment to the mentors.

# Process for

## HOSTING A HEALTH STUDENT FOR CLINICAL PLACEMENT

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1

Contact the UC Placement Team or Professional Practice Coordinator of your field, identifying as wanting to host a UC Health Student.

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2

The UC Placement Team or Professional Practice Coordinator will make contact to discuss placement types, requirements to do with hosting a student, as well as any legal requirements.

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3

An agreement between UC and your organisation will need to be established before placements can commence. The Placements Team will assist with this and can provide templates if your organisation does not have one.

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4

Placements are undertaken by students in set blocks throughout the year. As the blocks draw closer your academic contact or the Placement Team will contact you with students assigned to your organisation for placement.

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5

Students work with you to complete their placement. Support is available through the UC Placement Team, or by contacting the Professional Practice Coordinator. All contact details are provided in the placement confirmation documents.

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6

Feedback can be provided at the end of the placement (advice on how to do this will be provided on a discipline specific level).

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7

Some discipline areas are able to issue an invoice for financial renumeration. This can be done after the placement is complete.

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# Preparing to HOST A STUDENT IN YOUR WORKPLACE

Ensure that you, the student and the University reach a shared understanding of the purpose of the experience. WIL attracts course credit, and students will be expected to undertake assessment tasks and other academic components to successfully complete their experience. Assessment is the student's responsibility and coordinated by UC.

## PRIOR TO STUDENT'S START DATE

Some tips on what to do before students arrive in your workplace:

- Organise the supervision/workload and communicate with your work team
- Ensure pre-start date contact with the student to provide relevant information e.g. starting date and time, security access arrangements and parking facilities
- For paid WIL, organise payment to students
- Set up a workstation and computer access
- Organise an induction/orientation process for the student
- Discuss/raise with the student, their individual Learning Agreement that will be shared with you, if not already

## ON DAY 1

The best place to start with the students is with an introduction to the workplace. Things to consider include:

- Induction
- Introduction to workplace supervisor and team members
- WH&S, including fire exits
- Dress code and work hours
- Workspace and key amenities
- Computer access
- Resources/stores
- Communication and reporting methods
- Policies such as social media and privacy

## DURING THE WIL EXPERIENCE

Once students have started, key things that will help make the experience a positive one include:

- Promote a learning environment by encouraging students to ask questions, offer ideas and come to you with issues
- Ask students to reflect, to understand outcomes
- Model behaviours you expect of the student
- Provide students with the 'bigger picture' so they understand the strategic significance of their work within your organisation
- Provide students with a sense of ownership over the work they are doing
- Be patient and understanding with the student, it may be their first experience with work activities
- Offer feedback and encouragement
- Have regular meetings with the student and University academic
- Check the students' understanding of what you would like them to do for you

## ISSUES

Often issues can be resolved or prevented from escalating by having a conversation with the student or with your University contact. If you are unsure of how to proceed it is often helpful to speak with the University contact as they have measures and strategies in place to address any issues that arise during WIL.

## DO I HAVE TO ASSESS THE STUDENT?

The academic component of the overall WIL experience is graded by UC. However, input from you, as the host organisation, may be required to assess competency standards for accreditation. Your feedback is highly valued by the student and is an important part of the learning process. UC will provide you with guidance and an evaluation template on completion of the placement. You can always approach the University to ask for further advice if you have any questions or concerns.

## UPON COMPLETION

After the WIL experience, UC appreciates feedback on your experience. This helps to improve the WIL experience for you, and future students. It also has the added benefit of helping you to access further opportunities to collaborate.



# FINANCIAL IMPLICATIONS OF WIL FOR HOST ORGANISATIONS

When considering the overall cost of WIL, host organisations need to consider the potential financial impact of providing appropriate workplace resources and staff support. These costs will vary with the type and length of the WIL experience.

WIL should not be used to replace or replicate work normally done by paid employees.

## DISTINGUISHING UNPAID WIL FROM PAID WORK

A WIL experience is legally unpaid when it meets the definition of a vocational placement under the *Fair Work Act 2009* (Cth), which applies to both domestic and international students. The criteria are:

1. There is a placement (whether organised by the University or organised by you directly), that meets course requirements;
2. There is no entitlement to pay for the work the student undertakes set out in the placement deed;
3. The placement required to be done by an education course; and
4. The placement is provided by a university and is approved to be unpaid.

When a student undertakes any WIL experience through the University, the host organisation is not usually required to pay any remuneration, however in some situations this is required. Where remuneration is made, the WIL experience is likely to turn into an employment relationship, and any payments must be paid in accordance with the *Fair Work Act*.

The University recommends that you check the [Fair Work](#) website for examples of paid and unpaid placements and internships.

