

# Work Integrated Learning Policy

## Fact box

- **Policy owner:** Chair, Learning & Teaching Committee
- **Policy category:** Academic: Learning and Teaching
- **Policy status:** Approved
- **Approval body:** Academic Board
- **Endorsement body:** Learning & Teaching Committee
- **Related policies:**
  - [Assessment Policy](#)
  - [Code of Conduct Policy](#)
- **Last amended:** 12th Jan. 2024
- **Relevant HESF:** Part A: 1.3.1, 2.1, 5.2.4, 5.4.1

## Purpose

The purpose of this policy is to outline Alphacrucis University College (AC) principles and guidelines for Work Integrated Learning (WIL) , with particular reference to placements in the Schools of Education, Business, and Ministry and Theology.

## Scope

This policy applies to all staff, students and third-party providers involved in WIL placements in relevant accredited courses of study.

## Policy

### Definition of Work Integrated Learning (WIL) (from the TEQSA Guidance Note):

Work-integrated learning is any arrangement where students undertake learning in a work context as part of their course requirements.

Activities beyond this scope do not constitute WIL.

AC is committed to purposefully designed, supervised, and assessed WIL subjects which seek to integrate theory with practice in real-world contexts to ensure that courses of study are fit-for-purpose in so much as they produce work ready plus graduates.

AC adheres to the following principles to safeguard the integrity of the award and quality of student experience:

- where reasonably practical to do so, WIL should be co-designed with industry, professional or community partners;
- AC will endeavour to strengthen these partnerships and grow others;
- WIL requirements are communicated to students during the admissions process, in relevant Course of Study Handbooks as well as in relevant subject outlines
- WIL arrangements, including roles and responsibilities, and other relevant documentation such as insurance, are to be completed prior to the commencement of the placement

- appropriate preparation, guidance, supervision, and support will be provided to students on WIL placements
- ongoing monitoring with regard to regulatory compliance, quality, and risk management will be undertaken by AC
- the WIL placement will be appropriately documented and reported to relevant bodies as required
- students must abide by the AC Code of Conduct at all times while in a WIL placement
- a student's host may have additional codes of conduct, policies, guidelines, rules and workplace protocols to which the student will also be subject during the WIL placement
- a student in a WIL placement must disclose to their AC Supervisor any potential conflict of interest vis-à-vis a proposed placement
- WIL placements are structured to require the learner to take initiative, make decisions and be accountable for results. As a condition of such a placement, AC requires mentors to place students in real-world settings, where the work is actually part of the organisation's action towards its goals;
- AC is entitled to withdraw a student from an WIL placement at any time if, in the opinion of the AC Supervisor the student: has breached or violated a relevant professional code or work health and safety code; has disrupted the relevant placement program; has brought AC into disrepute; or the student is exposed to danger or other inappropriate situation at the mentor's workplace
- in a WIL placement students are not normally provided with salary, wages or similar benefits unless otherwise specified. However, legitimate out-of-pocket expenses incurred may be reimbursed subject to prior approvals;
- the mentor of a student on WIL placement is not required to employ the student at the conclusion of the placement.
- insurance cover will be provided automatically to students undertaking WIL placement.

### **Fitness for Placement**

A student is required to meet the following eligibility criteria to be deemed 'fit for placement':

- appropriate academic, social and ethical record
- whilst on placement, the capacity to comply with program specific requirements, the relevant professional standards, and the AC Code of Conduct Policy,

A student who is not able to meet the eligibility criteria at any time, represents an unacceptable risk and deemed 'unfit for placement'. The Head of School, or their delegate, will inform a student in writing, that they are deemed 'unfit for placement'. In such cases, the Head of School or delegate will implement a plan to assist a student to meet the eligibility criteria for placement.

A student who wishes to lodge an appeal in relation to an 'unfit for placement' status, should follow the procedure referenced in the 'Complaint and Grievance Resolution Policy'.

Responsible for implementation

Chair, Learning and Teaching Committee

Key stakeholders

Faculty, Program Directors and students

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Procedures

### **Work Integrated Learning (WIL) Procedures**

#### **Application**

To be approved for a WIL placement, students will apply using the documentation provided for their specific subject/course. Typically, a student should have negotiated with their potential placement organization and mentor prior to submitting documentation. The placement will only become formal when the documents have been completed satisfactorily and have been approved by the AC Supervisor responsible.

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