

Work Integrated Learning Procedure

Section 1 - Overview

- (1) These procedures clearly communicate the expectations, roles and responsibilities of all stakeholders involved in Work Integrated Learning at and with the University.
- (2) These Procedures must be read in conjunction with the [Work Integrated Learning Rule](#).

Section 2 - Scope

- (3) These procedures apply to UNE Representatives, Students, industry partners, professional and community organisations involved in Work Integrated Learning (WIL) at and with the University.

Section 3 - Procedures

General

- (4) The following will apply:
- the University will only approve Australian Placements for Students where the Placement setting complies with the requirements of the [Fair Work Act 2009](#) (Cth);
 - Schools will determine the eligibility requirements or prerequisites for Students undertaking Placements including any relevant professional and/or accrediting body and/or regulatory requirements;
 - all Students must have the capacity to safely undertake the inherent requirements of a Placement;
 - responsibilities and mutual expectations of the Student, the Unit/Course Coordinator and the Placement Provider, and the intended learning outcomes must be clearly articulated and agreed for every Placement; and where appropriate, the agreement is formalised in writing;
 - Students must meet and provide evidence by the prescribed deadline of completion, of any specified pre-Placement requirements, in accordance with course rules and the Placement Provider;
 - Students must have the prior approval of the Placement Provider and then submit all required documents to the appropriate nominated University Representative (e.g. Unit/Course Coordinator or School Placement Office) specified in the Placement Handbook/Guidebook and receive University approval before commencing a Placement;
 - Students who commence a Placement without prior University approval will not have any of the completed days of the Placement counted towards the Placement requirements of their unit or course and may be ineligible for University insurance cover;
 - a Student must not participate in any Placement activities that misrepresent their status or level of skill or knowledge; and
 - Schools delivering courses and units with Placement activities must establish appropriate administrative procedures for the management and operation of course specific WIL Placement activities in addition to those specified in University rules, policies and procedures that must align with the [Work Integrated Learning Rule](#) and Procedures.

Conflicts of Interest

(5) The Student may be an employee of the Placement Provider in which the Placement is undertaken; however, if there is a conflict of interest (e.g. where a family member might be responsible for supervising and assessing a Student) the Student must inform the Placement Coordinator.

(6) Failure to notify the Placement Coordinator of a potential or actual conflict of interest may result in the Placement being terminated and/or a failed grade result being recorded for the Placement.

Information and Documentation Requirements of Placements

(7) Current and prospective Students must be appropriately informed through unit and course information and induction programs of all requirements for the unit (including assessment).

(8) Students must be informed of the following before the commencement of a Placement:

- a. the objectives of the Placement, including:
 - i. learning outcomes;
 - ii. assessment requirements; and
 - iii. attendance requirements;
- b. other University rules, policies or procedures that apply to a particular Placement (e.g. [General Rules](#), [Student Behavioural Misconduct Rules](#));
- c. any legislative, regulatory, professional, ethical and behavioural requirements for the Placement including details of any specified pre-Placement prerequisites such as:
 - i. Criminal Record Check and/or Working With Children Check;
 - ii. vaccination status; and
 - iii. first aid certification;
- d. the requirement to disclose, before going on Placement, any health issues that have a work health and safety significance for Placement;
- e. any additional costs associated with undertaking WIL Placement activities;
- f. any additional requirements including dress requirements, documentation required (e.g. log book);
- g. insurance coverage;
- h. list of Student responsibilities in the workplace (for applicable units);
- i. the contact details of the Placement Coordinator (or nominated UNE Representative) and the requirement for the Student to contact them at the earliest opportunity in the event of an accident, injury or safety incident whilst on Placement or if they should have any concerns or issues that are impacting adversely on their participation in the Placement (including issues related to supervision, intellectual property rights, conflicts of interest and/or concerns regarding their safety and well-being); and
- j. the circumstances under which a Placement may be terminated by either the Placement Provider/Supervisor or the University, or when a Student would be considered to have failed any assessment relating to the Placement.

Information to be Provided to the Placement Provider

(9) Placement Providers must be informed of the following (where applicable for the Placement activity and/or unit/course) before the commencement of the Placement:

- a. a description of the purpose/aims of the Placement activity;
- b. clear and explicit criteria and standards in relation to satisfactory performance (when Placement Supervisors are required to provide advice on a Student's performance);

- c. supervision expectations;
- d. insurance coverage of Students;
- e. emergency/accident/grievance/withdrawal procedures;
- f. Placement Provider responsibilities including providing a work health and safety induction to all Students on Placement;
- g. industry skills expected to be experienced in the workplace;
- h. the program of training for Students to provide progressive accumulation of competencies;
- i. importance of feedback by the Placement Supervisor to the Student throughout the Placement;
- j. return of assessments and feedback processes;
- k. the contact details of the Placement Coordinator (or nominated University Representative) that should be contacted in the event of a Student having an accident, sustaining an injury or being involved in a safety incident whilst on Placement; and
- l. consulting with the Placement Coordinator regarding any issues with or barriers to the Student's performance.