## STIPEND SUPPORTED WIL PROJECTS, AND PLACEMENTS

Some host organisations may choose to pay the student a stipend to assist them with any out of pocket expenses associated with the WIL experience, such as travel or accommodation. This is at the host organisations discretion and does not represent a wage.

## PAID INTERNSHIPS FOR COURSE CREDIT

In a number of cases, often as part of a host organisations talent attraction strategy, the host organisation may opt to pay the student the award wage to which they are entitled. In these cases, with the agreement of the unit convenor, the work undertaken may still be recognised for course credit. However, both payment of a wage and insurance are the employers responsibility.

The University coordinates a number of stipend and paid WIL activities. Two of these are an Industry Based Learning (IBL) Program and the Knowledge Exchange Placement (KEP) Program. These programs are paid and run for a longer time period, accommodating large scale project work to be undertaken that is not possible with shorter internships. They can provide for a six-month credit awarded, full-time internship placement and often provide an accelerated pathway into a graduate program.

## INTERNATIONAL STUDENTS

The *Fair Work Act 2009* (Cth) applies to all national system employers and employees working in Australia. The Act therefore does not prescribe any additional requirements or exceptions for international students when undertaking a WIL experience, meaning that international students fall under the same legislation as domestic students.

## FURTHER ADVICE

Host organisations can find further information on the [Fair Work Ombudsman](#) website or by contacting the Fair Work info line on 13 13 94.

# PROFESSIONAL BEHAVIOUR AND LEGAL REQUIREMENTS

Professional behaviour of students is imperative to success in study and a career. During placements, students are subject to the statutes and rules of the University (or other entity as applicable) and to the lawful directions of its officers. Appropriate standards of behaviour are expected of students and are an important part of the students' Individual Student Agreement, which they enter into as part of the WIL experience. The University of Canberra (Student Conduct) Rules 2018 provide more information around the boundaries and expectations for professional behavior while studying at the University.

For the duration of their WIL placement it is expected that students will communicate, dress and behave in a professional manner. As well as representing the University, WIL placements provide students with the opportunity to network and develop relationships that may assist them when seeking career opportunities in the future.

In addition to their WIL placement, they will learn about professional conduct as part of their course. This learning may be underpinned by a code of conduct specific to their profession (e.g. Nursing, Education, Law). It is important to take into consideration any codes or legislation that are specific to their discipline, as they are designed to articulate the standards expected to be upheld while practicing in a professional capacity. When asked, students will be required to upload documents, such as certificates, as evidence of their holding 'credentials' which are required for their placement.

The University of Canberra (Student Conduct) Rules set out procedures for dealing with cases of alleged breach of conduct, whether academic or non-academic, and the consequences which flow from findings of misconduct and appeal rights for students.

In cases where misconduct is alleged, a student will be immediately suspended from their WIL experience. Steps for managing issues and incidents on placement can be found in the [Incident Reporting During WIL](#) section in this document.

## PRIVACY AND CONFIDENTIALITY

Privacy and confidentiality are an important part of any WIL experience. Students may become privy to information about patients, clients, students, industry partners and other commercial information, which requires students to handle that information confidentially. The University, and most other entities, are bound by privacy principles established in privacy legislation such as the [Information Privacy Act 2014 \(ACT\)](#) and the [Privacy Act 1988 \(Cth\)](#). At minimum, students will be required to comply with the [Territory Privacy Principles \(TPPs\)](#) found in the Information [Privacy Act 2014 \(ACT\)](#). Information about the TPPs can be found on the Office of the Australian Information Commissioner's website, [here](#). Students are expected to discuss their specific privacy obligations with their WIL Supervisor.

## RESPECTFUL SUPERVISORY RELATIONSHIPS

The professional relationship between a supervisor and their student is characterised by mutual respect and trust. Respect and trust are the critical foundations of a high-quality, supportive and safe university learning environment. Students are more likely to achieve their academic goals in an atmosphere built on these values (Universities Australia, 2018).

## BEING A PROFESSIONAL MENTOR

Remember what it was like when you started out? Being a supervisor is more than just welcoming a student and providing an outline of their duties, tasks, or project. It is also about being a great mentor.

A good mentor understands it takes time and commitment to continually support your student intern. A willingness to share skills, knowledge and expertise is the key to providing a complementary experience. It is a reciprocal relationship with the hope that our students will be able to add value to not only your business but acknowledging that your efforts and support will contribute to their ongoing employability, which is often in your industry.

By talking to students about your overall business, including your vision and goals, provides them with some perspective. It not only makes them feel welcome, but it also opens the door to a conversation about the students' goals and where they see themselves in the future. It initiates a platform for common ground and understanding.

While clear supervision and outlining your expectations are a given for any mentor, ensuring opportunities that provide students the ability to think outside the box will enhance their learning experience, where practicable. Some examples include attending management meetings, attending professional seminars, observing other areas of your business, meeting clients etc.



