



Work Integrated Learning Policy and Procedure

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A. Overview

- i. Lead Institute of Higher Education (LIHE) is committed to providing quality and authentic learning experiences through Work Integrated Learning (WIL). Work Integrated Learning is a teaching approach that combines academic learning with practical, hands-on experience. It allows students to apply what the theoretical knowledge gained in formal classroom learning to real-world situations, to help them develop practical skills and gain valuable work experience.

Work Integrated Learning enables students to develop the capabilities required to work in industry or professional practice and provides opportunities for students to apply theory to practice and work alongside industry professionals in their chosen discipline. Work Integrated Learning also provides opportunities for reflection and feedback, facilitating the development of professional identity.

This policy sets out the framework for the development, implementation, management and evaluation of Work Integrated Learning in accordance with accreditation standards.

This Policy is to be read in conjunction with the LIHE Work Integrated Learning Guide.

- ii. Definitions

“Work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements. Work Integrated Learning can be undertaken as part of coursework or research training” (TEQSA, 2022). This may include:

- Professional workplace placements (also known as internships, clinical placements, fieldwork, practicums).
- Online or virtual Work Integrated Learning with real clients or industry.
- Industry-partnered projects in the classroom that involve industry, community or professional partners.
- A simulated work environment with industry input, consultation or assessment, or
- Activities in other contexts involving industry or community partners.

(TEQSA,2022)

B. Scope

This Policy applies to:

- All units and courses, where Work Integrated Learning is part of the curriculum.
- All students, staff and partner organisations involved Work Integrated Learning.
- All approved Work Integrated Learning activities including Work Integrated Learning both on campus and external to LIHE.

C. Policy Principles

All Work Integrated Learning activities must:

- i. Comply with relevant legislation including the HES and relevant professional accreditation requirements where applicable.

- ii. Prioritise the safety and well-being of students and staff.
- iii. Be congruent with the purpose and objectives of the course.
- iv. Be designed to enable reasonable access for all students.
- v. Facilitate professional growth and identity through feedback and reflection.
- vi. Be regularly evaluated and improvements implemented as required.
- vii. Evaluations are to come via structured feedback from students, staff, and industry partners.
- viii. An annual report summarizing WIL effectiveness is reviewed by the Academic Board.
- ix. All WIL placements and student progress will be monitored, with records maintained in accordance with the LIHE Records Management Policy.

D. Work Integrated Learning Principles

i. Curriculum :

- a. Work Integrated Learning must be designed to enable the application of theory to practice and the development of capabilities required in the workplace.
- b. Work Integrated Learning must be aligned with the course and unit learning outcomes and relevant professional standards.
- c. Work Integrated Learning must have clearly documented learning outcomes and assessment that directly relate to the Work Integrated Learning.
- d. Clear communication protocols between Unit Coordinators, students, and partner organizations, including scheduled updates and progress checks must be established.
- e. Students must be adequately prepared for any work placement or industry experience through well planned prerequisites and pre- Work Integrated Learning learning.
- f. Work Integrated Learning activities must be developed in accordance with the course development policy and be approved by Academic Board.

ii. Assessment

- a. Assessment during Work Integrated Learning must be consistent with LIHE Assessment Policy and Procedure.
- b. Assessment of Work Integrated Learning activities must:
 - Align with unit and course learning outcomes.
 - Be congruent with the AQF level of the course.
 - Assist in developing the LIHE graduate attributes.
 - Be consistent with professional accreditation requirements as required.
 - Align with relevant policies and procedures, including those related to privacy and confidentiality.
- c. LIHE staff are responsible for the final assessment of students during Work Integrated Learning. Industry partner supervisors will provide structured feedback using a standardized evaluation form. This feedback will contribute to the student's overall assessment.
- d. LIHE is ultimately responsible for the final assessment of, and final grade given to Work Integrated Learning activities.

iii. Off campus industry placement activities

- a. An off-campus industry placement Work Integrated Learning activity may only be undertaken where there is a current written Agreement, or any other legally binding agreement that articulates the requirements of the placement.

