

Work Integrated Learning Policy

Section 1 - Purpose and scope

- (1) This Policy outlines a framework for the management of work integrated learning at UNE.
- (2) Work integrated learning is where students undertake learning in a work context as part of their course. Work integrated learning includes, but is not limited to, learning (such as placements, internships, and work placement experience) where students complete the course requirement with industry partners, and learning where students engage in specific learning activities with industry partners.
- (3) This Policy applies to all work integrated learning activities at UNE and all UNE Representatives and students involved in such activities.
- (4) This Policy does not apply to:
 - a. work experience assessed for awarding of credit under the Admissions, Credit and Enrolment Policy; and/or
 - b. students undertaking work experience or placements external to UNE course requirements.
- (5) Within this Policy:
 - a. Part A outlines the principles for work integrated learning;
 - b. Part B outlines the requirements and processes for establishing work integrated learning arrangements;
 - c. Part C outlines the responsibilities of students, industry partners and UNE in relation to work integrated learning arrangements; and
 - d. Part D outlines monitoring and review requirements.

Section 2 - Policy

Part A - Principles

- (6) Work integrated learning at UNE is governed by the following principles:
 - a. UNE is committed to providing learning experiences for students that prepare them for work through incorporating work integrated learning activities into courses;
 - b. UNE retains ultimate responsibility for student safety and wellbeing on work integrated learning;
 - c. UNE co-designs course and work integrated activities with students, industry partners and professional bodies, and fosters ongoing engagement with industry and community organisations (see Course Design Procedures);
 - d. work integrated learning activities provide opportunities for students to use and enhance skills and knowledge relevant to the course they are studying;
 - e. work integrated learning activities, and related assessment, support the achievement of course unit learning outcomes;
 - f. UNE provides appropriate processes, preparation and guidance for all stakeholders involved in work integrated

- learning activities;
- g. work integrated learning activities are compliant with legislative and regulatory requirements;
- h. UNE monitors and reviews work integrated learning activities to ensure they meet quality and compliance standards; and
- i. facilities where work integrated learning occurs are fit for their educational and research purposes, and accommodate the numbers and educational and research activities of the students and staff who use them.

Part B - Establishment of work integrated learning arrangements

(7) UNE acknowledges that work integrated learning arrangements vary considerably depending on the school and discipline, and therefore the establishment and management of work integrated learning arrangements will vary depending on the context of the arrangement.

(8) At a minimum, the following requirements are met when establishing work integrated learning arrangements:

- a. potential and current students are informed in course and unit information of any work integrated learning requirements;
- b. where practicable, due diligence on industry partners is undertaken and UNE is satisfied that the partner has adequate facilities and infrastructure, has appropriate safety and wellbeing policies and procedures, and can enable achievement of the requirements of the work integrated learning. With the agreement of the partner, UNE may engage in site visits to ensure these requirements;
- c. students have access to UNE's support services while on work integrated learning;
- d. work integrated learning activities support students to achieve course and unit learning outcomes, and any assessment must be constructively aligned with the unit and/or course learning outcomes and align with the [Assessment Policy](#);
- e. work integrated learning as part of professional accreditation meets the requirements of the accrediting body;
- f. roles and expectations are clear for students, industry partners and UNE staff, and where relevant and practicable, agreements are established between the student, industry provider and UNE; and
- g. work integrated learning activities meet relevant legislation and regulatory requirements.

Agreements

(9) Work integrated learning arrangements are established in writing, often through formalised agreements, between the student, UNE and industry partner before the commencement of the activity. The level of detail in the arrangement will depend on the nature, length and scope of the work integrated learning, however arrangements must at a minimum include the following information:

- a. nature and purpose of the work integrated learning;
- b. conditions of engagement (e.g. length of work integrated learning, required hours);
- c. requirements related to work health and safety, risk assessment and management and insurance;
- d. roles and responsibilities of the student, industry partner and UNE; and
- e. contact details of relevant UNE staff member for resolution of issues.