### A POSITIVE ROLE MODEL

This is a great opportunity to demonstrate to students what it means to be successful. Being a positive role model ensures students appreciate your investment in their success and are contributing to their future employment and career satisfaction. Motivating others sets a great example to all in your office, business, or industry.

### GUIDANCE AND RESPECT

As part of WIL preparation students will identify their strengths and areas for improvement. As a mentor you will be there to support and share your knowledge, challenge them, while empowering students desire to learn and continually improve.

### EFFECTIVE FEEDBACK

Communication is key, and students will value your opinion. Effective feedback and feedforward includes positive reinforcement for good performance, and constructive feedback that provides the student with practical knowledge and information on how to improve in a particular area in the future. Feedback should be provided as close as possible to the activity and should be specific and frequent. Effective communication ensures that the experience provides value for the student and your business.

# WORKPLACE HEALTH AND SAFETY

## WORKPLACE HEALTH AND SAFETY LEGISLATION AND RISK MANAGEMENT

Any organised WIL experience undertaken as part of University course requirements recognises the *Work Health and Safety Act 2011* (Cth) and any relevant state/territory legislation, for example the [Work Health and Safety Act 2011 \(ACT\)](#).

The [University's Risk Management Plan](#), as updated from time to time, establishes the processes for risk management across the University. The safety and welfare of students is important, and all students are expected to follow the established practices to minimise injury, damage and loss. These are particularly relevant in the higher risk areas such as laboratory and fieldwork, internships and student placements (especially overseas). You should expect to be orientated to the workplace, be given information on policies and procedures, and then abide by them under supervision.

The University has a duty of care to take all reasonably practicable steps to provide a safe experience for all employees as well as protecting students, visitors, volunteers and any other persons from risks to their health and safety arising from any University-based activity. Similarly, industry partners and students share the same responsibilities to themselves and their clients/patients/customers.

The University and the participating industry partner's duty of care places an overriding managerial responsibility to take all reasonable care to safeguard employees, students and all other participants from risks associated with organised WIL activities.

The unit convenor or professional practice convenor is responsible for regular and planned supervision of students and has the authority to influence or direct the actions of students and other persons involved in a WIL experience.

The unit convenor or professional practice convenor is responsible for the preparation and management of the students during a WIL experience and must ensure where possible that:

- All participants, students and staff, are fully informed of their responsibilities
- Relevant policies and procedures have been followed in relation to the specific WIL experience
- Education is provided in relation to the specific WIL experience
- The industry partner is compliant with workplace health and safety requirements.

The University offers a variety of [support services](#) for students.

## INCIDENT REPORTING DURING WIL

Whilst the University works diligently with its industry partners to minimise the risk of incidents, incidents can still occur while students undertake WIL. The University process for reporting incidents aims to provide:

- Support for students who experience an incident or untoward event while on WIL
- Information to assist the University to manage the risks associated with supporting students undertaking WIL
- Information to relevant University staff to inform and improve its WIL programs
- Feedback to the placement organisation/industry partner about issues raised by the incident

Where the incident involves student misconduct, the WIL supervisor should contact the unit convenor or professional practice convenor immediately. They will liaise with the student and the WIL supervisor on student welfare, and a decision will be made on the continuation, postponement or suspension of the WIL experience. The terms of this course of action are applied under the [University of Canberra Student Conduct Rules 2018](#). Students have a right to appeal through normal University procedures or in accordance with these Rules, as applicable.

All incidents should be reported through the [Report an Incident at UC website](#).

You may also have your own reporting/notification requirements and students are required to comply with these, including completing any necessary documentation.

## REPORTING PROCESS

STEPS	ACTIONS
Step 1: Initial Response	Identification of incident. Advise the unit convenor or professional practice convenor, where appropriate and applicable.
Step 2: Assessment	Student should seek medical treatment if required, including care and support of involved personnel.
Step 3: Reporting	Student to complete the relevant University's online <a href="#">Incident Reporting Form</a> . If unable to, it is the responsibility of the WIL supervisor and/or unit convenor or professional practice convenor, where appropriate and applicable.
Step 4: Follow Up	Where applicable, University academic staff to liaise with the student, WIL supervisor on student welfare and make a decision on the continuation, postponement or suspension of the placement.
Step 5: Investigation (if required)	University to investigate the incident.

## STUDENT GRIEVANCE

Occasionally problems arise and students find that they have a grievance in relation to actions or decisions taken by University staff, as they relate to WIL. The University has established a set of procedures for dealing with such matters, which can be found in the [Student Grievance Resolution Policy](#).

Grievances about non-University staff or students relating to WIL activities are governed by the agreement between the University and the relevant workplace and should be brought to the attention of the UC Placement Team and/or academic/professional practice convenor for appropriate action.

