

# Work Integrated Learning Agreement

**Purpose:**

Work Integrated Learning (WIL) provides opportunity for students to apply learned skills within an industry related to their qualification of study. Work Integrated Learning includes work experience, work-based training, clinical/practical components, degree research projects, field education, project-based learning, internships and co-operative education projects.

WIL must include activities that align to the learning outcomes and assessment requirements of Ara courses.

If paid work is offered, normal employment law applies.

**Aim of this Agreement:**

This agreement is to define the responsibilities of the three parties involved.

**Agreement between:**

Department of	Enterprise & Digital Innovation (Computing)
Qualification	Graduate Diploma of Information and Communication Technologies (BICT) L7
WIL Provider	OSSIS
Student(s)	Zilin Li

Attached Agreement  
Schedule(s)

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**Responsibilities of Ara are to:**

1. Implement and maintain a department process for managing WIL.
2. Heads of Department are responsible for ensuring the Ara Liaison person fully understands the WIL Policy and Procedures.
3. Heads of Department are responsible for ensuring the department risk register include WIL and any associated risks.

**Responsibilities of Ara Liaison are to:**

1. Ensure the WIL Agreement (APP513a) and the associated schedule(s) (if necessary), are completed and signed and that the student and provider understand and comply with the contract's requirements.
2. Engage with industry partners and community organisations to identify and support the allocation of Work Integrated learning opportunities.
3. Undertake administration agreements specific to each placement.
4. Provide the WIL Provider with necessary course information relevant to the student(s) on placement.
5. Provide adequate pre-preparation for the student and WIL Provider (e.g. briefing, training and resources). Students must be fully informed of assessment requirements and whether any additional costs are associated with the undertaking the placement.
6. Prior to placement, ensure students are made aware of the necessity to declare any conflict of interest and that for some workplaces, additional checks and conditions may be required before they are accepted on placement (e.g. health and police checks).
7. Liaise and maintain contact to support both the student and the WIL organisation whilst the placement is undertaken.
8. If necessary withdraw the student from work experience upon request of the provider, after due consultation. The Ara Assessment policy will be enacted at this stage.
9. The privacy of the personal information of a WIL Provider's clients or patients will be respected and no confidential information from the WIL provider will be used or disclosed by Ara except as required to complete internal course-related documentation.
10. Follow up with the WIL provider any unresolved H&S concerns regarding the placement raised by the student.

**WIL Provider Responsibilities are to:**

1. Complete and sign the WIL Agreement and any additional requirement schedules.
2. Confirm all relevant policies and procedures specific to the workplace and the working environment, including workplace health and safety (H&S) requirements and ethical guidelines, to Ara and the student.
3. Accept responsibilities and obligations in relation to the student, as if they were a worker.
4. Implement a service plan for any student with a disability, injury or health condition and inform Ara of any injury to a student.
5. Provide suitable induction and training for the role the student is undertaking.
6. Provide the student with supervision, guidance and mentoring.
7. If required, participate in the assessment of student progress and supply written assessments of the student's performance.
8. Consult with Ara regarding any issue concerning the student's ability to meet WIL outcomes.

**The Student Responsibilities are to:**

1. Complete and sign the WIL Agreement and any additional requirement schedules.
2. Complete a police check if required by the WIL Provider.
3. Notify Ara of any conflict of interest with the WIL Provider.
4. Comply with all relevant legislation policies and requirements inclusive of the:
  - a. *Privacy Act 1993*
  - b. *Health and Safety at Work Act 2015*

Any other industry specific legislation will be specified in the individual schedule.


5. Comply with responsibilities as outlined in the *APP301a Student Rights and Responsibilities document*, respecting confidentiality and adhering to intellectual property and ethical guidelines.
6. The privacy of the personal information of a WIL Provider's clients or patients will be respected and no confidential information from the WIL provider will be used or disclosed by an Ara student except as required to complete internal course-related documentation.
7. Comply with employer's lawful instructions and business procedures.
8. Attend work for the agreed hours/times regularly and punctually, wearing specified / required clothing and personal protection equipment (PPE).
9. Inform in advance the workplace if unable to attend because of sickness, bereavement or similar circumstances.
10. Take responsibility for learning by participating fully in the learning process.
11. Respect the property, practices and personnel of the workplace provider.
12. Work in a professional and ethical manner at all times.
13. Seek advice regarding disclosure about their personal circumstances or any disability, injury or health condition.
14. Communicate with Ara if issues arise that cannot be resolved.
15. Report to the employer on any H&S matters that occur, including injury to themselves, and advise Ara of the matters raised.

**Student**

Name	Zilin (Lynn) Li		
Email	lynnlee829@gmail.com	Student ID	99172142
Student Signature	Zilin Li	Date	19/8/2020


**By signing this contract, you accept the responsibilities and expectations as set out in this contract document.**

**Work Integrated Learning Provider**

Company Name	OSSIS		
Company Contact Person	Jessica Urquhart		
Email	jessica@ossis.com		
Physical Address	712 Barry hogan place, Riccarton, Christchurch		
Phone Number	022 3279705		
Signature		Date	21/8/2020

**By signing this contract, you accept the responsibilities and expectations as set out in this contract document.**

**Ara Liaison**

Name	Dr David Weir		
Signature		Date	28/8/2020

**By signing this contract, you accept the responsibilities and expectations as set out in this contract document.**

**Ara Contacts**

Lecturer/Tutor Name	Amit Sarkar
Contact Details	amit.sarkar@ara.ac.nz
Academic Manager	Dr David Weir
Contact details	david.weir@ara.ac.nz