(10) For course-specific work integrated learning, relevant schools may establish a handbook or guidebook to outline roles and responsibilities for students, industry partners and UNE Representatives. Any handbook or guidebook must comply with this Policy, be approved by the relevant School Education Committee and must be periodically reviewed (timeframe to be outlined in the handbook or guidebook). Students must abide by the requirements of the handbook or guidebook.

Prior to commencement of work integrated learning

(11) Before the commencement of any work integrated learning, UNE must ensure that students:

- a. have the capabilities to safely undertake work integrated learning (including completing any required prerequisites);
- b. are provided with information on the objectives, professional and academic expectations, attendance and assessment requirements and learning outcomes of the work integrated learning;
- c. are provided with information on UNE policies, procedures or handbooks/guidebooks that apply to the work integrated learning;
- d. are aware of, and where relevant have met before commencement, any legislative, regulatory, or professional requirements for the work integrated learning (such as working with children checks, vaccinations or first aid certificate); and
- e. are provided with information on any student costs, insurance coverage, contact details for UNE, grievance processes (in accordance with the [Student \(Related\) Grievance Handling Policy](#)) and the need to disclose issues that may impact work health and safety or the ability to complete during the work integrated learning.

(12) Before the commencement of any work integrated learning, UNE must ensure that the industry partners are provided with information on:

- a. the nature and purpose of the work integrated learning;
- b. criteria and standards related to any assessment task or other requirements that students are required to complete;
- c. supervision expectations and the skills and knowledge that students are expected to acquire; and
- d. insurance, work health and safety, feedback and complaints processes, withdrawal from work integrated learning processes, and UNE contact details.

Adjustments

(13) UNE will make reasonable adjustments to allow students to participate in work integrated learning. Students who require adjustments are advised to consult the Student Accessibility and Wellbeing Office in advance of the commencement of any work integrated learning.

Insurance

(14) Where a student's work integrated learning is in an unpaid environment, students will be eligible, subject to the terms and conditions of the specific insurance policies, for UNE insurance coverage for public liability, professional indemnity and personal accident. Where a student's work integrated learning is in a paid environment, students are covered by the insurance of the industry partner.

Other provisions

(15) International work integrated learning is permitted, provided that a formal agreement is established and all local regulations are adhered to.

(16) Students may participate in work integrated learning with industry partners where they are an employee, however all conflict of interests should be declared.

Part C - Responsibilities during work integrated learning

(17) In preparation for, and during work integrated learning, students must:

- a. have the agreement of UNE and industry partner to complete the work integrated learning, and have completed all required documentation. Students who commence work integrated learning without the approval of UNE and the industry partner will not have the work integrated learning counted towards completion of the course and may be ineligible for UNE's insurance cover;
- b. ensure they have met all relevant pre-work integrated learning requirements before commencing work integrated learning;
- c. declare any conflict of interest (such as if a family member or someone with a close personal relationship is a supervisor or being supervised). Failure to notify UNE of an actual or potential conflict of interest may result in the work integrated learning being terminated;
- d. disclose any issues that may have a work health and safety implication for the work integrated learning or impact their ability to complete requirements of the work integrated learning;
- e. comply with relevant legislative, UNE policy or procedures, handbook or coursebook, and professional or behavioural requirements during work integrated learning;
- f. actively participate in the work integrated learning activities and complete all assessment tasks; and
- g. contact the relevant UNE staff member and/or industry partner in the event of any issue that impacts performance on work integrated learning (including safety, supervision and inability to attend).

(18) Industry Partner must:

- a. provide appropriate supervision, facilities and workplace orientation and training (including information on specific expectations and standards), for the work integrated learning in line with the relevant agreement;
- b. provide opportunity for completion of all assessment and learning activities, and provide regular feedback to students on performance;
- c. meet any requirements around reporting progress and outcomes to UNE; and
- d. report any issues to the relevant UNE staff member.

(19) UNE must:

- a. have processes for monitoring and supporting student progressions and wellbeing through work integrated learning. The frequency and mode of the monitoring should be appropriate for the type and duration of work integrated learning;
- b. establish communication and reporting protocols with the industry partner; and
- c. provide opportunities for feedback during and after work integrated learning activities.