## RELEVANT LEGISLATION AND RESOURCES

The following sites and resources may be helpful in relation to work health and safety, and professional conduct.

### Workplace Health & Safety Legislation and Resources

- [University of Canberra Incident and Hazard Report Form](#)
- [WH&S Act 2011: Part 3 –Incident Notification](#)
- [WH&S Regulations 2011: Part 3.1 Managing Risks to Health & Safety](#)
- [WorkSafe ACT](#)

### Professional Conduct

- [University of Canberra \(Student Conduct\) Rules](#)

# LEGAL AND INSURANCE

## UNIVERSITY INSURANCE

The University is protected by policies including public liability, medical malpractice, professional liability and property loss or damage. In addition, Group Personal Accident Insurance provides students with certain benefits if they are accidentally injured while undertaking a WIL placement in Australia and Travel Insurance provides cover to students if they travel interstate or overseas on authorised University travel.

These insurance policies are designed to provide cover in the event of personal injury to a student or a third party or events resulting in damage to or loss of property belonging to the University or a third party or personal injury to a third party. Any incident involving injury to a student or a third party, loss or damage to property belonging to a third party or loss or to University property is to be reported as soon as possible, refer to Issues during WIL.

**To request an insurance claim complete the [Insurance Request Form](#).**

If the student is undertaking non-University activities (including any personal or paid professional developments opportunities), they are not covered by the University's insurance policies. Insurance coverage, including workers compensation, for paid placements should be provided by the host organisation.

## INSURANCE FOR STUDENTS

The University provides some protection (insurance) cover for students undertaking approved University-related activities. Therefore, students enrolled in a University of Canberra course, and studying on campus or online, are covered (subject to the policy terms, conditions, limitations, exclusions and restrictions) by University of Canberra insurance policies including:

- General and Products Liability
- Professional Liability
- Medical Malpractice (where applicable)
- Group Personal Accident (where applicable)
- Student Travel (where applicable)

Insurance MAY NOT provide cover for every event or circumstance. Professional placements, work experience, practicums or internships in Australia are covered by these policies, provided the activity is:

- Undertaken by a student enrolled in a University of Canberra course
- Unpaid (i.e. the student receives no remuneration and is not considered to be a staff member of their host organisation)
- A requirement of a University of Canberra course
- Approved and authorised by the University

## INSURANCE COVERAGE FOR INTERNATIONAL WIL

Students undertaking international placements are covered by the University's insurance (subject to the policy terms, conditions, limitations, exclusions and restrictions), if:

- The international placement has been approved and authorised in accordance with relevant University policies and procedures;
- The student is not returning to their home country to undertake the WIL experience (for students returning to their home country to undertake WIL, please contact UC insurance via the [Insurance Request Form](#) as there are limitations to insurance coverage);
- The placement is not being undertaken in a sanctioned country or territory or a country where the University's insurers are prohibited from providing insurance;
- The placement is unpaid (the student receives no remuneration and is not considered to be a staff member or employee of the host organisation); and
- The experience is a requirement of the student's University course.

## INTELLECTUAL PROPERTY

The University's *Intellectual Property Policy*, as updated from time to time, sets out the rights and obligations of the University, its staff and its students regarding intellectual property. The policy seeks to strike an equitable and workable balance between the rights of originators and the interests of the University and student.

Different placement arrangements may treat intellectual property differently to the University's *Intellectual Property Policy*. These differences should be reflected in an appropriate WIL agreement.

## AGREEMENTS

To help to clarify expectations, UC provides an agreement template which outlines the responsibilities of each party and addresses essential areas of insurance and Intellectual Property rights.

Careers UC will work in collaboration with Industry Partners, Academics, and UC Legal and Insurance to execute Agreements as per the advice provided by Faculties in the University and the requirements of the Industry Partner.

# FURTHER READING

[Innovative Research Universities \(IRU\) WIL for Supervisors](#)

[Australian Collaborative Education Network \(ACEN\) Industry WIL guide \(for Supervisors of WIL\)](#)

[University of Canberra WIL Toolkit](#)

## REFERENCES

- Tertiary Education Quality Standards Agency (2017). *Guidance Note: Work Integrated Learning*. <https://www.teqsa.gov.au/sites/default/files/guidance-note-work-integrated-learning-v1-2-web.pdf?v=1581310233>
- Universities Australia (2018). *Principles for Respectful Supervisory Relationships*. <https://www.universitiesaustralia.edu.au/wp-content/uploads/2018/10/Postgraduate-Principles.pdf>
- University of Canberra (2019). *Work Integrated Learning Policy*. [https://www.canberra.edu.au/Policies/PolicyProcedure/Download/535/Work\\_Integrated\\_Learning\\_Policy](https://www.canberra.edu.au/Policies/PolicyProcedure/Download/535/Work_Integrated_Learning_Policy)



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