Imperial Engineering Education
For an innovative tomorrow

Work Integrated Learning Policy and Procedure

Approving body	Endorsed by Academic Board Approved by Board of Directors
Date approved	July 2024
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Policy owner	CEO
Policy contact	CEO
Related Documents	Assessment Policy and Procedure Assessment Moderation Policy and Procedure Personal Information and Privacy Policy and Procedure Records and Data Management Policy and Procedure
Higher Education Standards Framework (HESF) 2021 (Cth)	Standard 1.1.3 Standard 1.4.2 Standard 2.1.1 Standard 2.4.1 Standard 5.2.4 Standard 5.4 Standard 6.1.3c Standard 7.1.3j

Purpose

1. The purpose of this policy is to set out the principles underpinning the development and management of work integrated learning (WIL) activities undertaken at Imperial Engineering Education ('the Institute / Imperial').

Scope

2. This policy applies to:

   a) All WIL activities undertaken by students, including internships, capstone projects, placements, professional and work experience undertaken in engineering programs, community and industry projects, and wider field experience.

   b) The policy applies to WIL activities undertaken with the approval of the Institute, on or off campus, including virtual and simulated activities, and to all students and staff associated with such activities.

   c) Activities undertaken by students that are not part of academic requirements for a program or course are outside the scope of this document.

Policy

Principles

3. **Embedded** | The Institute recognises the value of WIL activities and will advance its position as a leader in career-ready education by building relationships with professional associations, industry, business and government to provide WIL opportunities for Institute students.

4. **Compliant** | WIL activities undertaken by Institute students comply with the requirements of all relevant Institute policies as well as all relevant legislative and regulatory requirements.

5. **Consistency** | No student may undertake any WIL activity that has not been formally arranged by the Institute and assessed for risk, Institute and WIL provider expectations, consistent outcomes, academic quality, and student support. The Institute may refuse to allow participation in a WIL activity or may withdraw a student from a WIL activity where there are reasonable grounds to believe that a student or others are at risk through a student's participation. Refer Attachment 1 for a WIL Placement Site Risk Assessment Template.

6. **Aligned |** WIL activities must contribute to the student's unit and course learning outcomes.

7. I**nformation |** Students must be provided clear information about any specific requirements and processes in place to demonstrate compliance with Institute policies, procedures and timelines. Students will act in accordance with the *Student Code of Conduct* and the *Academic Integrity Policy* when undertaking WIL activities.

Procedure

Before a WIL activity is offered

8. Senior academic staff will identify and promote productive partnerships with business, industry, government and the community to generate WIL opportunities.
9. The Academic Dean will ensure that all staff who are responsible for coordinating or supervising WIL are appropriately qualified and/or undertake relevant training.
10. The WIL Coordinator will confirm the proposed WIL activity with the potential partner organisation aligns with the expected learning outcomes and assessment strategy of the topic and course. The WIL Coordinator will notify the Academic Dean of potential financial implications for the WIL activity and confirm that the partner organisation has processes in place to ensure adequate care is given regarding students' health and safety throughout the WIL activity; students receive adequate workplace health and safety training; and provisions are made regarding specific workplace requirements, including reasonable adjustments for students with disabilities.
11. The WIL Placement Site Risk Assessment (Appendix 1) will be completed and assessed.

Academic Preparation

12. The Course Coordinator will determine the suitability of a potential WIL activity to ensure it aligns with unit and course learning outcomes.
13. The WIL Coordinator will communicate with external partners to ensure that:
    a) Assessment involves collaboration between academic staff and external supervisors;
    b) Assessment will be conducted in accordance with the Institute's *Assessment Policy and Procedure*; and
    c) Summative assessment is primarily conducted by academic staff, but may be conducted in conjunction with staff of the partner organisation.
14. The WIL Coordinator will communicate with students:
    a) How the activity contributes to and is aligned to unit and course learning outcomes;
    b) Academic and work-related performance and behavioural expectations; and
    c) How supervision and how student progress and attendance will be monitored and recorded.
15. The WIL Coordinator will provide oversight to the allocation of students to WIL activities.
16. The WIL Coordinator will confirm students' readiness for participation in WIL activities and may refuse a student from commencing if:
    a) The student has not met or refuses to undertake compliance requirements within the set time-frame;

b) A professional body or court of law has notified the student or Institute of a direction that prevents the student from undertaking a WIL activity;

c) The student has a history of unsafe practice, illegal activity, or unethical or unprofessional behaviour, with reasonable grounds to suspect the student poses a risk to the health, safety or wellbeing of themselves or others, or a risk to the reputation or reputation of the Institute or partner organisation.