Written Agreements

(10) The conditions of the agreement must include, but are not limited to, the following;

- a. the nature and purpose of the Placement and of the work to be undertaken;
- b. the conditions of Placement, which may include but are not limited to;
 - i. conditions of engagement by the Placement Provider (e.g. hours of supervision, dress requirements);
 - ii. each party's obligations regarding occupational health and safety, insurance and indemnity;
 - iii. any requirements of the School, such as submission of reports on work undertaken;
 - iv. the University's responsibilities to the Student;
 - v. the Placement Provider responsibilities to the Student; and
 - vi. the Student's responsibilities to the University and the Placement Provider during the Placement.

Insurance

(11) The Finance administers the insurance policies relevant to Placements.

(12) Placement Providers must be provided with a copy of the Certificate of Currency for Personal Accident Insurance for every unpaid Placement and other Certificates upon request from the Placement Provider.

(13) Where the Placement involves paid employment, Students are covered by the employee insurance applicable in the workplace concerned.

International Placements

(14) International Placements will be reviewed on a case-by-case basis by the Course Coordinator to ensure parity of experience with domestic Placements and compliance with any course accreditation requirements, the [Student International Mobility Rule](#), State or Commonwealth regulations and adherence to the requirements of international jurisdictions.

Withdrawal of Students from Placement

(15) Where it is determined that a Student undertaking a Placement is a potential danger to themselves or others, or urgent action is required due to their behaviour or other factors, they must be removed from the Placement immediately.

(16) Where a Student fails to comply with any of their responsibilities in these procedures or any other relevant University or School rule, policy or procedure, they may be removed from a Placement and/or awarded a failed grade for that part of the unit or course, or have a penalty applied in accordance with the breach of the relevant rule, policy or procedure.

(17) If a Placement is terminated early for reasons beyond a Student's control (e.g. the Placement Provider or facilities provided are determined to be unsuitable):

- a. no failed grade will be recorded;
- b. the Unit or Course Coordinator will arrange for the Student to be assessed on the basis of the completed component of the Placement and inform the Student as soon as possible of any remaining requirements to be met in order to complete the Placement requirement of their unit/course; and
- c. the School will assist the Student to find an alternative Placement to enable them to complete the Placement requirements of the unit and or course.

(18) For applicable units:

- a. Schools should develop processes for monitoring Student progress through Placement activities;
- b. Students should have access to such Placement review processes when a Placement has run into difficulty or has ended early (ideally this should take place before any formal appeal);
- c. where possible any such review and consultation process should be completed prior to the final grade for the Placement being assigned; and
- d. appeals against the final grade for a Placement shall be heard under the [Academic Assessment Appeals Policy](#) and appeals against removal from a Placement or unit shall be heard under the [Student Behavioural Misconduct Rules](#) or the [General Rules](#).

Roles and Responsibilities

(19) Students participating in WIL are responsible for:

- a. enrolling in the appropriate unit (if applicable);
- b. complying with the relevant UNE Rules and Policies;
- c. completing any workplace preparation program or activity prior to commencement of the Placement;
- d. meeting all pre-Placement conditions for the unit (e.g. contract approvals, Criminal Record Check, Working With Children Check, vaccination status) in accordance with directions from the School responsible for the Placement, particularly in relation to timelines that allow sufficient time for approvals to be obtained;
- e. submitting all required documents and obtaining approval before the commencement of the Placement;
- f. complying with all applicable policies, procedures and protocols of the Placement Provider and/or the relevant professional body and/or relevant State and/or Federal laws that are applicable to the work Placement including any privacy and confidentiality requirements;
- g. committing to full and active participation in the Placement and its assessment; ensuring all attendance and assessment requirements for the unit are satisfactorily completed; and
- h. contacting the relevant Placement Coordinator (or nominated UNE Representative), at the earliest opportunity, in the event of an accident, injury or safety incident whilst on Placement or if they have any issues impacting adversely on their participation in the Placement (including issues related to supervision, intellectual property rights, conflicts of interest and/or concerns regarding their safety and well-being).

(20) Placement Providers are responsible for:

- a. committing to active and responsive participation in all aspects of a Placement, including:

- i. providing supportive supervision by qualified staff members of the Placement Provider;
 - ii. clarifying expectations with the Student and providing regular feedback on the Student's progress in Placements; and
 - iii. responding in a constructive manner to requests by the University or a Student for changes in the arrangements for a Placement;
- b. ensuring that adequate and appropriate information and training, including induction programs, are provided to Students about legislative requirements, work health and safety requirements, security requirements, workplace confidentiality and privacy requirements, and any other workplace policies and procedures related to their Placement;
 - c. not allowing a Student to undertake any duties that they are not qualified to do, or that misrepresents their status or level of skill or knowledge and role as a Student;
 - d. not substituting Placement activities for regular employment categories;
 - e. participating in Student evaluations/feedback (as required); and
 - f. providing worker's compensation insurance coverage where applicable.

