



HE Work Integrated Learning (WIL) Policy and Procedure

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Related Policy/Procedure:	<ul style="list-style-type: none"> ➤ HE Assessment and Moderation Policy ➤ HE Assessment and Moderation Procedure ➤ HE Supplementary Assessment and Exam Policy ➤ HE Academic Integrity and Academic Misconduct Policy ➤ HE Academic Integrity and Academic Misconduct Procedure ➤ HE Course Progression and At Risk Student Policy ➤ HE Special Consideration Policy and Procedures ➤ International Student Deferral, Suspension and Cancellation Policy and Procedure ➤ Privacy Policy ➤ Health and Safety Policy ➤ Student Complaints and Appeals Policy and Procedure ➤ Diversity and Equity Policy ➤ Anti-Discrimination Policy ➤ Anti-Discrimination Procedure ➤ Student Support, Welfare and Wellbeing Procedure ➤ Work Integrated Learning (WIL) Internship Agreement ➤ <u>TEQSA Guidance Note: Work-Integrated Learning</u> 		

Purpose

This document sets out policies to uphold the quality and safety of industry work placements. It aims to ensure that all work-integrated learning (WIL) activities in this course align with the expectations of students, host organisations, and Lyons College.

Scope

This policy applies to:

- Higher education students, staff, host organisations, and supervisors involved in WIL units.
- Coursework assessments for both undergraduate and postgraduate courses.
- any curriculum-related activity where students learn in a real or simulated work environment as part of their studies.

This policy excludes:

- Paid placements.
- Voluntary experiences are not mandatory for course requirements.
- WIL activities for international students that violate visa conditions.

Definitions

- **Work Integrated Learning (WIL):** Activities where students apply theoretical knowledge and skills in professional settings, including supervised professional placements in approved host organisations, on-site or virtual internships, classroom-based industry-partnered projects, simulated work environments, industry or community-based activities, and other professional practice experiences.
- **WIL Unit:** A designated course unit in which students enrol to participate in a formal Work-Integrated Learning (WIL) activity.
- **WIL Coordinator:** An academic staff member responsible for overseeing the WIL unit, its program design, alignment with course learning outcomes, and overall quality assurance. They support students and act as the liaison between students, Lyons College, and host organisations.
- **Program Coordinator:** An academic staff member responsible for administering and delivering Lyon's courses, ensuring compliance with the College's policies, and coordinating and supporting academic staff and students. They oversee all units of the course, including the WIL unit.
- **Placements:** Opportunities to gain practical experience, such as internships, short-term placements, or simulated workplace activities.
- **Placement Officer:** A Placement Officer coordinates and administers student placements in approved early childhood education settings. They ensure placements comply with

regulatory and course requirements, maintain accurate records, and serve as a liaison between students, host organisations, and academic staff.

- **Host Organisations:** An external business, government, community, or research organisation that offers a workplace environment and supervision for students' WIL activities.
- **Supervisor:** An individual designated by the host organisation or provider to oversee and mentor students during placement. The Supervisor ensures that students meet workplace expectations, provides performance feedback, and serves as the organisation's primary point of contact.
- **WIL Agreement:** A formal agreement covering confidentiality, termination, and other key terms between Lyons College and host organisations or between Lyons College, the host organisation, and the student, in compliance with Australian laws and regulations.

Policy

Principles

- **Alignment with Standards:** WIL programs comply with the Higher Education Standards Framework (Threshold Standards) 2021. WIL experiences are designed with explicit learning outcomes that align with course objectives and the Australian Qualifications Framework level.
- **Authentic Learning:** Programs align unit learning outcomes, assessments, and teaching content to provide real-world learning experiences.
- **Defined Responsibilities:** All stakeholders must adhere to their responsibilities as outlined in this policy and WIL agreements.
- **Inclusive Delivery:** Programs are delivered in facilities that support effective WIL experiences, adhering to the Diversity and Equity Policy and Anti-Discrimination Policy and Procedure.
- **Student Wellbeing:** Processes ensure safety, grievance handling, and incident management during placements in accordance with the Student Support, Welfare and Wellbeing Procedure and the Student Complaints and Appeals Policy and Procedure. This ensures that students know where to turn if they encounter any issues during placement.
- **Clear Communication:** Students are informed of WIL requirements, including expected hours and assessment criteria.
- **Effective Supervision:** Internal and external supervisors contribute to the program's quality and ensure the effectiveness of student learning experiences.
- **Quality Monitoring:** The College monitors WIL components on an ongoing basis and incorporates them into its course and unit review cycles.
- **Data Management:** WIL program records are securely maintained in systems such as Meshed and Moodle.

