

Work Integrated Learning Rule

Section 1 - Overview

(1) This Rule provides for Students to be properly supported while undertaking Work Integrated Learning activities and sets out the University's requirements for the development and management of such activities.

Section 2 - Scope

(2) This Rule applies to:

- a. all work Placements, practical experience and internship programs or other Work Integrated Learning activities and Placements that form part of a coursework award offered by the University and for which:
 - i. Students will be assessed; and/or
 - ii. a grade is awarded; and/or
 - iii. completion is required for a coursework award of the University; and
- b. UNE Representatives, Students, industry partners, professional and community organisations involved in Work Integrated Learning at and with the University.

(3) This Rule does not apply to:

- a. work experience evaluated for course admission or advanced standing on the basis of Recognition of Prior Learning; and
- b. a Student undertaking workplace or community-based activities external to course or unit requirements.

(4) In the event of any conflict between this Rule and any Joint Medical Program (JMP) Rule, Policy or Procedure, the provisions of the JMP Rule, Policy or Procedure will take precedence.

Section 3 - Rule

Principles

(5) The University is committed to providing opportunities for its Students to become work ready and endeavours to incorporate Work Integrated Learning into a range of courses through access to work Placements, practical experience and internship programs.

(6) The University values community engagement through Work Integrated Learning based partnerships with industry partners and professional and community organisations.

(7) Work Integrated Learning activities and Placements must make use of knowledge and skills that are relevant to the course being undertaken by the Student, enhance that knowledge and skills base, and develop some or all of the desired attributes of a UNE graduate.

(8) The University is obliged to meet Commonwealth and State government requirements relating to Work Integrated

Work Integrated Learning

(9) Work Integrated Learning (WIL) may occur:

- a. as work practice through Placement in an industry, professional or community organisation workplace (e.g. practicum, internship, a work Placement experience or field Placement); or
- b. as work practice through Placement in a simulated workplace practice setting on or off campus; and/or
- c. through an assessment activity designed to simulate an authentic workplace activity.

(10) Courses and units with WIL Placements must:

- a. align with learning outcomes, assessment tasks and learning and teaching activities;
- b. provide appropriate support and oversight for Students undertaking a WIL Placement; and
- c. provide clarity of roles and responsibilities of all stakeholders.

(11) In order to maximise learning while on a WIL Placement Students should:

- a. receive a clear explanation of the professional and academic expectations, assessment requirements and learning outcomes of the Placement;
- b. have access to quality supervision;
- c. be given work related responsibilities relevant to the intended learning outcomes; and
- d. have structured opportunities for critical reflection.

Work Integrated Learning Units and Programs

Commonwealth funded WIL units

(12) These units:

- a. constitute a minimum of six credit points and may be a dedicated unit with a specific unit code and title, or a special topics unit with a generic unit code and title (the latter may include, for example, project work in industry in combination with a reading and research program) and normally include units with practicum, internship and clinical Placement components of courses required for registration for employment (e.g. exercise physiology, nursing, pharmacy, psychology, social work, sports science and teaching) as determined by outside bodies;
- b. place a Student in a workplace setting for direct on-the-job experiences, or involve structured liaison between a Student and an employer/organisation for the purposes of work-specific cooperation, or a combination of both of these approaches;
- c. require that the ongoing work and learning is monitored and directed by a University staff member, and a Placement Supervisor;
- d. may entail paid or unpaid work carried out under appropriate industrial conditions and/or awards and which has direct relevance to the Student's course of study; and
- e. comply with eligibility for Commonwealth supported Placements under the Higher Education Contribution Scheme (HECS) or the Guidelines for Fee-Paying Domestic Undergraduate/Postgraduate Students (FDUPS) or the Guidelines for Full Fee-Paying Overseas Students (FFPOS) funding as defined by the [Higher Education Support Act 2003](#).

(13) Every six credit point WIL unit must:

- a. be normally not more than eleven weeks and not less than two weeks or its equivalent of full-time work Placement, undertaken within a single teaching period;
- b. comprise WIL training/activities and other forms of assessment including, but not limited to: review, reflection and report writing/preparation by the Student; and
- c. involve the use of skills and knowledge relevant to the course for which the work Placement component generates credit.

