Imperial Engineering Education

For an innovative tomorrow

Work Integrated Learning Student Handbook

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Purpose of Work Integrated Learning (WIL)

The purpose of this handbook is to inform students of their rights and responsibilities in relation to Work Integrated Learning (WIL) at Imperial Engineering Education (the Institute/Imperial).

What is WIL?

WIL refers to an arrangement where students undertake learning in a work context as part of course requirements.

The Institute's courses have been designed with WIL as a cornerstone of each program to provide valuable opportunities for students to apply what they have learnt to practical, work-based situations, identify further areas to improve their skills and knowledge, and develop their understanding of engineering workplace skills and practices.

The implementation of WIL at the Institute is guided by the Institute's *Work Integrated Learning Policy and Procedure*, which provides a framework for establishing agreements between the Institute and potential WIL providers, the responsibilities of parties involved, and maintaining a focus on students' unit and course learning outcomes as they undergo the WIL activity.

The Institute remains responsible for the wellbeing and learning outcomes of a student while they undertake WIL activities or activities with any third party as part of their course.

Types of WIL

'Work-Integrated Learning' (WIL) is often used interchangeably with work-based learning, practice-based learning, vocational training, experiential learning, clinical education, internships and apprenticeships, to name a few. Sattler's (2011) typology distinguishes between three broad varieties of WIL:

1. Industry focused: where the workplace acts as the central piece of learning,
2. Structured Work Experience: where students are made familiar with the workplace within a higher education program,
3. Institutional Partnerships: where higher education activities are designed to achieve industry or community goals.

WIL Unit Details

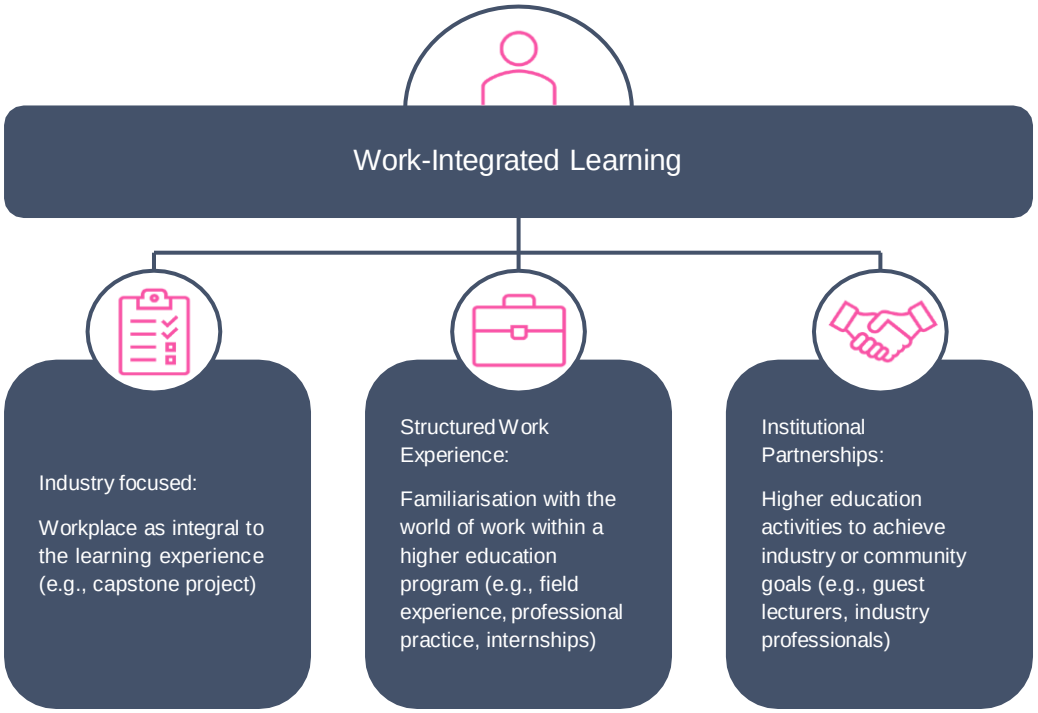
This is a core unit for the courses:

