

Work-Integrated Learning Placement Procedure

Purpose

1. This Procedure gives effect to the Work-Integrated Learning Placement Policy and outlines the approach to quality assurance, and health, safety and security risk mitigation for Work-Integrated Learning (WIL) placements arranged for Global Higher Education (GHE) students.

Scope

2. This Procedure applies to WIL placements 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.
3. This Procedure 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 Procedure is linked to the Work-Integrated Learning Placement Policy.

Procedure

Acceptable WIL placements

6. WIL placements may be:
 - a) a component of, or a whole elective or core unit;
 - b) undertaken as part of an ongoing agreement between GHE and a partner organisation or as a single instance;
 - c) proposed by staff or students.
7. Students may use existing employment arrangements for a WIL placement as long as they are able to satisfy the learning requirements of the relevant unit.
8. Where appropriate, students may receive a stipend, bursary or reimbursement of costs.

Coordination and resourcing of WIL placements

9. GHE will make available appropriate staffing for the management of WIL placements. This will include a dedicated WIL Coordinator for all arrangements, and an Academic Supervisor for each student on placement.
10. Staff responsible for coordinating and supervising placements will be given required training that will include at a minimum;
 - a) managing risks to student health, safety and wellbeing while on placement;
 - b) the requirements of the *Higher Education Framework Standards (Threshold Standards) 2021*, and assuring the achievement of learning outcomes and the maintenance of academic integrity in a placement environment;
 - c) effective liaison with host organisations.

Due diligence and risk assessment

11. Where a unit requires a WIL placement, the WIL Coordinator, in consultation with the Course Coordinator, is responsible for conducting due diligence and risk assessment of the proposed arrangements.
12. Due diligence and risk assessment will include at a minimum:
 - a) confirmation of the current operations of the prospective partner;
 - b) appropriateness of the host organisation and the arrangements to support student learning and the specific learning outcomes for the proposed placement;
 - c) confirmation of the appropriateness of the facilities for the activities and for the number of students using them;
 - d) assurance of currency of business registration and legal trading;
 - e) establishment of a risk rating for the working environment including identifying any specific risk management requirements for each site.
13. To ensure as far as is reasonably practicable that the placement will meet workplace health and safety requirements, GHE staff will normally visit the potential host organisation to undertake a pre-placement check of facilities. This is especially critical where any specific risks have been identified during the risk assessment. If the host organisation is a State or Federal government agency a site visit is not required.
14. Students must not be placed with any host organisation that does not provide adequately for workplace health and safety or public liability insurance, as managed through the WIL Risk Assessment Framework.

WIL agreements

15. All WIL placements will be subject to an agreement between GHE and the host organisation, whether the arrangement is ongoing or for a single instance, using standard templates approved for the purpose. Students may not commence a placement until an agreement has been authorised.
16. The WIL Coordinator will coordinate the negotiation of the agreement with the host organisation. Where a host organisation requires the use of their own agreement due to particular confidentiality or intellectual property issues, such an agreement must be approved by GHE's legal counsel prior to any arrangement being made.
17. WIL agreements are approved in accordance with GHE's Delegations of Authority and stored in accordance with GHE's **Record and Data Management Policy**.

18. The WIL agreement will specify:
- a) any conditions related to fitness for placement required of students, including criminal history, health or Working with Children checks (see *Fitness to undertake placement* section);
 - b) the nature and purpose of the placement, the work to be undertaken and the learning outcomes to be achieved;
 - c) the conditions of placement, which may include but are not limited to the following:
 - i. conditions of engagement by the host organisation (such as supervision, hours of duty, dress requirements, remuneration as applicable, and any English language requirements);
 - ii. GHE requirements such as submission of reports on work undertaken;
 - iii. each party's obligations regarding occupational health and safety, wellbeing, insurance and indemnity;
 - iv. the nature of supervision by GHE staff and by the designated host supervisor;
 - v. GHE's responsibilities for the student;
 - vi. the host organisation's responsibilities for the student;
 - vii. the student's responsibilities during the placement;
 - viii. provisions for withdrawal from, or termination of, the placement.

Fitness to undertake placement

19. The WIL Coordinator may establish, in consultation with host organisations, requirements for students to demonstrate fitness to undertake placements. These requirements may include health or other checks, or a self-declaration as to the students' fitness to undertake the placement. Any such checks or declarations must be:
- a) applicable to all students involved in such placements;
 - b) related to the requirements of the duties or functions to be carried out in the placement;
 - c) consistent with equal opportunity and discrimination provisions.
20. The Operations Director or delegate will ensure that comprehensive information about these requirements, including any associated costs and the possibility that these may change, is provided to both prospective and current students through all possible channels such as websites, letters of offer and WIL manuals.
21. A student who cannot demonstrate fitness to undertake the placement, or who refuses to undertake a required check or make a self-declaration, will be refused the opportunity to participate in that placement.
22. Where a student has a disability or pre-existing medical condition that has not been identified at enrolment and that may impair their ability to practice, or the student is refused a placement on such grounds, the WIL Coordinator, Course Coordinator and student will discuss the issues. Where possible options may include any of the following:
- a) reasonable adjustments for the placement, or a modified placement;
 - b) a Study Access Plan (see **Student Disability Policy**);
 - c) in extenuating circumstances, an alternative assessment task that will meet the learning outcomes of the topic/unit.