- b. Students must complete all Work Integrated Learning compliance requirements before Work Integrated Learning commences. If students fail to meet compliance requirements, they will be given one opportunity to rectify this within five business days. Failure to do so will result in removal from the placement.
 - c. For GDECEd students, placements are arranged in collaboration with LIHE-approved partner organizations. Students are required to complete a 12-week (60-day) placement in a regulated childcare environment.
 - d. LIHE may prevent a student commencing a Work Integrated Learning activity if they have not completed all of the industry compliance requirements, completed course prerequisite requirements or there are other issues that pose a risk to either themselves or the partner organisation.
 - e. Any risks with the Work Integrated Learning will be managed by LIHE staff involved in the Work Integrated Learning and other stakeholders including partner organisation staff.
 - f. LIHE staff and partner organisation staff who have responsibilities for the Work Integrated Learning will provide student support, monitor the student progress and provide student feedback.
- iv. **Unsatisfactory Performance**
- If a student fails to meet workplace expectations, LIHE will conduct a review and determine if they need to:
- a. Complete a remedial placement.
 - b. Receive additional academic support.
 - c. Be removed from the placement and assigned an alternative placement.
- v. **Misconduct**
- If a student engages in misconduct (e.g., breach of student code of conduct, and/or workplace policies), they may:
- a. Be removed immediately from the placement.
 - b. Be subject to disciplinary action under the Student Code of Conduct.

E. Responsibilities

- vi. Student responsibilities for off campus industry placements.

Students will:

- a. Prepare for the Work Integrated Learning experience by revising theoretical components of the course that relate to the Work Integrated Learning and undertake any pre- Work Integrated Learning activities as required by LIHE or the partner organisation.
- b. Familiarise themselves with the Work Integrated Learning program requirements and expectations.
- c. Attend orientation sessions and training conducted by LIHE and the partner organisation.

- d. Behave in a professional manner in accordance with the LIHE Student Code of Conduct.
- e. Abide by policies and procedures of the organisation where Work Integrated Learning activities are taking place and observing reasonable instruction from staff and supervisors.
- f. Identify individual learning needs and actively seeking opportunities to address these.
- g. Undertake assessment as required and respond to feedback.
- h. Seek guidance and support from supervisors and the Course Director, academic staff or students support services.
- i. Communicate with LIHE staff if there are incidents or concerns with their Work Integrated Learning experience.
- j. Communicate any absence from Work Integrated Learning to supervisors and LIHE staff.
- k. Cover certain non-tuition costs associated with Work Integrated Learning placements, including required certifications and travel.
For information on financial policies and potential refunds, refer to the Fee Refund Policy.

vii. LIHE responsibilities for off campus industry placements.

LIHE will:

- a. Develop formal relationships with partner organisations that outline roles and responsibilities.
- b. Arrange and/or approve Work Integrated Learning opportunities for students.
- c. Ensure all students are adequately insured during Work Integrated Learning activities. Details of insurance coverage will be communicated clearly to both students and partner organizations.
- d. Conduct risk assessments of the partner organisation in accordance with LIHE policy (see Appendix I).
- e. Communicate with the partner organisation about the objectives of the Work Integrated Learning activity and throughout the period of the student placement.
- f. Schedule regular on-site visits to monitor student progress, address any issues in collaboration with Work Integrated Learning supervisors, to ensure the quality of the learning experience.

LIHE responsibilities for student preparation

LIHE will:

- a. Check all students complete necessary background checks, such as Working with Children and Federal police checks (if required), prior to commencing Work Integrated Learning activities involving vulnerable populations.
- b. Provide students with information about the Work Integrated Learning activities including learning outcomes, assessment, rights and responsibilities, communication and managing concerns.
- c. Provide students with information about free access to academic and placement support services throughout their Work Integrated Learning experience. This includes assistance from academic staff, placement coordinators, and student services, all of which are available at no extra cost.

LIHE responsibilities for supervision of students

LIHE will:

- a. Ensure that students receive appropriate supervision and support during Work Integrated Learning.
- b. Ensure that supervisors both from LIHE and the partner organisation are appropriately qualified and prepared for their role in student supervision.

LIHE responsibilities for evaluation of Work Integrated Learning activities

LIHE will:

- a. Monitor and evaluate the Work Integrated Learning and partner organisation and provide feedback as needed.
- b. Provide structured opportunities for students to offer feedback or raise concerns about their Work Integrated Learning experiences.
- c. Ensure both the partner organisation and students understand processes for resolving any issues or critical incidents should they occur.

viii. Industry partner organisation responsibilities

Partner organisations will:

- a. Facilitate opportunities for student learning in accordance with LIHEs requirements and student learning needs.
- b. Orientate students to the Work Integrated Learning environment.
- c. Provide a safe and inclusive learning environment.
- d. Provide a mentor and supervision.
- e. Conduct assessments as negotiated with LIHE.
- f. Communicate promptly with LIHE if there are any incidents or concerns with students or the Work Integrated Learning activities.
- g. Guide and support students during their placements.
- h. Provide feedback to students about their performance.

