



Work Integrated Learning Procedure

Authority Source: University Education Committee

Approval Date: 30/10/2019

Publication Date: 09/06/2020

Review Date: 30/03/2020

Effective Date: 20/11/2019

Custodian: Deputy Vice-Chancellor & Vice-President, Academic

Contact: Pro Vice-Chancellor Learning & Teaching at wil@canberra.edu.au

Accessibility: Public

Status: Published

In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

1.1. This Procedure sets out University processes for implementing the Work Integrated Learning (WIL) Policy.

2. SCOPE:

2.1. This Procedure applies to all University of Canberra courses determined under the [University of Canberra Courses and Awards \(Courses of Study\) Rules 2013](#).

3. PROCEDURE:

3.1. Identification of units and courses that include WIL

3.2. Units that include WIL are identified in the course management system, and include the type of WIL and the referenced course/s. This information is entered into the course management system following the academic governance approval process.

3.3. WIL agreement

3.4. The University enters into a legal agreement with the industry organisation (host organisation) and the student for WIL placements and internships, and WIL projects. This agreement sets out the responsibilities of the University and the host organisation, including agreement that the host organisation has mitigations in place for identified risks.

3.5. The WIL Agreement must be prepared, signed and stored in accordance with the Contracts Management Policy [to be developed], and the [Delegations of Authority Policy](#).

3.6. The University is legally responsible for the student while they are on the host organisations premises.

3.7. University responsibilities before, during and after a WIL activity

- 3.8. The University is responsible for ensuring the quality features for WIL are embedded into culturally appropriate guidelines and resources for students and supervisors. This must include, at a minimum, information that meets relevant governance requirements.
- 3.9. Stakeholders involved in the WIL Partnership Model work collaboratively to develop and update guidelines and resources for students and supervisors. Core documents and templates are stored in the collaborative [WIL Guidelines & Templates](#) Sharepoint site.
- 3.10. Student guidelines and resources must be included as part of course materials in the Learning Management System.
- 3.11. Supervisor guidelines and resources must be provided to the supervisor.
- 3.12. **Safety**
- 3.13. Certain WIL activities are an operational risk. A preliminary risk assessment screen (to be developed) must be undertaken in the following circumstances, with a risk assessment undertaken thereafter, as required:
- 3.13.1. where legislation stipulates;
 - 3.13.2. before a field work activity that has potential to impact negatively on a students physical or mental health;
 - 3.13.3. before a simulation that has potential to impact negatively on a students physical or mental health;
 - 3.13.4. before travel to a remote area or international travel; and/or
 - 3.13.5. before a WIL activity where an incident directly related to a students physical or mental health has been reported and upheld (e.g. injury following violence by a patient, harassment, exposure to hazardous substance/s, bullying).
- 3.14. The Manager, Health and Safety is responsible for communicating an incident related to 3.9(d) to the relevant faculty.
- 3.15. All risk assessments must be conducted in accordance with the [UC Risk Management Plan](#).

4. IMPLEMENTATION AND REPORTING:

- 4.1. **Evaluation**
- 4.2. The University will monitor the student and supervisor experience through a student and supervisor survey at the completion of designated WIL activities.
- 4.3. Outcomes from the student and supervisor surveys will be collated, and included as part of the annual internal WIL audit. The objective of the audit is to:
- 4.3.1. ensure the University is compliant with legislative and other legal requirements;
 - 4.3.2. ensure the implementation of a quality WIL Program and positive student and supervisor experience that aligns with the University strategic goals; and
 - 4.3.3. inform continuous improvement of the WIL Program.
- 4.4. Figure 1 provides a summary overview of WIL evaluation, including timelines and reporting.

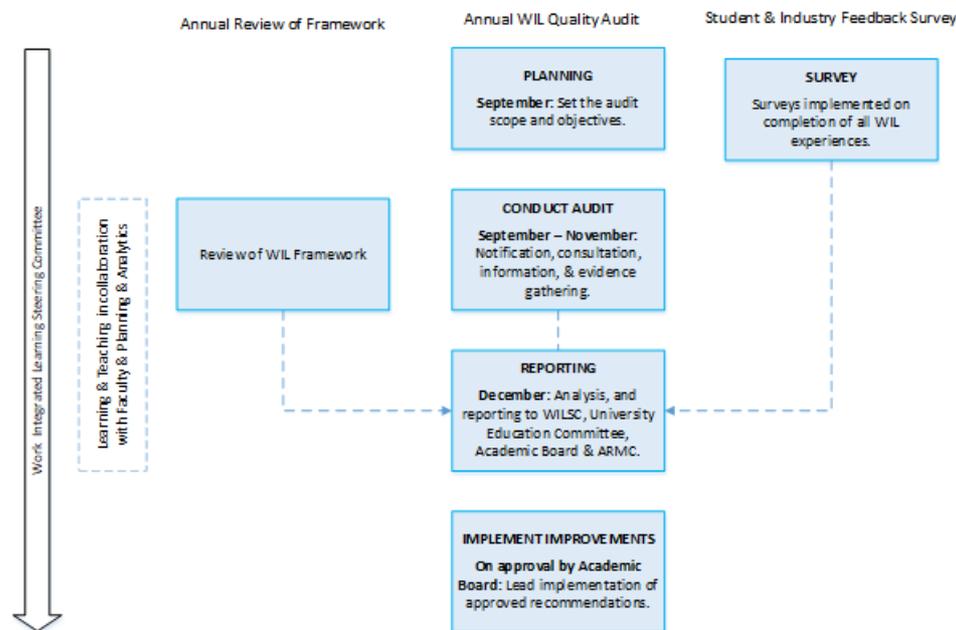


Figure 1: WIL evaluation

5. GOVERNING POLICY AND LEGISLATION:

External governing legislation

- [Disability Standards for Education 2005](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
- [Fair Work Act 2009](#)
- [Health Practitioner Regulation National Law, in force in each state and territory from 2009](#)
- [Work Health and Safety Act 2000](#), and legislation in force in each state and territory

University of Canberra governing legislation

- [University of Canberra Act 1989](#)
- [University of Canberra \(Courses and Awards\) Statute 2010](#)
- [University of Canberra Courses and Awards \(Courses of Study\) Rules 2013](#)
- [University of Canberra \(Academic Progress\) Statute 2017](#)
- [University of Canberra Academic Progress Rules 2017](#)

6. SUPPORTING INFORMATION:

University of Canberra policies and procedures

- [Academic Progress Policy](#)
- [Academic Progress \(Coursework Units\) Procedure](#)
- [Assessment Policy](#)
- [Assessment Procedures](#)

- [Completion within the Expected Duration of Study for International Students - Policy](#)
- [Completion within the Expected Duration of Study for International Students - Procedure](#)
- [Course Policy](#)
- [Course Delivery by Third Party Providers Policy](#)
- [Course Delivery by Third Party Providers Procedure](#)
- [Delegations of Authority Policy](#)
- [Disability Policy](#)
- [Deferring, Suspending or Cancelling an International Student's Enrolment Procedure](#)
- [Enrolment Policy](#)
- [Privacy Policy](#)
- [Student Charter](#)
- [Student Mental Health Support Policy](#)
- [Welfare Arrangements for Under 18 International Students Policy](#)
- [Welfare Arrangements for Under 18 International Students Procedure](#)
- Third Party Providers Agreements and Operations Manual