Insurance

23. Except where they are in paid employment, students undertaking placements are covered by GHE's insurance policy as follows:
 - a) Professional indemnity – for a breach of professional duty and/or the execution of professional activities by reason of act, error or omission;
 - b) Public liability – for negligence by the student resulting in injury and/or property damage;
 - c) Personal accident – for students who have an accident while on placement, which prevents them from earning their usual form of income. Limited hospital and medical expenses and permanent disablement and accidental death benefits also apply.
24. As outlined in the *Due diligence and risk assessment* section above the host organisation is required to have adequate public liability insurance cover in relation to loss, damage or injury suffered by students and/or GHE staff as a result of acts or omissions by the host organisation, their employees and third parties.
25. Where the placement involves paid employment, students are covered by the employee insurance applicable in the workplace concerned.

Preparation for the WIL placement

26. The Course Coordinator will ensure that students are provided with adequate support prior to the WIL placement, including academic and professional preparation for participating in a workplace.
27. Additional support will be given to students deemed to be significantly at risk of failure in placements, dependent on student needs.
28. Students will be provided with a WIL manual detailing the following prior to their placement:
 - a) conditions of fitness for placement, including criminal history checks and health checks;
 - b) any training required of students before the placement;
 - c) conditions of placement or engagement in the workplace;
 - d) student responsibilities in the workplace, including expected standards of behaviour, dress and performance;
 - e) staff responsibilities, including supervision and mentoring where applicable;
 - f) processes for monitoring and supervising student progress throughout the placement;
 - g) the specific learning outcomes associated with the placement, methods of assessment and requirements for academic integrity;
 - h) host organisation responsibilities;
 - i) workplace health and safety provisions;
 - j) insurance;
 - k) any intellectual property provisions that may be applicable;
 - l) any employment contracts or agreements in relation to the placement, including any provisions for remuneration;
 - m) provisions regarding suspension or withdrawal from placement;
 - n) any requirements for students to submit reports on completion of their placements.
29. In addition, the Course Coordinator will ensure that students are given appropriate general workplace health and safety preparation before placement, which makes students aware of:
 - a) their role, responsibilities and rights in relation to health, safety and wellbeing in the workplace;
 - b) insurance arrangements and implications;

- c) the procedure to be followed if they are concerned about any health, safety or wellbeing issues at their placement;
- d) any special requirements of the host organisation e.g. specific safety issues or student responsibilities;
- e) requirements for reporting any incidents or accidents to the GHE's Workplace Health and Safety Officer.

During the WIL placement

30. All students participating in a placement will have an Academic Supervisor and an identified Host Supervisor. The Academic Supervisor may be the Course Coordinator or the academic staff member responsible for the unit and has overall responsibility for working with the host organisation to:
- a) ensure alignment of the WIL experience and unit learning outcomes;
 - b) monitor and supervise student progress and manage any concerns related to student performance.
31. The Academic Supervisor is also responsible for:
- a) quality assurance of the assessment for the relevant unit;
 - b) assuring student wellbeing, including:
 - i. taking immediate action to support students where any safety concerns arise;
 - ii. reporting any incidents or significant concerns regarding student wellbeing through the relevant reporting mechanisms;
 - iii. escalating any concerns to the Academic Director where appropriate;
 - c) ensuring that the host organisation is complying with the requirements of the *Higher Education Framework Standards (Threshold Standards) 2021* and applicable GHE policies;
 - d) ensuring that any identified potential or actual lapses in academic integrity, or unethical or unprofessional conduct, on behalf of any of the parties in the WIL arrangement are monitored and managed appropriately.
32. The Academic Supervisor will normally visit the student on placement four times during the course of the placement. Supervision will include:
- a) guiding and managing the work placement and associated project;
 - b) supporting students to develop their skills;
 - c) giving constructive and meaningful feedback to students about their performance and concerns;
 - d) receiving feedback from students about their experiences and learning.
33. The host organisation will:
- a) assign a work-based supervisor;
 - b) ensure students are provided with a safe workplace;
 - c) ensure students are given an appropriate induction to the workplace, including information on relevant occupational health and safety requirements and procedures;
 - d) contact the nominated GHE staff member in the event of a student having an accident, sustaining an injury or being involved in a safety incident while on placement.
34. During placements, students must comply with any reasonable safety instructions, rules or procedures of the host organisation (e.g. wearing of personal protective equipment).
35. In the event of a serious accident, injury or safety incident while on placement, the **Critical Incident Policy** will be invoked.

