

Work-Integrated Learning Placement Policy

Purpose

1. This Policy outlines the principles behind Global Higher Education's (GHE) specific arrangements for placing students in a workplace under the immediate supervision of a host supervisor for the purposes of work-integrated learning (WIL), henceforth 'placement'. In doing so, GHE demonstrates its commitment to providing students with a range of WIL opportunities to enhance students' professional awareness, engagement and practice and compliance with the standards outlined in Domain 2; Learning Environment, of the *Higher Education Standards Framework (Threshold Standards) 2021*.

Scope

2. This Policy applies to WIL activities that:
 - a) are part of a student's course;
 - b) take place at work premises;
 - c) involve the student being under the immediate supervision of a staff member of the host organisation, in addition to having a GHE Academic Supervisor.
3. This Policy does not apply to WIL activities such as the following:
 - a) fieldwork;
 - b) applied research or assessment processes;
 - c) mentorships;
 - d) structured guest lecturer courses;
 - e) computer-simulated learning.

Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

5. This Policy is linked to the Work-Integrated Learning Placement Procedure.

Policy

Principles

6. Courses at GHE will include various types of WIL activities. Wherever practicable and appropriate, courses will include a WIL placement to expose students to the context and requirements of professional practice.
7. GHE will establish WIL placement arrangements with reputable organisations that will enhance the quality of GHE's courses. These arrangements are formalised so that:
 - a) all WIL arrangements are subject to due diligence and risk assessment and formalised by an agreement;

- b) information on the roles and responsibilities of all parties is accessible, consistent and up-to-date and enables effective operation of the agreement;
 - c) all agreements include robust arrangements for the protection of the rights of individuals including for safety, security, and the assurance of proper arrangements for students in the event of an unexpected cessation of an arrangement.
8. All WIL agreements undergo continuous quality assurance monitoring and improvement, so that:
- a) all arrangements are monitored regularly for compliance with GHE policy and regulatory requirements;
 - b) there is regular contact and collaboration between all parties to the agreement;
 - c) all parties are required to provide immediate notification of any issues that require remediation for the protection of students, quality assurance or formal notifications under policy or legislation.
9. WIL arrangements will enhance the learning experience for GHE students. This is facilitated by:
- a) ensuring that arrangements are implemented in ways that address barriers to learning and accommodate any special needs of students;
 - b) appropriate resources and support are provided to students to maximise the chances of learning outcomes being achieved;
 - c) all students are provided with clear and accurate information, both before and during the course, as to any special requirements to participate in WIL placements and their rights and obligations in relation to a placement experience;
 - d) clear channels are provided for students and staff to raise any issues with either the host organisation or the relevant staff member at GHE.
10. All students participating in a WIL placement will have both a supervisor at the host organisation and a GHE academic supervisor.

Associated information

Related Internal Documents	<p>Work-Integrated Learning Placement Procedure</p> <p>Academic Progress Policy</p> <p>Admissions Policy</p> <p>Assessment Policy</p> <p>Course Design Policy</p> <p>Quality Assurance Policy</p> <p>Student Complaints, Grievances and Appeals Policy</p> <p>Student Disability Policy</p> <p>Student Diversity and Equity Policy</p> <p>Student Sexual Assault and Sexual Harassment Policy</p> <p>Student Wellbeing, Orientation and Support Policy</p> <p>Glossary of Terms</p>
Related Legislation, Standards and Codes	<p><i>Tertiary Education and Quality Standards Agency Act 2011</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2021</i></p> <p>TEQSA Guidance Note: <i>Work-Integrated Learning</i>, Version 1.2</p> <p><i>Education Services for Overseas Students Act 2000</i></p> <p><i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i></p> <p><i>Disability Discrimination Act 1992</i></p> <p><i>Disability Standards for Education 2005</i></p>
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Change history

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Change Summary	16-Mar-20	V1.0 Draft considered by Academic Board (AB) 27-April-20 with revisions requested
	28-May-20	V1.1 revised draft approved by AB by Flying Minute 28-May-20 with minor amendments and recommended to the Board of Directors (BoD) for endorsement and endorsed 5-June-20
	24-Jul-20	V1.2 administrative updates
	31-Jul-23	V1.4 administrative updates following TEQSA registration

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