

Work Integrated Learning Policy

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| Version number | 1 |
| Approved by | Academic Board |
| Date of approval | 1/10/2017 |

Purpose

Sydney Institute of Higher Education (SI) is responsible for the quality of all learning and teaching activities administered as part of its higher education operations, including those administered by third parties. SI must ensure that work-integrated learning (WIL) activities embody the highest standards of quality, safety, and supervision.

This *Work Integrated Learning Policy* establishes the principles governing WIL activities at SI, and additionally the associated student expectations and insurance arrangements. It then outlines the process of coordinating, managing and evaluating WIL programs.

Scope

The policy applies to all students and staff at SI, and all organisations and individuals involved in the delivery of work-integrated learning activities.

This policy does not extend to paid employment or any other activities that students undertake separately to their program at SI.

Principles

SI accepts full responsibility for the quality and compliance of all forms of program delivery, including work-integrated learning.

If as part of program design a program has a WIL component approved by *Academic Board*, SI will ensure that WIL arrangements:

Are compliant with the *Higher Education Standards Framework (HESF) 2015*

- Maintain student safety and wellbeing
- Align with the missions and values of SI
- Contribute to the achievement of the academic objectives described in the current *Learning and Teaching Plan*
- Align with the learning outcomes for the relevant program and enhance the learning experience for participating students
- Engage with relevant industries and improve student employability

- SI will establish work-integrated learning as an elective rather than a hurdle requirement.

WIL is aimed at enhancing student learning to include practical applications of the knowledge they obtain throughout their program and introduce students to professional contexts in the relevant fields.

WIL activities will be designed to:

- Link theoretical knowledge with practical skills
- Align with program learning outcomes
- Provide students with the opportunity to use practical skills in a professional context
- Provide students with an opportunity to gain a measure of real-world industry experience.

Procedures

Student responsibilities

Students undertaking WIL will:

- Take initiative in their learning through full participation in the opportunities presented to them
- Adhere to workplace health and safety guidelines
- Conduct themselves according to the values and *Student Code of Conduct* of SI
- Complete assessment tasks required
- Notify their Program Director of any problems that arise.

Students may be withdrawn from the WIL program and will not receive credit for their participation if they fail to meet these expectations.

WIL partners

SI will identify opportunities for WIL with industry partners who demonstrate:

- Compliance with workplace health and safety legislation
- Genuine dedication to student outcomes and wellbeing
- The capacity to provide sufficient supervision to students in WIL programs
- Alignment with SI values.

Insurance

SI will maintain sufficient insurance to protect students who are working off-campus with a partner organisation as part of a work-integrated learning arrangement.

Coordination and Management

A formal written contract between the WIL partner and SI is to be established, outlining the rights and obligations of all parties involved in the arrangement: SI, the partner, and the students who participate. For each WIL program, a written agreement is to be established and signed off to define the WIL activity and monitoring and quality assurance arrangements before any such arrangement can commence.

Students are given a copy of the agreement to ensure they understand their rights and responsibilities whilst engaged in work-integrated learning activities.

SI will ensure that:

- Organisations providing WIL programs are provided with comprehensive preparation material
- Students' experiences at their WIL placement are monitored by the relevant Program Director or another staff member acting as a WIL coordinator (for larger programs).

WIL evaluation

Students and placement providers are to submit reports on the completion of each placement. These will be reviewed by the Program Director.

WIL initiatives will undergo quality assurance and benchmarking processes as part of the overall review and improvement cycles of the associated program. Refer to the *Program Review and Continual Improvement Policy*.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Dean and the *Learning and Teaching Committee*.

Definitions

Academic Board: the governing body responsible for academic matters, including learning and teaching, program approval, workforce planning, academic staff appointments, research and professional development, academic policies and procedures, overseeing student grievances and appeals processes. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

Program Director: the most senior academic staff member responsible for the delivery of a specific program at SI. The Program Director is responsible for the planning and development of a program, particularly unit curriculum information, and works in conjunction with other senior academic staff.

Learning and Teaching Plan: a document produced by SI that outlines the SI's academic objectives, the strategies to achieve them, and measurements of progress, over a five-year period.

Review schedule

This policy will be reviewed by the *Academic Board* every three years.

| Version History | | | | |
|-----------------|----------------|----------------|-----------------|-------------------|
| Version number: | Approved by: | Approval date: | Revision notes: | Next review date: |
| 1 | Academic Board | 1/10/2017 | | 1/10/2020 |

▲ Related Documents

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| ↗ | Program Development and Approval Policy |
| ↗ | Program Review and Continual Improvement Policy |
| ↗ | Learning and Teaching Policy |
| ↗ | Third Party Arrangements Policy |
| ↗ | Student Code of Conduct |
| ↗ | Learning and Teaching Plan |

End of document: "Work Integrated Learning Policy"

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