36. In the event of a minor accident, injury or safety incident while on placement, students must notify the WIL Coordinator or their Academic Supervisor as soon as practicable.

Withdrawal of students from placement

37. The Academic Supervisor may determine that a student needs to be withdrawn from a placement, either for a specific period of time and subject to specific conditions, or for the remainder of the placement where:
- a) the student is unable to perform satisfactorily the skills necessary after due instruction and guidance;
 - 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 host employer providing the placement, or of the industry concerned;
 - d) the student demonstrates negligence in the performance of an assigned duty;
 - e) the safety and wellbeing of the student, staff client or the general public is at risk;
 - f) the host organisation is unable or unwilling to maintain an appropriate placement experience for the student.
38. Where the Academic Supervisor is not the Course Coordinator, they will make a recommendation to the Course Coordinator who will authorise the withdrawal and liaise with the host organisation.
39. Where GHE withdraws a student for the remainder of the placement for a failure on the part of the student, a fail result will normally be recorded for the WIL component .
40. Where a student's placement is terminated for reasons of lack of appropriate support by the host organisation, no Fail will be recorded, and the student will be assisted to find an alternative placement to enable them to complete the requirements.

Feedback on and review of WIL placements

41. All WIL placements are subject to the same quality assurance mechanisms as all other assessment tasks or units, as outlined in, amongst others, the **Course and Unit Review Policy**, **Assessment Policy** and **Quality Assurance Policy**.
42. All students will be given an opportunity to provide feedback on their WIL placement through normal unit surveys. Course Coordinators will provide an alternative evaluation mechanism where the placement is not an entire unit.
43. WIL Coordinators, in consultation with Course Coordinators, will ensure that host organisations are also given the opportunity to provide feedback through both formal and informal mechanisms.
44. Feedback from students and host organisations will be used to determine whether an ongoing agreement should be renewed, or a single arrangement repeated.

Complaints and appeals

45. Any student who has concerns about how this Policy or Procedure is implemented may raise their concerns under the **Student Complaints, Grievances and Appeals Policy**.

Roles and responsibilities

46. The Academic Director is responsible for:
- a) ensuring staff involved in WIL placements receive adequate training in relation to these duties;
 - b) managing any critical issues that may be escalated from Course Coordinators;

- c) overall quality assurance of WIL placements, including receiving reports from monitoring and feedback activities, and making any consequent recommendations to academic governing bodies;
 - d) all records management arising from this Policy and Procedure.
47. The WIL Coordinator is responsible for:
- a) overall coordination of WIL placements;
 - b) the conduct of due diligence and risk assessment of all proposed placements;
 - c) initial negotiation of WIL arrangements;
 - d) seeking feedback from the host organisation on any aspect of the placement.
48. Course Coordinators are responsible for ensuring that:
- a) an Academic Supervisor is appointed for each student on placement;
 - b) students are adequately prepared for placements and supported throughout the placement;
 - c) the overall arrangements for placements meet all the health, safety and wellbeing requirements and the *Higher Education Framework Standards (Threshold Standards) 2021*;
 - d) opportunities for students to meet all the learning outcomes of the placement are maximised;
 - e) feedback from students on their placement experience is captured and reported to the Academic Director.
49. The Operations Director or delegate is responsible for ensuring that comprehensive information about any inherent requirements associated with WIL placements is provided to all prospective and current students.
50. Academic Supervisors are responsible for:
- a) active supervision of the student on placement;
 - b) ensuring that the placement tasks/project are proceeding well and learning outcomes are being achieved;
 - c) liaising with the host supervisor, troubleshooting any problems or issues that may arise during the placement and escalating issues to the Course Coordinator where required;
 - d) assessment of WL activities and ensuring academic integrity is maintained throughout all activities and tasks.
51. The Manager, Quality and Compliance is responsible for:
- a) ensuring compliance with this Procedure;
 - b) benchmarking GHE policy and standards with those adopted elsewhere in the tertiary sector;
 - c) monitoring of information available from the review of records relating to the implementation of this Policy and Procedure.
52. All staff are responsible for becoming familiar and complying with this Procedure.

Associated information

Related Internal Documents	<p>Work-Integrated Learning Placement Policy</p> <p>Academic Progress Policy</p> <p>Admissions Policy</p> <p>Assessment Policy</p> <p>Course Design Policy</p> <p>Course and Unit Review Policy</p> <p>Critical Incident Policy</p> <p>Student Disability Policy</p> <p>Student Diversity and Equity Policy</p> <p>Quality Assurance Policy</p> <p>Records and Data Management Policy</p> <p>Student Complaints, Grievances and Appeals 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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	24-Jul-20	V1.2 administrative updates
	31-Jul-23	V1.3 administrative updates following TEQSA registration

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