F. Evaluation, quality assurance and reporting

The evaluation of Work Integrated Learning and relationships is essential for the provision of quality learning experiences. Work Integrated Learning activities must be evaluated at the end of each placement cycle (e.g., end of semester or trimester) and during the annual course review process. Evaluation criteria will include student feedback, industry partner feedback, student performance, and alignment with accreditation standards.

LIHE will:

- i. Survey and/or conduct interviews with students and staff at the conclusion of Work Integrated Learning activities.
- ii. Annually survey and/or conduct interviews with partner organisations and other stakeholders.
- iii. Conduct regular reviews as needed and in accordance with the LIHE policy review schedule of the Work Integrated Learning Policy and Procedures to ensure alignment with industry and professional accreditation standards, TEQSA requirements, and stakeholder needs.

- iv. Use all feedback to inform improvements to Work Integrated Learning activities.
- v. Provide a report of Work Integrated Learning activities to the Academic Board through the Annual Course Reviews.

G. Implementation and Record Keeping

LIHE will maintain accurate records of Work Integrated Learning activities, student compliance, and assessments as part of its quality assurance framework. These records will be securely retained in accordance with the Records Management Policy for a minimum of two years after a student ceases to be enrolled, ensuring compliance with regulatory and institutional requirements.

LIHE is aware that while this satisfies the current requirements there may be a need that future courses might require more data and longer timelines – in the case of a graduate wanting overseas accreditation in a specialisation. This situation will be monitored by the Academic Board with any required changes brought before said Board.

H. Student Grievances and Complaints

Where a student has a grievance or complaint during Work Integrated Learning, they must refer to *Student Grievance Policy and Procedure*. Where the grievance is impacting on the ability to appropriately engage in the Work Integrated Learning activity LIHE should be notified immediately.

Version	Approved by	Approval Date
2	Academic Board	10 February 2025
Next Review	Custodian	Effective Date
Refer to the <i>Policy Documents Review Schedule</i>	Dean	10 February 2025
Related Documents	Course Development Policy Dictionary of Terms Fee Refund Policy Quality Assurance Policy Records Management Policy Student Code of Conduct Stakeholder Feedback Policy Student Grievance Policy and Procedure Work Integrated Learning (WIL) Guide	
References and Legislations	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021	

Appendix I - General Site Risk Assessment Template for Work Integrated Learning

Scope of works						
Type of Placement	Business <input type="checkbox"/>	IT <input type="checkbox"/>	Hospitality <input type="checkbox"/>	Healthcare <input type="checkbox"/>	Education <input type="checkbox"/>	Other <input type="checkbox"/>
Start date		Finish date		Time		
Organisation's name			Assessment undertaken by (name)			
Site address			Signature			

If you have identified any of the listed or other potential hazards on the site, you will need to enter a suitable control below to show how you have controlled the hazard(s). If any further hazards are introduced, record them and update the table at the bottom on this page.

#	Items to consider when conducting a risk assessment
1	Can parking arrangements at the site cause incidents and injuries to any persons?
2	Are there any slips, trips and falls impacting on the safe access and egress?
3	What are the potential hazards or risks associated with allowing students to participate in work-integrated learning at the host organisation?
4	What measures can be put in place to minimize or mitigate the risks identified in question 3?
5	Are there any specific health and safety policies or procedures that the workplace has in place that must be followed during work-integrated learning?
6	What training or orientation will be provided to students before they begin work-integrated learning to ensure they understand and can adhere to health and safety policies and procedures?
7	How will students be supervised during work-integrated learning to ensure their safety and compliance with workplace standards?
8	Are there any potential risks associated with the students interacting with any stakeholders? If so, what measures can be put in place to minimize these risks?
9	How will any incidents or accidents that occur during work-integrated learning be reported and managed?
10	What communication will take place between the workplace and the educational institution providing the work-integrated learning program to ensure that all parties are aware of any risks or incidents that occur?

Appendix 2: Grievance Procedure flow chart

Grievance Procedure Flowchart

Purpose: To provide a clear process for addressing student grievances during WIL.

1. Incident Occurs

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2. Student Raises Concern

- Inform the LIHE WIL Coordinator or relevant staff.
- Submit a formal grievance form if necessary.

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3. Initial Review by LIHE

- Review the concern within 5 business days.
- Communicate with the student and partner organisation.

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4. Resolution Attempt

- Mediated discussion between LIHE, the student, and the partner organisation.
- Implement corrective actions if needed.

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5. Formal Investigation (if unresolved)

- Escalate to the Grievance Committee.
- Review evidence and provide a decision within 10 business days.

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6. Outcome Communicated

- Provide the student and stakeholders with a formal written response.

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7. Appeal (if applicable)

- Students may appeal the decision in accordance with LIHE's Appeals Policy.