

Policy Title: Work Integrated Learning (WIL)

Policy Owner: Pro-Vice-Chancellor (Education)

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1. INTENT

This policy’s objective is to establish a consistent, systematic and comprehensive framework, setting minimum standards, to support the provision of opportunities for students across Edith Cowan University (ECU) to participate in Work Integrated Learning (WIL) opportunities.

The policy also seeks to expand on and strengthen ECU’s commitment to community engagement by providing WIL placements for the mutual benefit of its students, and the organisations, agencies and business that facilitate these placements.

The policy should be read in conjunction with WIL Procedures.

2. ORGANISATIONAL SCOPE

All ECU Students and Staff.

3. DEFINITIONS

TERM	DEFINITION
Work Integrated Learning (WIL)	<p>A generic term used to describe organised strategies and practices that integrate theoretical learning with directly related workplace experience in activities that may be required to be undertaken by a student for the successful completion of his or her course of study.</p> <p>Common descriptions of WIL include professional practice, internship, practicum/ field / clinical placements, industry-based learning and simulated workplace practice (for example, moot courts and in-house productions).</p>

Host Organisation (Host)	The organisation, agency, government department, institution or business hosting an ECU student for a WIL activity.
Host Supervisor	Any employee of the Host nominated as the person responsible for the supervision of a student undertaking a WIL activity or placement.
Legal and Integrity Unit (L&I)	The University's Legal and Integrity Unit
School	An academic organisational unit within the University.
Executive Dean	For the purposes of this Policy, includes the Dean of the South West Campus.
Unit Coordinator	The ECU academic staff member nominated by the Executive Dean as the person responsible for delivery and assessment of the WIL activity within course and / or unit requirements.
CLT	Centre for Learning and Teaching
AHPRA	Australian Health Practitioner Regulation Agency

4. POLICY CONTENT

4.1 General Principles

4.1.1 The principles that underpin ECU's commitment to providing WIL opportunities for its students are:

- opportunities for students to undertake WIL activities are expected to be provided in all undergraduate courses, but not all students are required or may be able to participate in WIL activities;
- these opportunities are expected to act as the means for creating and sustaining collaborative relationships with Hosts with mutually beneficial outcomes for students, Hosts, the University and the wider community;
- these opportunities will be designed to comply with all applicable ECU rules and policies, any professional accreditation requirements and with the provisions of relevant Commonwealth and State Government legislation and regulations, including any applicable "Work Experience in Industry" requirements pursuant to the Higher Education Support Act (2003)(Cth).
- Wherever possible, WIL activities should involve recent theoretical and practical course components which follow the logical flow of the underpinning course elements, and develop prescribed course competencies.

4.1.2 ECU staff are required, at a minimum level, to implement WIL activities according to this policy and its supporting procedures known as the Work Integrated Learning Procedures.

4.1.3 ECU staff involved with all aspects of WIL should undertake appropriate professional development and utilise resources provided by CLT.

4.2 WIL Curriculum

The curriculum for a WIL activity must:

- (i) be primarily related to students' academic study, while integrating career aspects and employability skills;
- (ii) be a formal component or requirement of the overall course, either as a stand-alone unit or as an element within a unit or units (the WIL curriculum can take the form of a unit for no credit);
- (iii) focus on productive and meaningful workplace tasks that build on students' theoretical knowledge base in a structured and appropriately supervised manner;
- (iv) have explicitly defined learning outcomes and an assessment with a methodology that relates academic theory to the workplace experience of students; and
- (v) specify, in detail, the time commitment expected of students for the duration of the WIL activity.
- (vi) be recorded in the Curriculum Approval and Publication System (CAPS) in the relevant unit(s).

4.3 WIL Assessment

Student assessment is an essential component of WIL. Responsibility for the assessment of WIL activities as required by course and/or unit requirements rests with the nominated Unit Coordinator and must conform to the applicable assessment principles and procedures described in the Curriculum Delivery and Assessment Policy (ac093). Whilst the responsibility for assessment remains at all times with the nominated Unit Coordinator, it is accepted that in making that assessment it may be required or desirable that the Unit Coordinator consult with the Host and / or other ECU staff involved (in whatever capacity and role) in the WIL activity.

4.4 ECU, School and Staff Responsibilities for WIL Activities

4.4.1 University Responsibilities

The University will:

- (i) provide resources, training and guidance on assessing and managing risk in WIL activities for the roles and responsibilities allocated to staff, students and Hosts;
- (ii) maintain adequate insurance cover for students engaged in unpaid WIL activities;
- (iii) ensure prompt payment of any applicable placement fees to the Host and/or its employees where applicable, upon receipt of the relevant documentation from the Host;
- (iv) ensure that students prior to commencing their WIL activity or placement are aware of any specific requirements of the Host for an assignment of their rights to intellectual property personally developed by them during the course of their WIL

activity or placement (unless otherwise agreed by the University and the Host, the latter will be responsible for arranging the documentation required for any such assignments); and

- (v) ensure that ECU's Disability Access and Inclusion Plan is considered in providing WIL opportunities to students with disabilities.

