

Work Integrated Learning Procedure

Section 1 - Purpose

(1) This Procedure sets out University of Canberra's (University) processes for implementing the [Work Integrated Learning Policy](#).

Section 2 - Scope

(2) This Procedure applies to all University courses determined under the [University of Canberra Courses and Awards \(Courses of Study\) Rules 2023](#).

Section 3 - Policy

(3) Refer to [Work Integrated Learning Policy](#).

Section 4 - Procedure

Identification of Units and Courses that Include WIL

(4) Units that include Work Integrated Learning (WIL) are identified in the course management system, and include the type of WIL and the referenced course/s. This information is entered into the course management system following the academic governance approval process.

WIL Agreement

(5) The University enters into a legal agreement with the industry organisation (host organisation) and the student for WIL placements and internships, and WIL projects. This agreement sets out the responsibilities of the University and the host organisation, including agreement that the host organisation has mitigations in place for identified risks.

(6) The WIL Agreement must be prepared, signed and stored in accordance with the [Delegations of Authority Policy](#).

(7) The University is legally responsible for the student while they are on the host organisations premises.

University responsibilities before, during and after a WIL activity

(8) The University is responsible for ensuring the quality features for WIL are embedded into culturally appropriate guidelines and resources for students and Supervisors. This must include, at a minimum, information that meets relevant governance requirements.

(9) Stakeholders involved in the WIL Partnership Model work collaboratively to develop and update guidelines and resources for students and Supervisors.

(10) Student guidelines and resources must be included as part of course materials in the Learning Management System.

(11) Supervisor guidelines and resources must be provided to the Supervisor.

Safety

(12) Certain WIL activities are an operational risk. A risk assessment must be undertaken in the following circumstances, as required:

- a. where legislation stipulates
- b. before a field work activity that has potential to impact negatively on a students physical or mental health
- c. before a simulation that has potential to impact negatively on a students physical or mental health
- d. before travel to a remote area or international travel, and/or
- e. before a WIL activity where an incident directly related to a students physical or mental health has been reported and upheld (e.g. injury following violence by a patient, harassment, exposure to hazardous substance/s, bullying).

(13) The Associate Director, Safety and Wellbeing is responsible for communicating an incident related to the relevant faculty and Manager.

(14) All risk assessments must be conducted in accordance with the University [Risk Management Plan](#).

Section 5 - Implementation and Reporting

Evaluation

(15) The University will monitor the student and Supervisor experience through a student and Supervisor survey at the completion of designated WIL activities.

(16) Outcomes from the student and Supervisor surveys will be collated, and included as part of the annual internal WIL audit. The objective of the audit is to:

- a. ensure the University is compliant with legislative and other legal requirements
- b. ensure the implementation of a quality WIL Program and positive student and Supervisor experience that aligns with the University strategic goals, and
- c. inform continuous improvement of the WIL Program.

Status and Details

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Effective Date	20th November 2019
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Expiry Date	To Be Advised
Custodian	Michelle Lincoln Deputy Vice-Chancellor
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