- Bachelor of Engineering Technology (Renewable Energy)
- Bachelor of Engineering Technology (Advanced Manufacturing)

Work Integrated Learning (WIL)

Unit Name	Unit Description	Unit Credit Points	Hours	Duration	Remarks
ENP300 Engineering Practice 5: Industry Project	Unit description This unit of study aims to provide students with a supervised and supported industry focused WIL project experience in the area relevant to their engineering technology discipline. The unit will assist students in developing their employability skills and attributes by working on an industry linked project interacting with a variety of professionals in order to expose them to the professional work environment. Students are encouraged to liaise positively and cooperate with the WIL Coordinator in finding a suitable organisation to undertake their WIL activity with. The Institute must approve any WIL placements before they	20	1. Total Hours for WIL 320 2. Total workload hours per week 20 1. No. timetabled hours per week 15. 2. No. personal study hours per week 5	Duration of the unit is 16 weeks; 12 weeks will be spent doing the unit and 4 weeks for completing assessment tasks	Students will be able to enroll in ENP300 after successfully completing a minimum of 160 credit points of study. This will typically occur in the first semester of final year. IEE will cover the expenses related to running the WIL unit.

Figure 1 | Sattler's typology of WIL[1] (adapted for Imperial)



Dimensions of Meaningful Work-Integrated Learning

Imperial has adopted the 'CANWILL' framework to guide the values it strives to achieve in the development and delivery of each successful WIL program.

[1] *Sattler, P. (2011). 'Work-Integrated learning in Ontario's postsecondary sector'. Toronto: Higher Education Quality Council of Ontario. In: Higher Education Quality Council of Ontario: An agency of the Government of Ontario. (2016). 'A Practical Guide for Work-Integrated Learning: Effective Practices to Enhance the Educational Quality of Structured Work Experiences Offered through Colleges and Universities'. (p.5)*

Figure 2 | CANWILL WIL values and dimensions[2]

WIL activities must build toward the Institute's Graduate Attributes, align with the unit learning outcomes of the WIL activity, and the course learning outcomes of a student's course.

IEE Graduate Attributes

1. Technically Proficient

   Ability to apply knowledge of science and engineering fundamentals and in-depth competence and understanding of at least one engineering discipline.

2. Collaborative and Communicative

   Ability to communicate and collaborate effectively with other engineering professionals and with the broader community.

[2] *Cantalini-Williams, M. (2015). 'Teacher candidates' experiences in non-traditional practicum placements: developing dimensions for innovative work-integrated learning models.' In N. Maynes & B. E. Hatt, (eds.), 'The complexity of hiring, supporting, and retaining new teachers across Canada'. Canadian Association for Teacher Education. In:ibid (p.6)*

3. Problem Solver

   Ability to use a systems approach to design and operational performance.

   Ability to undertake problem identification formulation and solution.

4. Socially Responsible

   Understanding of the social, cultural, global and environmental responsibilities of the professional engineer, and the need for sustainable development.

   Understanding of the principles of sustainable design and development.

   Developing empathy and understanding the dynamics of working in teams and with communities and stakeholders.

5. Lifelong Learner

   Understanding of professional and ethical responsibilities and commitment to them.

   Deep learning and understanding of fundamental principles to inform advanced knowledge and developing practices.

   The expectation of the need to undertake lifelong learning and the capacity to do so.

