

## WORK INTEGRATED LEARNING POLICY

*Printed copies are for reference only. Please refer to the electronic copy in the Policy and Procedure Manager (PPM), the electronic policy management system (EPMS), to ensure you are referring to the latest version.*

### **Purpose:**

The purpose of this policy is to promote the inclusion of Work Integrated Learning in all courses offered at Murdoch University, and to establish the principles and procedures for its adoption.

#### *Purpose of WIL*

The over-arching purpose of Work Integrated Learning (**WIL**) at Murdoch University is to enhance student learning. The University is committed to developing in its graduates high level skills and attributes which will enhance their transition from University to rewarding and fulfilling employment and lifelong learning. To this end, the University recognises WIL as a purposeful, organised, supervised and assessed educational activity that integrates academic learning of a discipline with its practical application in the workplace. The University is seeking to ensure that all students have the opportunity to take part in some form of WIL as a formal component of all degree courses.

#### *Benefits of WIL*

WIL is acknowledged as an important way to help students develop the transferable skills that enable them to successfully transition to employment. Therefore the University recognises the importance of establishing and maintaining collaborative partnerships with business, industry, government and community organisations to prepare the workforce of the future.

#### *Intent of Policy*

This policy, in conjunction with the associated *Work Integrated Learning Work Placements Procedure* and the *Work Integrated Learning Units Guideline*, provides a comprehensive and integrated approach to WIL, recognising that there will always be a variety of expressions of WIL across study disciplines.

#### *Scope of Policy*

This policy applies to all courses at the University. Work or work experience which is not a required component of a course or a unit is outside the scope of this policy.

### **Audience:**

Staff, Students, public

## Objectives:

- **Collective Understanding:** To create a collective understanding of the nature and value of WIL and the importance of integrating it into broader learning experiences to enhance student learning, career development and to help students develop the transferable skills that enable students to successfully transition to employment.
- **Student Access:** To ensure that undergraduate courses at the University provide all students with the opportunity to experience WIL as a formal component of the course.
- **Good Practice and Risk Management:** To establish and share both good practice across the diversity of WIL and a procedural framework including risk management.
- **Quality of Learning Experience:** To ensure quality in the offering of WIL in relation to unit development, provision within the curriculum and resourcing.
- **Sustainable Partnerships:** To ensure good practice on the establishment and maintenance of sustainable relationships at all levels with business, industry, government, community organisations and other external partners.

## Definitions:

*Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.*

- **“Work Integrated Learning”:** WIL exists where the learning outcomes, the learning activities, and the assessment:
  - Require students to integrate and appropriately apply previous learning and knowledge to make and justify decisions in a work-related context;
  - Require students to reflect upon their personal choices, decisions and actions in a work-related context to critically appraise their appropriateness;
  - Engage students with the world of work in one of three broad categories; work placement, industry or community project, workplace simulation.
- **“Work Placement”:** Sometimes referred to as an internship, clinical placement or practicum, student learning and assessment takes place in the context of a real workplace, under supervision, where they are able to develop professional competencies. The University offers two forms of work placement units – full and partial:
  - **“Full Placement”:** A unit is regarded as a full work placement where all the assessment for the unit is directly related to the placement.
  - **“Partial Placement”:** A unit is regarded as a partial placement where the assessment includes other items that do not relate directly to the placement.
- **“Industry or Community Project”:** Student learning and assessment occur in the educational setting, but requires them to engage in a real work project or

activity, with some degree of genuine engagement with a real world client, co-worker or community.

- “Workplace Simulation”: Student learning and assessment occur in the educational setting but, in consultation with industry, business, government or community, the learning context simulates as many of the complexities of a work situation as possible (e.g. multiple tasks, prioritising work, interpersonal dynamics, deadlines).

## **Policy Statement:**

### **1. Opportunity for Work Integrated Learning**

- 1.1. All undergraduate courses at Murdoch University will provide all students with the opportunity to experience WIL. Where relevant, this opportunity will also apply to postgraduate courses.
- 1.2. Reasonable adjustment will be made for students with a disability or medical condition.
- 1.3. Curriculum designers are encouraged to adopt a diverse range of WIL approaches and practices within courses as appropriate to their field.

### **2. Curriculum and Pedagogy**

- 2.1. WIL activities must meet the following criteria:
  - 2.1.1. be embedded into the course curriculum to enable students to integrate theoretical learning into work-related contexts;
  - 2.1.2. have explicit learning outcomes and assessments related to work practice;
- 2.2. Where a work placement is a required component of a course or a unit, the total hours expected of students must be explicitly stated within the University Handbook and the Unit Information and Learning Guide.
- 2.3. During curriculum review at the course and unit level, opportunities for WIL must be identified either as; a work placement, an industry or community project, or a workplace simulation.

### **3. Student Supervision, Assessment and Feedback**

- 3.1. WIL activities must be supervised by an academic staff member, and where they take place in a workplace, collaboratively with a workplace supervisor.
- 3.2. The assessment of WIL must be made explicit, and compliant with the *Assessment Policy* and professional requirements if relevant.
- 3.3. Feedback is the collective responsibility of the Unit Coordinator, the workplace supervisor, and students.
- 3.4. In the case of work placements:
  - 3.4.1. Performance feedback and guidance must be provided to students in a timely manner throughout the placement.