Roles and Responsibilities

Program Coordinator

- Oversees the design, development and delivery of courses.
- Address student concerns related to the course.
- Coordinating with academic and administrative staff to support the course's delivery.
- Monitor the quality of the course based on staff and student feedback

WIL Coordinator/Placement Officer:

- Promote and facilitate stakeholder collaboration, ensuring academic staff, host organisations, and students understand program requirements clearly.
- Ensure WIL activities align with academic, professional, and industry standards, graduate attributes, course learning outcomes, and unit learning outcomes.
- Validate the program's learning outcomes, key milestones, and assessment tasks for consistency and relevance.
- Provide orientation sessions, conduct site visits, uphold confidentiality, monitor safety and quality, and gather ongoing student feedback.
- Verify that Hosts have appropriate workplace safety measures, facilities, and supervisors to support the WIL.
- Prepare agreements covering accountabilities, internship details, assessment scope, host obligations, termination, confidentiality, and other necessary conditions.
- Monitor student progress in placement, arrange regular contact with students and Hosts, facilitate feedback collection, and address any issues or complaints. Conduct site visits or meetings if needed to ensure compliance.

Host Organisation Supervisor:

- Conducts a workplace induction and provides ongoing guidance and support to students.
- Oversees student performance, ensuring assigned tasks align with the objectives of the internship.
- Maintains regular communication with the WIL Coordinator to address concerns and provide updates.
- Provides timely feedback to the College on student performance and on the WIL arrangement itself, to inform evaluation and continuous improvement.
- Cooperates with Lyons College on risk management and review processes.
- Ensure a safe working environment and comply with rules and regulations.
- Respect student privacy by handling any personal information shared by the College in accordance with privacy obligations.

Students:

- Familiarise themselves with the WIL Handbook and seek clarification if needed.
- Ensure that a valid police check and/or working with children check is provided to the host organisation, if required, before commencing the placement.
- Act legally and ethically on-site, adhering to workplace guidelines, organisational policies, and health and safety regulations.
- Regularly report progress and promptly communicate any issues to the WIL Coordinators.

Procedure

WIL Program Preparation

- A WIL Coordinator is appointed and responsible for a particular WIL Unit.
- Develop assessments to evaluate student performance, regularly review unit design, and maintain clear and open communication with students, host organisations and industry partners.
- WIL Coordinator provides pre-placement orientation and training for students, including health and safety induction, workplace expectations, and professional conduct. Ensures students understand their rights and responsibilities before commencing placement.

- WIL Coordinator provides information about available support services (e.g. counselling, disability services, academic support) and ensures students can access help during WIL.
- WIL Coordinator organises assessment panels for final presentations.
- WIL Coordinator define the WIL program's scope, including expected outcomes, milestones, and assessment tasks.
- The WIL Coordinator collaborates with Project Supervisors, as required, to ensure that host policies and projects are prepared and appropriate for students.
- Students must submit a signed WIL Internship Agreement before commencing their placement. t

WIL Program Participation

- WIL Coordinators conduct site visits, assess student performance, and address issues or disputes that arise during the placement.
- Project Supervisors provide program inductions, maintain regular communication with Lyons, and share updates relevant to student progress.
- Project Supervisors evaluate each student's performance and provide detailed reports.
- Students are expected to engage fully in their placements, demonstrating professionalism and performing to the best of their abilities at all times.

WIL Program Completion

- Upon completion, the Program Coordinator collects reports and finalises grades, which are then moderated according to the HE Assessment and Moderation Policy and Procedure.
- Students are encouraged to complete the WIL Program Survey for feedback. This feedback is crucial for understanding their experiences and identifying areas for improvement.

Quality Assurance

Processes

To maintain high standards, the following quality processes are in place:

- Pre-WIL Assessment: Ensures alignment with academic requirements and safety protocols.
- Ongoing Quality Checks: Regular check-ins and site visits to monitor and support students.
- End-of-WIL Evaluations: Evaluate learning outcomes, supervisor effectiveness, and workplace alignment.
- Annual WIL Quality Review: Reviews data to identify trends and recommend improvements, overseen by the Academic Board.
- Continuous Improvement: Use feedback to update processes, agreements, and supervisor training regularly. This ensures that the program remains responsive to student needs and industry standards.

Evaluation of WIL

The following metrics are tracked to evaluate WIL quality:

- Student Satisfaction Rates: Measures student perceptions of WIL relevance and support.
- Host Satisfaction Rates: Assesses host feedback on student preparedness and partnership value.
- Completion and Retention Rates: Tracks student completion to assess program effectiveness.
- Incident Reports: Logs health and safety concerns for prompt responses and prevention.
- Learning Outcome Achievement: Measures student attainment of intended outcomes based on assessments and feedback.