IEE Course Learning Outcomes

1. *Exhibit and apply specialised technical engineering knowledge, skills and tools in the (appropriate technology domain) to design, develop, evaluate processes and sustainable solutions to real-world problems.*
2. *Evaluate and apply specialist engineering methods in order to identify and analyse potential innovative and creative solutions to complex real world problems in diverse environmental, technical and social contexts.*
3. *Critically apply relevant engineering design processes, management skills, and decision-making methodologies to enable the delivery of engineering projects within given constraints.*
4. *Make appropriate judgements by using and managing information in a professional manner, critically evaluating evidence, identifying and assessing ethical, cultural and sustainability issues.*
5. *Demonstrate professionalism by communicating competently in English to diverse audiences, acting as an effective member or leader of a diverse team, reflecting on and taking responsibility for managing, monitoring and reviewing personal and professional performance as a means of continuing professional development and lifelong learning.*
6. *Demonstrate a commitment to integrity, ethical conduct, professional accountability and an awareness of professional engineering practice in a global and sustainable context.*

Monitoring and recording of student progress and attendance

WIL conditions

Students are encouraged to liaise positively and cooperate with the WIL Coordinator in finding a suitable organisation to undertake their WIL activity with.

WIL progams are not to be designed to be solely work placements or work experience. WIL partner organisations will be expected to impart educational knowledge to students through an agreed assessment framework and in line with the course learning outcomes.

If a student is unable to complete a WIL activity in a given teaching period, the Institute may provide an alternative opportunity in a different teaching period or equivalent assessment(s).

Contact

Imperial will provide oversight for students' WIL activities by maintaining regular contact with students and partner organisations as students progress through WIL activities. The Institute may maintain contact through email, telephone, video calls or site visits.

Provisions for regular contact between these parties will be included in establishing agreements between the Institute and WIL providers.

Students will be encouraged to raise any issues that arise in relation to their WIL activity with the WIL Coordinator, who will liaise with the relevant Student Services member or Course Coordinator where required.

Attendance

Attendance expectations at a WIL provider will be established in the form of a written document for the student to review and accept before formal acceptance into a WIL activity.

Students are expected to advise the WIL provider and the Institute on any issue pertaining to their attendance as soon as possible.

The WIL provider will be encouraged to report any issues regarding attendance to the Institute.

On completion of the WIL activity, the Final Report will note the total number of hours or days of attendance completed. This is to be recorded by the WIL Coordinator.

Progress

Students will be expected to demonstrate their progress toward achieving learning outcomes through their Work Integrated Learning by complement assessment(s) as part of the unit.

A student is classified as 'at risk' of unsatisfactory progress if they:

1. Behave in a manner which breaches the *Student Code of Conduct* whilst undertaking WIL.
2. Fail a previous unit in their course before undertaking WIL.
3. Have their teaching placement terminated early by a WIL provider.

In the case of early termination, the student will be deemed as having 'unsatisfactory progress' and a progress review process will commence within 10 working days from the date of termination of the WIL. Students who are identified as having unsatisfactory progress will be subject to the provisions of the *Academic Progression Policy and Procedure*.

Records

The Institute will collect and use information relating to students and organisational partners in the context of developing WIL activities that are a suitable to meet students' course and unit learning outcomes. This information will be used to identify means to improve processes and systems around the WIL activity.

This information will be collected and used in accordance with the Institute's *Data and Records Management Policy and Procedure* and the Institute's *Personal Information and Privacy Policy and Procedure*.

Student Records

Information and records relating to students' WIL activity will be gathered and maintained as part of a student's application for a WIL activity, while they are undergoing a program, and a short evaluation after their placement.

WIL Provider Records

The Institute will maintain records in relation to organisations that proposed to host or have hosted WIL activity for students from the Institute. This information will help determine the suitability of the organisation for prospective or future WIL activities.

Compliance requirements

Prior to commencing a WIL activity, students must provide documentation to meet compliance requirements. These may vary, depending on the nature of the activity, and may include:

- Working with Children Check
- National Criminal History Check
- Immunisation Records

If you have any concerns or questions about these requirements, please discuss with your Course Coordinator.

During a WIL activity

Academic performance and behavioral expectations

Work-related performance

The Institute will collaborate with WIL providers to establish work-related performance requirements of students that undertake WIL activities.