- 3.4.2. Students are responsible for seeking feedback on an ongoing basis.
- 3.4.3. The Unit Coordinator must ensure formal feedback is sought from the workplace supervisor and recorded.

#### **4. Partnerships**

- 4.1. The University recognises the value of its business, industry, government and community partners and seeks to build sustainable partnerships that focus on providing high-quality learning outcomes for students involved in WIL:
  - 4.1.1. Work Placements will be sought that provide a high quality learning environment and workplace supervision in the partner organisation.
  - 4.1.2. Industry or Community Projects will be sought that provide students with high quality projects with a real world application and audience, as well as significant engagement with the partner organisation.
  - 4.1.3. Workplace Simulations will be created that are informed by regular consultation with partner organisations to provide learning environments that are as realistic to the workplace as possible.

#### **5. Work Placements**

- 5.1. All full work placement units must be assigned a 'P' enrolment mode.
- 5.2. Students cannot withdraw themselves from 'P' enrolment mode units.
- 5.3. Students may be withdrawn, where necessary from 'P' enrolment mode units by the College or University, as outlined in the *Work Integrated Learning Work Placements Procedure*.
  - 5.3.1. Students may, in accordance with the *Work Integrated Learning Work Placements Procedure*, be removed involuntarily from a work placement. This may result in a grade of fail being recorded for the work placement unit.
- 5.4. Colleges must ensure that a formal Work Placement Agreement governing the conditions of placement is negotiated between (a) the University and the Workplace Partner, as well as an agreement between (b) the student and Murdoch University.
- 5.5. Given the special conditions of work placements, Colleges are responsible for:
  - 5.5.1. management of work placements;
  - 5.5.2. preparation of students;
  - 5.5.3. monitoring of progress;
  - 5.5.4. quality assurance of work placements; and
  - 5.5.5. contractual arrangements
 (Refer *Work Integrated Learning Work Placements Procedure*).

## **6. Roles and Responsibilities**

- 6.1. Roles and responsibilities for University staff, workplace partners and students are outlined in the *Work Integrated Learning Work Placements Procedure*.
- 6.2. Students must comply with all applicable agreements, codes of practice, professional behaviours, laws governing privacy or confidentiality in relation to all WIL activities, and other conditions as stipulated in the Work Placement Student Agreement.

## **7. Resources**

- 7.1. The University is responsible for providing resourcing to support WIL activities in Colleges including:
  - 7.1.1. professional development; and
  - 7.1.2. central resources.
- 7.2. Colleges are responsible for providing resourcing to support WIL activities including:
  - 7.2.1. academic workload allocations; and
  - 7.2.2. other staffing;

## **8. Compliance**

- 8.1. All WIL activities must comply with relevant legislation, University policies and, where appropriate, professional accreditation requirements. In particular, staff and students should refer to the *Work Integrated Learning Work Placements Procedure* with respect to contract approvals, ethical requirements, insurance arrangements, occupational safety and health, risk assessment, intellectual property, student visa requirements and disability rights and access.

### **Performance Indicators:**

- All undergraduate courses at the University provide all students with the opportunity to experience WIL.
- All WIL activities at the University, especially work placements, demonstrate good practice in their management.
- All WIL activities provide a high quality learning experience for all students.

### **Related Documents:**

[Assessment Policy 2016 January 01](#)

[Assessment Policy 2016 August 01](#)

[Code of Ethics](#)

[Staff Code of Conduct](#)

[Student Code of Conduct](#)

[Student Disability Policy](#)

[Units Policy](#)

[Work Integrated Learning Work Placements Procedure](#)

[Work Integrated Learning Units Guideline](#)

Work Placement Business Agreement Template

Work Placement Student Agreement Template

## References:

Learning in the Workplace and Community 2008 POA081119000. Victoria: Victoria University

## Approval and Implementation:

<b>Approval Authority:</b>	Academic Council
<b>Responsible Officer(s):</b>	Secretary to Academic Council
<b>Approval Authority for supporting procedures:</b>	Dean Learning and Teaching, College of SHEE
<b>Approval Authority for supporting guidelines:</b>	Program Manager Work Integrated Learning
<b>Approval Authority for supporting standards:</b>	There are no supporting standards
<b>Contact Officer:</b>	Secretary to Academic Council

## Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Administrative amendments	11/08/2020			
Administrative amendments	08/03/2019			
Approved	14/03/2018	14/03/2018	25/01/2020	AC/37/2018(i)
Rescinded AC/10/2017(i)	14/03/2018	14/03/2018		AC/37/2018(ii)
Approved	25/01/2017	25/01/2017	25/01/2020	AC/10/2017(i)
Rescinded AC/174/2011	25/01/2017	25/01/2017		AC/10/2017(ii)
Attachments removed	09/11/2011	09/11/2011	23/11/2014	AC/174/2011
Approved	21/09/2011	21/09/2011	23/11/2014	AC/139/2011(i)

