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Provider ID PRV4280 | CRICOS XXXXXX

## WORK INTEGRATED LEARNING (WIL) POLICY

### 1. PREAMBLE

The College strives to provide quality experience to its students and considers that work experience is integral to learning how entrepreneurship concepts and principles are applied in a workplace setting. Work Integrated Learning is thus a unique feature of the Course that the College offers. This 'policy' outlines how WIL will be implemented to enhance students' learning experience to the workplace.

### 2. PURPOSE

The purpose of this Policy is to outline how the College conceives WIL and implements it so that quality of learning and assessment is not compromised and students are protected against various risks that could arise in the workplace.

### 3. SCOPE

The scope of this Policy applies to all College students and to both academic and non-academic staff.

### 4. WIL POLICY STATEMENT

WIL is a structured and purposefully designed learning and assessment activity in the course curriculum that integrates theory with the practice of work. It offers students an opportunity to interact with industry and/or the community in a real or simulated work context and to learn, apply and demonstrate skills and knowledge relevant to their course of study and future profession or career. WIL assists students to develop their work-readiness and employability.

WIL will be offered as a core component of two Units in the proposed Course of the College. WIL is delivered as work placements.

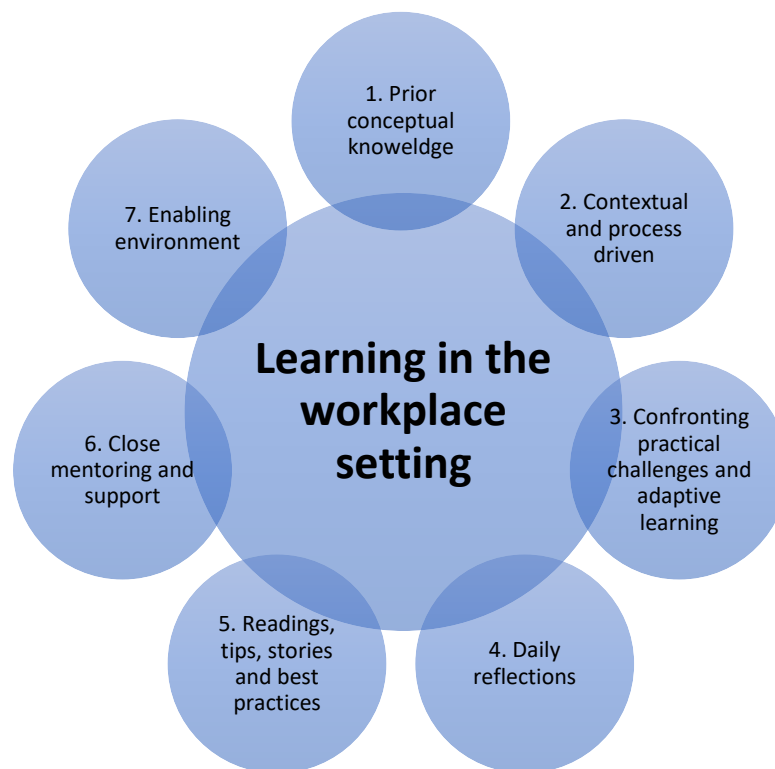
### 5. WIL PRINCIPLES:

WIL has been designed to:

- a) integrate theoretical learning with practical application in professional, industry, community or other work-related contexts

- b) align with and be assessed by the College itself in relation to the expected learning outcomes and/or assessment strategy of the Course and Unit in which WIL is a component
- c) align with the inherent requirements of the Course
- d) prepare and support students throughout the WIL to achieve the Course and Unit Learning Outcomes
- e) include student preparation, supervision and monitoring of progress and enable students to reflect on their practice
- f) be inclusive, cater for student diversity and not create undue hardship for students to maximise their participation
- g) minimise risks to students, partner organisations, the community, and the College.
- h) There will be an over-arching focus on placing students in an NGO, or a community organisation, a government agency, or a business where there is a significant inter-cultural focus in entrepreneurial activities. Every attempt will be made to identify opportunities for students in Australian enterprises opened and run by the people of multi-cultural background with their core domains of the business being social responsible and the products and services catered for the clients from various backgrounds.
- i) The design and delivery of the content and organisation of the WIL is based on the entrepreneurial and workplace ready approach where students apply some of the previously obtained knowledge in the College to the real workplace and further develop their knowledge through the professional mentorship program, thereby enhancing their skills to become workplace ready. Work placement is conceived of as an interactive and reflective learning experience in which students are encouraged to be actively engaged in the whole learning process. The placement is designed in a way that encourages students to take 'deep approach' to learning and focussed on enhancing their appreciation of diversity of working contexts and the skills required to become successful entrepreneur.
- j) The learning outcomes of this Unit will be addressed through a balanced combination of different learning activities.
- k) Students learning process will be guided by seven principles during the WIL practice.

**Figure 1. Seven Principles for WIL**



## **6. WIL INFORMATION TO STUDENTS**

Students and prospective students will be given current, accurate, clear and comprehensive information about the WIL components in Units of the Course. The information will include sufficient detail to enable students to make informed decisions before admission into the course or enrolment in units. This includes details of any conditions of enrolment or participation applicable to the WIL component. These information has also been included in Student Handbook, Information for prospective Students.

## **7. WIL DELIVERY AND REVIEW**

WIL management and decision-making will be fair, equitable and documented to ensure transparency.

College will not involve a third party organisation for WIL implementation except for seeking help of organization(s) that could liaise the College and the organization where students could be placed for WIL. All the supervision, progress monitoring and assessment tasks are conducted by the College itself. WIL will be assessed in relation to expected learning outcomes and in accordance with SydneyMet's 'assessment policy and procedure'. Students' progress will also be monitored according to SydneyMet's policies.

Students and staff related to WIL will be given an opportunity to provide feedback about their WIL experience.

College will allocate adequate resources and staff to manage WIL.

The College has employed WIL Officer to manage the WIL. College will appoint appropriate faculty to manage WIL's academic content and assess student's progress and learning.

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**Document Version Control**

Document ID	INS-5040
Version	1.0
Responsible Officer	Student Services Manager
Approved By	Academic Board
Date Approved	26 August 2018
Date(s) Modified	NA
Next Review Date	January 2022