Practical Experience Programs

(14) A practical experience program:

- a. must be undertaken to fulfil the requirements of specific University courses (e.g. agriculture, engineering, urban and regional planning) and does not contribute credit points towards the course;
- b. provides supervised and/or autonomous practical experience in an external environment accompanied by planned and ongoing instruction as agreed between the University, the Placement Provider and the Student;
- c. may entail paid or unpaid work carried out under appropriate industrial conditions and/or awards and which has direct relevance to the Student's course of study;
- d. may require Students to initiate contact with potential participating Placement Providers to arrange the practical experience program; alternatively, the University may formally assist Students in contacting such Placement Providers;
- e. may be completed at any time during the calendar year; and
- f. cannot be counted towards Commonwealth supported Placements HECS/FDUPS/FFPOS load for funding as defined by the [Higher Education Support Act 2003](#).

University Internship Programs

(15) A University internship program is a program that:

- a. involves a Student being placed with a Placement Provider for part of their course of study where an employment relationship and associated payment may or may not be part of the program under an the agreement between the University, the Placement Provider and the Student;
- b. provides supervised arrangements whereby a Student takes on a responsible role within a workplace;
- c. may entail paid or unpaid work carried out under appropriate industrial conditions and/or awards and which has direct relevance to the Student's course of study; and
- d. cannot be counted towards Commonwealth-supported Placements HECS/FDUPS/FFPOS load for funding as defined by the [Higher Education Support Act 2003](#) unless the Student, as part of the internship program, is permitted to enrol in a Commonwealth funded WIL unit or units.

Insurance

(16) Except where they are in paid employment, Students participating in a University approved Placement will be eligible, subject to the terms and conditions of the specific insurance policies, for University insurance coverage for:

- a. Public Liability
- b. Professional Indemnity
- c. Personal Accident

(17) The University insurance coverage afforded by these Rules will only apply whilst the Student is engaged in a Placement authorised by the University including direct travel to and from the Placement (including minor deviation from a travel plan provided it does not increase the risk).

International Placements

(18) International Placements will occur only when:

- a. an agreement is in place between the University and the Student; and
- b. an agreement is in place between the University and the Placement Provider (i.e. industry partners, professional and community organisations or partner institutions).

Records Management

(19) Electronic records of all actions and decisions relating to this Rule and associated Procedures must be kept in accordance with the University's [Records Management Rule](#).

Authority and Compliance

(20) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the [University of New England Act 1993 \(NSW\)](#), makes this University Rule.

(21) University Representatives and Students must observe this Rule in relation to University matters.

(22) In the event of a conflict between this Rule and any School policy or practice, this Rule shall take precedence.

(23) The Rule Administrator, the Pro Vice-Chancellor (Academic Innovation), is authorised to make Policies and associated information for the operation of this University Rule. The Policies and associated information must be compatible with the provisions of this Rule.

(24) This Rule operates as and from the Effective Date.

(25) Previous University policies and related documents on Work Integrated Learning are replaced and have no further operation from the Effective Date of this new Rule.

(26) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

Section 4 - Definitions

(27) Effective Date means the day on which this Rule is published or on such later day as may be specified in this Rule.

(28) Placement means a clinical placement, practicum, internship and any other like form of professional, industrial or vocational experience included in a course or unit or required for a program. A Placement is a vocational Placement as provided in the [Fair Work Act 2009](#).

(29) Placement Coordinator means a University Representative with responsibilities as set out in this Rule and associated Procedures. The Placement Coordinator may be the Course or Unit Coordinator.

(30) Placement Provider means an individual or organisation with which a Student is undertaking a Placement under this Rule and associated Procedures.

(31) Placement Supervisor means a member of staff of a Placement Provider who is responsible for supervising and/or contributing to the assessment of students on Placement.

(32) Rule Administrator is the Vice-Chancellor and Chief Executive Officer or Delegate.

(33) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- a. Admitted Student means a Student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study.
- b. Enrolled Student means a Student who has been admitted to a UNE course of study at UNE or elsewhere and who is enrolled in a unit at UNE.

(34) UNE Act means the [University of New England Act 1993 \(NSW\)](#).

(35) University Representative means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

(36) Work Integrated Learning is an activity that integrates academic learning with its application in the workplace.

Status and Details

Status	Current
Effective Date	30th April 2020
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Placement" - Is a clinical placement, practicum, internship and any other like form of professional, industrial or vocational experience included in a course or required for a program.

"Work Integrated Learning" - Is an activity that integrates academic learning with its application in the workplace.