Work-related performance requirements will follow the SMART framework and be:

- Specific: Detailed enough that students can reasonably ascertain that requirements have been met.
- Measurable: Relative progress in relation to a goal or desired outcome can be determined.
- Achievable: All resources to achieve a goal or designed outcome have been provided.
- Realistic: It is reasonable to expect that the person seeking to achieve the desired outcome will be able to do so.
- Time-sensitive: That reasonable requirements relating to time constraints are made clear.

Behavioural expectations

Students are expected at all times to abide by the *Student Code of Conduct* when attending a WIL activity. Students are expected to hold their safety and the safety of others as their foremost priority, and to be aware of and act in accordance with occupational health and safety requirements.

Students are encouraged to consider and reasonably abide by the rules and customs of the organisation where they undertake their WIL activity.

Students are required to check and make travel arrangements to ensurethey arrive on time.

Host organisation expectations may include:

Starting well	Behaviours and attitude	Respect and responsibility
• being punctual and reliable • dressing appropriately to industry standards • maintaining the highest level of professional conduct	• showing enthusiasm and initiative • demonstrating motivation to learn • being polite and considerate toward others	• being prepared to accept and complete duties planned by the supervisor • listening to instructions and asking questions when unsure • accepting and acting on advice given by workplace supervisors

		• being available to discuss changes in relation to the nature of the program such times or days worked • complete the required number of hours and assessments as stipulated in the agreement

Occupational Health and Safety

The safety of students at the Institute is of paramount importance. Students on WIL placements will be made aware of and follow all Occupational Health and Safety (OH&S) requirements prescribed. Students are encouraged to contact the Institute through the WIL Coordinator if they have any concerns regarding their health or safety during a WIL activity.

Students should undertake an appropriate OHS Induction Program before the WIL activity commences. The Induction Program generally covers:

- role, rights and duties under OHS legislation
- the obligation the employer has to ensure a healthy and safe workplace for the student and fellow workers, including providing Personal Protective Equipment (PPE) where appropriate
- what to do in an emergency situation and evacuation
- what a hazard is and potential hazards in an engineering workplace
- how the risks from workplace hazards are identified, assessed and controlled
- the procedures for students to follow if they become aware of any hazards
- the reporting of OHS matters such as accidents, incidents and injuries
- how to access first aid and how to complete hazard/incident report forms
- the meaning of the colours and symbols of OHS signs and the importance of complying with them
- what is inappropriate behaviour, such as workplace violence, bullying, sexual assault or harassment
- the tools and equipment that they are not permitted to use and the activities they must not engage in

- the right to refuse to undertake work activities if they consider them to be unsafe
- the way to communicate their OHS concerns to their workplace supervisor or work placement coordinator. The student should also be introduced to their relevant health and safety representative.

The WIL partner is required by the Australian legislation to:

- provide and maintain a safe working environment and safe systems of work
- ensure that substances are used, stored, handled, processed and transported in a manner that is safe and without risks to health
- provide adequate facilities for the welfare of employees
- provide such information, instruction, training or supervision to employees that enables them to perform their work safely
- consult with employees about OHS issues that directly affect them.

Should an incident or near-miss occur at the workplace that impacts a student's safety or wellbeing, or threatens to, the student should:

- report the incident to the provider or workplace supervisor and seek medical help.
- contact the WIL Coordinator as soon as possible.
- have their Medicare number with them(if applicable) in case they need medical treatment. As per the provisions of the Institute's *Insurance Policy and Procedure,* students are covered by insurance provided by the Institute while on WIL.
- keep all the relevant medical certificates and accounts for any insurance claims that may be made.

If students feel bullied, harassed or discriminated against during any part of the WIL activity, please contact the WIL Coordinator immediately.

Medical conditions

If students suffer from any medical condition or disability that may affect their work performance, please notify the workplace supervisor and the Institute's WIL Coordinator.

Prohibited activities

Students are not to partake in illegal or unethical behaviours at any time during their association with the Institute.