Withdrawal of Students from work integrated learning

(20) Work integrated learning activities may be terminated prior to scheduled completion due to circumstances beyond a student's control (such as unavailability of adequate supervision or facilities). In these circumstances, UNE will assess what requirements of the work integrated learning still need to be met and identify any alternative means for meeting those requirements or assist or allow the student to find an alternative industry partner for completion of the work integrated learning.

(21) Where the student chooses to withdraw from the work integrated learning prior to completion, they must notify the relevant UNE staff member (in accordance with the relevant agreement) as soon as possible after the decision. Depending on circumstances and the type of work integrated learning, UNE may organise or allow an alternative work integrated learning activity or students may be able to apply for Special Assessment under the [Assessment Policy](#).

(22) Industry partners or UNE (on the decision of the Unit, Course or Clinical Coordinator) may withdraw a student from a work integrated learning activity where the student fails to meet, or breaches, professional or behavioural standards or requirements, including:

- a. the student presents an actual or potential danger to themselves or others, or acts in a manner detrimental to others in the work integrated learning;
- b. the student is unable, after due instruction and guidance, to perform required duties without an appropriate or practicable degree of supervision;
- c. the student breaches legal, ethical or professional codes of the industry partner; and/or
- d. the student demonstrates negligence in the performance of an assigned duty.

(23) Students must immediately comply with an instruction from UNE or the industry partner regarding withdrawal from work integrated learning and await instructions from UNE. Failure to comply may be a breach of the [Student Behavioural Misconduct Rules](#).

(24) Following withdrawal, UNE will determine whether the student can recommence the work integrated learning activity (with or without appropriate adjustments or conditions), whether an alternative activity can be arranged or whether the student is unable to complete the work integrated learning and where relevant may be given a grade of withdrawn by the University and deemed to have failed.

(25) Students may appeal the decision to withdraw them from a work integrated learning activity. The appeal should be made to the Executive Principal Education Futures with 10 days for a domestic student and 20 days for an international student and should present a case why the decision was not in accordance with this Policy. The Executive Principal Education Futures will assess the appeal and determine whether the decision was made in accordance with this Policy. Where an appeal is upheld, the relevant school will attempt to place the student in a work integrated learning activity as soon as possible. Students should note they may not be able to return to the same industry partner.

(26) Students may appeal the award of result or grade in a work integrated learning activity in accordance with the [Assessment Appeals Policy](#).

Part D - Monitoring and review

(27) UNE provides opportunities for students and industry partners to review and provide feedback on work integrated learning activities. Feedback will be considered in review of work integrated learning to inform potential improvements for student and partner experience.

(28) Where work integrated learning activities are a required part of courses and units, the activities must be examined as part of the course and unit review process (see Course and Unit Policy).

Section 3 - Authority and compliance

Authority

(29) The Vice-Chancellor and Chief Executive Officer (VC&CEO), consistent with the [Vice-Chancellor Functions Rule](#), makes this Policy.

(30) The Executive Principal Education Futures is authorised to make procedures and processes for the effective implementation and operation of this Policy, and to publish as associated documents any tool that will assist with compliance.

Compliance

(31) UNE Representatives must observe this Policy.

(32) This Policy operates as and from the Effective Date. Previous policies on work integrated learning are replaced

and have no further operation from the Effective Date.

(33) All documentation, including work integrated learning agreements, is kept according to the [Record Management Rule](#).

(34) Notwithstanding other provisions of this policy, the VC&CEO may approve an exception to this policy where the VC&CEO determines the application of this policy would otherwise lead to an unfair, unreasonable, or absurd outcome. Approvals by the VC&CEO under this clause must:

- a. be documented in writing;
- b. state the reason for the exception; and
- c. be registered in the approved UNE electronic Records Management System in accordance with the [Record Management Rule](#).

Section 4 - Quality Assurance

(35) The Executive Principal Education Futures is responsible for monitoring the implementation and effectiveness of this Policy. Education Futures will provide an annual report on work integrated learning to Academic Board.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	12th July 2024
Expiry Date	To Be Advised
Unit Head	Suzanne Crew Executive Principal Education Futures
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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.

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

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.