4.4.2 School Responsibilities

The relevant Executive Dean has overall responsibility for managing the placement of students engaged in WIL activities and will ensure that:

- (i) WIL activities and attributes of a potential Host are compatible with ECU's values;
- (ii) adequate resources are provided to support WIL activities and staff have access to administrative support, specific resources and appropriate professional development which addresses risk factors inherent in WIL;
- (iii) all components of WIL are managed, including providing information to students about WIL activities, allocating students to placements, pre-placement induction, supervision, mentoring and assessment;
- (iv) WIL activities comply with all relevant Government legislation and regulations, University rules, statutes, bylaws and policies and, where applicable, professional accreditation requirements;
- (v) contents of agreements, where required for formal execution between the University and responsible officers of Hosts have been either endorsed by the Legal and Integrity Unit or are in terms consistent with a Legal and Integrity template that is suitable for the relevant type of WIL activity, and the Student Services Centre, and Risk and Assurance Unit have been consulted prior to approval;
- (vi) staff and students in health disciplines are aware of their obligations under the Australia Health Practitioner Regulation National Law (WA) Act (2010) as amended from time to time; and
- (vii) ensure that ECU complies with its obligations under any agreement it has with the Hosts.

4.4.3 Unit Coordinators' Responsibilities

Whilst it is acknowledged that some of the responsibilities outlined below may, in practice, be delegated, with the express consent of the Executive Dean, by the Unit Coordinator to other ECU staff members (in whatever capacity and role), the relevant Unit Coordinator has and at all times maintains responsibility for:

- (i) identifying opportunities for WIL activities, in consultation with Hosts, that provide meaningful learning outcomes for students and appropriately allocate students to those activities;
- (ii) ensuring that students engaged in WIL activities are adequately supervised and that their assessment is conducted in accordance with ECU's Course and Unit Delivery and Assessment Policy (ac093);
- (iii) ensuring that an appropriate risk-assessment of the WIL setting has been documented and reviewed;
- (iv) ensuring that students who participate in WIL activities are adequately prepared and suitable for the proposed placement;
- (v) ensuring that in cases where the WIL activity forms part of an international study tour, that the risk-assessment addresses both the study tour and the WIL components separately;
- (vi) providing adequate and appropriate information for Hosts about ECU's expectations of all parties involved in WIL activities;
- (vii) administering any agreements between ECU, its students and Hosts to ensure all parties' obligations are complied with;
- (viii) where appropriate, working with the Host in making reasonable adjustments to the relevant WIL activity to ensure equitable opportunities for students with a disability;
- (ix) ensuring that a record of the placement is made in accordance with the Work Integrated Learning Procedures;
- (x) regularly consulting with Hosts about the performance of students placed in those organisations and the provision of timely and constructive feedback to students engaged in WIL activities; and
- (xi) reviewing at the end of each semester the effectiveness and outcomes of WIL activities and the provision of a brief exception report to the Executive Dean and the relevant Associate Dean (Teaching and Learning) highlighting any areas of concern and recommendations for remedial action.

4.4.4 Student's Responsibilities

An ECU student undertaking a WIL activity is responsible for:

- (i) complying with all applicable policies, procedures and requirements of the Host;
- (ii) committing themselves to full and active participation in the WIL activity, its objectives and all nominated assessment(s);
- (iii) raising, at the earliest opportunity with the relevant Unit Coordinator, any issues impacting adversely on his or her participation in the WIL activity, including issues relating to supervision, intellectual property rights, conflicts of interest, inter-personal conflicts or alleged inappropriate behaviour by a Host employee; and
- (iv) acting at all times, in accordance with the provisions of relevant ECU Statutes, Rules, Policies, procedures and guidelines.

4.4.5 Host's Responsibilities

A Host is responsible for:

- (i) committing itself to the active and responsive participation in all aspects of a WIL activity, including:
 - ensuring the well-being of the student(s) in workplace interactions and activities;
 - providing, where appropriate, regular feedback to the relevant ECU Unit Coordinator (or his or her nominee) on a student's progress in WIL activities; and
 - responding in a constructive and timely manner to requests by the University or a student for changes in arrangements for a WIL activity.
- (ii) providing a safe workplace and adequate training, including student induction programs, in occupational health and safety policies, procedures and practices;
- (iii) ensuring that adequate and appropriate information is provided to students about the organisation's relevant policies and procedures, including relevant insurance information; and
- (iv) the immediate reporting to the ECU Unit Coordinator (or his or her nominee) of student accidents/injuries and/or alleged misconduct.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Policy Owner, the Pro-Vice-Chancellor (Education) has overall responsibility for the content of this policy and its operation at ECU.

Staff and students are required to comply with the content of this policy and supporting guidelines and seek guidance from the Pro-Vice-Chancellor (Education) in the event of uncertainty as to their application.

6. RELATED DOCUMENTS

6.1 The policy is supported by the following:

- [Work Integrated Learning \(WIL\) Procedures](#)

6.2 Policies which are relevant to the operation of this policy are as follows:

- [Curriculum Planning and Development Policy](#)
- [Curriculum Delivery and Assessment Policy](#)
- [Privacy Policy](#)
- [Record Management Policy](#)
- [Social Media Policy](#)
- [Intellectual Property Policy](#)

6.3 Other documents which are relevant to the operation of this policy are as follows:

- Applicable documentation required by Australian Health Practitioner Regulation Authority for the applicable WIL activity
- Health Practitioner Regulation National Law (WA) Act 2010
- General Misconduct Rules (Students)
- Disability and Access Inclusion Plan

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

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UNDER REVIEW