Students are prohibited from the following activities:

1. Use of machinery or equipment which is dangerous for new workers to operate, unless:
    - the activity is first risk-assessed as suitable for student operation by the provider;
    - students have been given appropriate information, instruction and training and a checklist for the safe operation and handling of the equipment;

- the equipment is in safe working order, complete with required safety devices; and
- ongoing, close supervision is provided by a suitably qualified or experienced person in the workplace.

2. Any activity requiring a licence, permit or certificate of competence unless:
   - students already have the relevant current licence, permit or certificate;
   - the activity is directly related to the learning outcomes of the placement; and
   - the activity is approved by the Institute prior to the commencement of the WIL.

Confidentiality

Students may be exposed to confidential information about the organisation during WIL. Students will be expected to act with ethical conduct and maintain privacy by not inappropriately disclosingsensitive information acquired during their WIL experience. In some cases, a confidentiality contract may be required of students by the WIL provider. Students are encouraged to discuss any concerns they hold regarding confidentiality before or during their WIL experience with the WIL Coordinator.

Support Services

Support services are outlined in the *Student Support Framework*:

Contact	Services and support
Student Administration	Professional support staff provide timely advice to students on matters related to their enrolment and will assist students in making appointments for other support services, including with academic staff. Student Administration offers advice on visa conditions, including employment rights and conditions, and on avenues for resolving issues arising in relation to employment (e.g. Fair Work Ombudsman). Student Administration provides advocacy and other support for complainants and appellants.
Reception Services	All new students arriving from outside Adelaidewill be provided with information about the local area and services including assistance with accommodation options prior to their arrival.
Library Services	The Student Learning Support Officer located in the Library is available for one-on-one consultation by appointment or by referral from academic staff and can assist students face to face or by phone or online.

Contact	Services and support
	The Student Learning Support Officer provides English Language Proficiency support through informal social gatherings as well as formal workshop sessions. The Student Learning Support Officer also provides scheduled academic learning support workshops in literacy and numeracy and other areas such as report and essay writing and academic integrity. These workshops will be advertised via the Learning Management System (LMS).
Academic Staff	Academic staff are available for individual student consultation in accordance with the *Student Support Policy and* Procedure and academic staff position descriptions.
Library	Physical access to the Library resources and Librarian will be in accordance with the campus opening hours. The Institute also provides online access to a number of databases and learning support material is provided via the LMS. The Librarian will assist students in accessing research materials for their studies.
Learning Portal – Learning Management System	The Institute's Learning Management System portal is the primary site for provision of course information and learning resources to students.
Counselling Services	The Institute will assist students in accessing the services of a contracted private provider at a reasonable cost where needed.
Student Policies	The Institute has a number of easily accessible student-facing policies to assist and guide students in their time at the Institute. These are available via the Institute website.
Student Representatives	The Institute's *Student Representation and Election Policy and Procedure* provides for active engagement of students in the governance of the Institute. Student Representatives are a major mechanism whereby students can raise their concerns and seek solutions at the Institute.

Grievance process

Students are encouraged to contact the WIL Coordinator if any issue arises during a WIL activity. A student may choose to lodge a formal complaint to the Institute to be processed in set timelines through the *Student Grievance Policy and Procedure*. If a student is not satisfied with the outcome of the student grievance process, the student may choose to lodge an appeal under the provisions of the *Student Appeals Policy and Procedure*.

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

After a WIL activity

Students will be encouraged to complete a short survey requesting feedback on their WIL activity.

Students may be asked to prepare a presentation on their experience to explain their key learnings and observations to demonstrate that students have achieved required learning outcomes from their WIL experience.

Assessment information

WIL is a critical component of the courses offered at the Institute, which builds on the students' learning and develops their professional skills and knowledge.

The documents and assessment reports for submission during a WIL activity may include:

- Daily WIL Activities Log and Reflection
- Interim Report
- Final Report
- Final Presentation

Further information

For further information, please contact the WIL Coordinator.

WIL Coordinator Contact Details:

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