Administrative Preparation

17. A signed letter of agreement between the Institute and the partner organisation will be prepared. The Institute will not conduct WIL activities without a signed letter of agreement between partner organisations and the Institute.
18. A signed agreement between the student and the partner organisation indicating willingness to undertake the WIL activity will be prepared.
19. Students will be provided a copy of the *WIL Student Handbook*.
20. The Institute will notify students of compliance requirements, such as Working with Children Check, National Criminal History Check, immunisations, etc. in a timely manner and confirm each student has met compliance requirements.
21. If a student is not able to pass a required compliance check, the student and relevant academic staff will be advised the student will not be permitted to undertake the WIL activity.

During a WIL activity

22. The WIL Coordinator will confirm students are being appropriately supervised and regularly consult with the designated supervisor in the WIL organisation to monitor the student's performance and ensure timely feedback is provided to students. Institute staff that oversee WIL will maintain regular contact with students during WIL activities to monitor safety and wellbeing and document and assist in the resolution of difficulties faced by students.
23. The WIL Coordinator may withdraw a student from a WIL activity for a range of reasons including but not limited to:

    a) There are reasonable grounds to suspect that the health, safety or wellbeing of a student or other is at risk;

    b) The student performs in a manner detrimental to the professional experience of other students;

    c) The student breaches the legal, ethical or professional codes of the partner organisation, professional body or of the industry concerned;

    d) The student demonstrates negligence in the performance of an assigned duty;

    e) The partner organisation is unable or unwilling to maintain an appropriate WIL activity for the student; or

f) Withdrawal is required by a professional body in accordance with relevant legislation.

24. Students will be notified when at risk of unsatisfactory progress, and include the reason the student is at risk, possible remedial action and timeframe for remedial action, and the consequences of failing to maintain satisfactory progress, including the potential termination of the WIL activity and the student receiving a Fail grade.
25. The Institute will record any student contract or reported issues about a WIL activity in the Institute's information management system.

After a WIL activity

26. The Course Coordinator will make assessment outcome decisions, confirm alignment with unit and course learning outcomes, ensure students have an opportunity to discuss, reflect on and incorporate their WIL experience into their learning, and complete WIL-related assessments in accordance with Institute assessment policies and procedures.
27. Completion of WIL activity will be recorded in the Institute's information management system.
28. The WIL Coordinator will follow up feedback with the partner organisation on the WIL activity.

Grievances and Appeals

29. Students are encouraged to contact the Institute if they have any issues with their WIL activity.
30. Formal student grievances can be lodged as per the *Student Grievance Policy and Procedure*. If a student is dissatisfied with the outcome of the grievance process, they may appeal under the provisions of the *Student Appeals Policy and Procedure*.

Accountabilities

31. The Academic Dean is responsible for:
    a) Institute adherence to this policy.
32. Course Coordinators are responsible for:
    a) Ensuring that WIL programs and assessment are aligned with the Institute's graduate attributes as well as students' course and unit learning outcomes.
33. WIL Coordinators are responsible for:
    a) Ensuring effective management of assigned WIL activities.
    b) Providing a first point of contact for students and partner organisations with questions or concerns about WIL activities.

Definitions

34. For the purposes of this Policy:

Term	Definition
Letter of Agreement	A document signed by both the Institute and the partner organisation that will host the WIL activity, setting out the nature and terms of the Institute's and partner organisation's responsibilities.
Partner organisation	An organisation external to the Institute that provides Work Integrated Learning activities to Institute students as part of their course requirements.
Work Integrated Learning (WIL)	Any arrangement where students undertake learning in a work context as part of their course requirements. WIL can be undertaken as part of coursework or research training.