(21) The University is responsible for:

- a. ensuring:
 - i. the Placement Provider's ability to meet the objectives of Placements; and
 - ii. the appropriateness of the learning environment and the proposed learning experience.
- b. documenting a formal WIL assessment process (for applicable units) as agreed between the University, the Placement Provider and the Student; and
- c. ensuring the agreement between the Student, the University and the Placement Provider is in place prior to the commencement of the Placement (where applicable for the Placement activity and/or unit) and includes the appropriate identification of the roles and responsibilities of each party.

(22) The Head of School is responsible for:

- a. ensuring that appropriate resourcing is provided for managing School WIL activities; and
- b. providing an academic supervisor for Students participating in WORK 300/500.

(23) Schools are responsible for:

- a. engaging with industry partners and professional and community organisations to identify and support the allocation of WIL opportunities for applicable courses and units;
- b. ensuring, as far as is reasonably practicable, that Placement Providers provide adequately for work health and safety so that Students are not placed in situations of potential harm;
- c. ensuring that processes are in place to deal with possible Student conflicts of interest during a Placement;
- d. entering relevant details in the University Travel Management System (SmartBook) for Students participating in an international Placement; and
- e. maintaining management systems to:
 - i. provide Students with information about Placements;
 - ii. ensure that all appropriate information (including insurance documents) has been provided to Students prior to the commencement of their Placement;
 - iii. monitor and track Student Placements;
 - iv. record formal feedback and evaluations from the Placement; and
 - v. implement quality assurance processes.

(24) Unit and/or Course Coordinators are responsible (where applicable for the unit/course) for:

- a. ensuring that the assessment of WIL in units and/or courses is compliant with the [Assessment Rule](#) and [Assessment Procedures](#) and where applicable meets any external accreditation requirements;
- b. advising Students of all pre-Placement requirements and conditions and ensuring that they are aware of any additional costs associated with undertaking WIL activities;
- c. assisting Students to prepare for employer contact and Placements;
- d. providing adequate and appropriate information for Placement Providers about the University expectations of all parties involved in Placement activities;
- e. authorising University approval of Placement activities;
- f. oversight and direction of work occurring during the Placement and ensuring that Students engaged in Placement activities are adequately supervised by the Placement Provider (for applicable units);
- g. ongoing and regular input and contact with the Student during the Placement (for applicable units);
- h. ensuring formal feedback is obtained from the workplace and recorded (for applicable units); and
- i. where applicable for a unit and/or course, definition and management of:
 - i. the implementation of educational content and objectives of the unit;
 - ii. the standard of learning and performance to be achieved by the Student during the Placement; and
 - iii. assessment of Student learning and performance during the Placement.

(25) Careers (Student Experience) is responsible for the administration of WIL units not directly administered by a School (e.g. WORK300/500) including:

- a. the online workplace preparation program;
- b. the ongoing and regular input and contact with Placement Providers and Students;
- c. oversight and direction of work occurring during the Placement and ensuring that Students engaged in Placement activities are adequately supervised by the Placement Provider; and
- d. ensuring formal feedback is obtained from the Placement Provider and recorded.

Authority and Compliance

(26) The Rule Administrator, the Pro Vice-Chancellor (Academic Innovation), pursuant to the University's Work Integrated Learning Rule, makes these procedures.

(27) University Representatives and Students must observe these Procedures in relation to University matters.

(28) These Procedures operate as and from the Effective Date.

(29) Previous Procedures relating to Work Integrated Learning are replaced and have no further operation from the Effective Date of these new Procedures.

Section 4 - Definitions

(30) Effective Date means the day on which these Procedures are published or on such later day as may be specified in these Procedures.

(31) Organisational Unit is the area of the University assigned responsibility for the coordination and administration of WIL activities e.g. School or Student Administration and Services.

(32) Placement means 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. A Placement is a vocational Placement as provided in the Fair Work Act 2009 (Cth).

(33) Placement Coordinator means a member of staff with responsibilities as set out in this procedure. The Placement Coordinator may be the Course or Unit coordinator.

(34) Placement Provider means an individual or organisation with which a Student is undertaking a placement under this procedure.

(35) 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.

(36) Rule Administrator is the Vice-Chancellor and Chief Executive Officer or delegate.

(37) 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 or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

(38) 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 or who has completed all of the units in the UNE course of study.
- b. Enrolled Student means a Student who is enrolled in a unit of study at UNE.

(39) UNE Act means the University of New England Act 1993 No 68 (NSW).

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.

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.