

## *Work Integrated Learning Policy*

### **Purpose and Scope**

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

This policy, in conjunction with the associated Work Integrated Learning Work Placements Procedure, provides a comprehensive and integrated approach to WIL, recognising that there will always be a variety of expressions of WIL across disciplines. Key policy considerations include quality of learning experience, sustainability of industry partnerships, good operational practices, and risk management.

This policy applies to staff, students and public.

### **Policy**

1. In this policy, the following words have the following meanings:
  - 1.1. “Course” is defined in the Coursework Regulations.
  - 1.2. “Learning Outcomes” is defined in the Coursework Regulations.
  - 1.3. “Work Integrated Learning” exists where the Learning Outcomes, the learning activities, and the assessment:
    - 1.3.1. require students to integrate and appropriately apply previous learning and knowledge to make and justify decisions in a work-related context;
    - 1.3.2. require students to reflect upon their personal choices, decisions and actions in a work-related context to critically appraise their appropriateness;
    - 1.3.3. engage students with the world of work in one of three broad categories: Work Placement, Industry or Community Project, Workplace Simulation.
  - 1.4. “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 students can develop professional competencies.

- 1.5. "Industry or Community Project": Student learning and assessment occur in the educational setting but requires students to engage in a real work project or activity, with some degree of genuine engagement with a real world client, co-worker or community.
- 1.6. "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).

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

- 2.1. All undergraduate Courses will provide all students with the opportunity to experience WIL. Where relevant, this opportunity will also apply to postgraduate Courses.
- 2.2. Reasonable adjustment will be made for students with a disability or medical condition.
- 2.3. Curriculum designers are encouraged to adopt a diverse range of WIL approaches and practices within Courses as appropriate to the discipline.

## **3. Curriculum and Pedagogy**

- 3.1. WIL activities meet the following criteria:
  - 3.1.1. be embedded into the Course curriculum to enable students to integrate theoretical learning into work-related contexts; and
  - 3.1.2. have explicit Learning Outcomes and assessments related to work practice.
- 3.2. Opportunities for WIL are identified as: a Work Placement, an Industry or Community Project, or a Workplace Simulation.

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

- 4.1. WIL activities are supervised by an academic staff member, and where they take place in a workplace, collaboratively with a workplace supervisor.
- 4.2. The assessment of WIL is made explicit, and compliant with assessment and professional accreditation requirements.
- 4.3. Feedback is the collective responsibility of the academic supervisor, the workplace supervisor, and students.
- 4.4. In the case of work placements:
  - 4.4.1. performance feedback and guidance is provided to students in a timely manner throughout the placement;
  - 4.4.2. students are responsible for seeking feedback on an ongoing basis; and
  - 4.4.3. the academic supervisor ensures formal feedback is sought from the workplace supervisor and recorded.

## **5. Partnerships**

- 5.1. 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.
  - 5.1.1. Work Placements will be sought that provide a high-quality learning environment and workplace supervision in the partner organisation, regardless of whether the partner is university-sourced or student-sourced.
  - 5.1.2. 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.
  - 5.1.3. 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.

## **6. Governance and Due Diligence**

- 6.1. WIL activities are jointly managed by academic staff in the Schools and a centralised WIL team.
- 6.2. WIL activities must comply with relevant legislation, University policies and professional accreditation requirements.
- 6.3. WIL activities are consistent with the guidance available from Fair Work Australia on work experience and internships. Where undertaken outside of Australia, WIL activities must conform with local employment and workplace legislation and consider any additional risks to student safety.
- 6.4. Formal agreements governing the conditions of placement are negotiated between the University and partner organisations, as well as an agreement between the student and the University.
- 6.5. Due diligence processes are followed 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.
- 6.6. The University, partner organisations, and students have a shared responsibility for matters relating to workplace health and safety.

## **7. Student Responsibilities**

- 7.1. 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 relevant student agreements.

## Governance

<b>Approval Authority</b>	Academic Council
<b>Owner</b>	President Academic Council
<b>Legislation mandating compliance</b>	<i>Disability Standards for Education 2005</i> <i>Education Services for Overseas Students Act 2000</i> <i>Fair Work Act 2009</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>Work Health and Safety Act 2020 (WA)</i>
<b>Category</b>	Primarily academic
<b>Related University Legislation and Policy Documents</b>	<i>Assessment Procedure</i> <i>Code of Ethics</i> <i>Curriculum Policy</i> <i>Staff Code of Conduct</i> <i>Student Code of Conduct</i> <i>Student Disability Policy</i> <i>Work Integrated Learning Work Placements Procedure</i>
<b>Date effective</b>	20/11/2024
<b>Review date</b>	20/11/2027

## Revision History

<b>Approved/Amended</b>	<b>Date Approved</b>	<b>Resolution No. (if applicable)</b>
Approved	20/11/02024	AC/110/2024
Administrative amendment	31/07/2023	
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Administrative amendment	30/11/2021	
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Approved by AC	16/06/2021	AC/47/2021(ii)
Administrative amendment	28/10/2020	
Administrative amendments	11/08/2020	
Administrative amendments	08/03/2019	
Approved	14/03/2018	AC/37/2018(i)
Rescinded AC/10/2017(i)	14/03/2018	AC/37/2018(ii)
Approved	25/01/2017	AC/10/2017(i)
Rescinded AC/174/2011	25/01/2017	AC/10/2017(ii)
Attachments removed	09/11/2011	AC/174/2011
Approved	21/09/2011	AC/139/2011(i)

*Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.*