Version Control

Version	Changes	Approval Body	Approval Date
1.0	Initial Version	Board of Directors	24.10.2022
1.1	Review and update to standard changes	CEO	Jul.2024

Appendix 1 WIL Placement Site Risk Assessment Template

This form is to be used by the staff member or academic supervisor who arranges student Work Integrated Learning (WIL) activities to assess risk and provide evidence of consultation when planning the activity. Refer to the Risk Assessment Matrix below for explanation on risk ratings.

Workplace:	Unit:	Supervisor:	Date Completed:

Item	Hazard description	Hazard Exposure	Risk Level (High/Medium/Low)	Risk Control Measure(s)	Controls Incorporated	By Whom
1					☐	
2					☐	
3					☐	
4					☐	
5					☐	
6					☐	
7					☐	
8					☐	
9					☐	
10					☐	

Refer to the following pages for guidance on completing the WIL Placement Site Risk Assessment Template including the WIL Risk Assessment Matrix, WIL Risk Priority Table, and hazard examples and control examples.

WIL Placement Site Risk Assessment Template Guidance

WIL Risk Assessment Matrix

	Risk Severity (Consequence)			
Likelihood	Critical (may cause severe injury or fatality resulting in more than two weeks lost time)	Major (injury resulting in at least one day lost time)	Minor (medical treatment injury but can return to work)	Negligible (first aid treatment and no lost time)
Very Likely (exposure happens frequently)	High	High	Medium	Medium
Likely (exposure but not frequently)	High	Medium	Medium	Low
Unlikely (exposure could happen but only rarely)	Medium	Medium	Low	Very Low
Very Unlikely (exposure can happy but probably never will)	Medium	Low	Very Low	Very Low

WIL Risk Priority Table

Risk Priority	Definitions of priority	Timeline
High	Stop WIL immediately or do not commence WIL. WIL involving high risk must not commence until risk severity is reduced.	Now
Medium	Risk must be addressed urgently and mitigated, consider short term and/or long-term actions. WIL must not commence until risk severity is reduced. Should WIL be in progress risk must be mitigated to Low before WIL continues.	1 weeks
Low	Risk can be managed or mitigated with through scheduled maintenance or similar. If the issue can be addressed long-term, then take actions to address the issue.	1 – 3 months
Very low	Risk can be managed by routine processes such as periodic review.	Not applicable

WIL Hazard Categories and Exposure Examples

Category	Example
External worksite	Partner organisation may have safety management system of variable quality.
Student knowledge of health and safety	Student is unaware of health and safety rights, responsibilities and expectations.
Hazards at partner site	Student is exposed to possible hazards without completing introductory training and understanding how to identify and manage, and report them.
Heavy lifting	Student is not training in heavy lifting practices and processes.
Communicable disease	A student may be exposed to an illness in their workplace.
Injury or illness	A student may become physically injured during their WIL activity.
Hazardous work	A student may be have elements in their WIL activity that expose them to risk such as working with machinery, hazardous chemicals, from heights, etc.
Driving or commuting	A student is exposure to general road and traffic hazards while commuting to or from their WIL activity.
Isolation or night work	A student's WIL activity has hazards associated with low visibility or remoteness.

WIL Activity Risk Control Measure Examples

Example Control Measures
Select partner organisations and worksites based on past experience and suitability after discussions and consultation between the WIL Coordinator and partner organisations. Monitoring of suitability is required on an ongoing basis.

Example Control Measures
A suitable partner organisation will provide a safe and healthy environment to work, communicate well, includes staff input into their safety management system and takes prompt action to address any injuries or incidents. The Institute would typically favour government agencies or self-insured employers under the ReturntoWorkSA scheme.
Arrange WIL activities with reputable, self-insured employers or government organisations.
Agreement with Imperial Engineering Education is established.
Coordinate placement arrangements with the partner organisation