

Work Integrated Learning (WIL) Procedures

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1. Governing Policy

[Work Integrated Learning \(WIL\) Policy](#)

2. Purpose

To specify the processes and responsibilities for identifying and implementing Work Integrated Learning (WIL) opportunities and ensuring that WIL activities comply with the [WIL Policy](#).

3. WIL curriculum design

Course Coordinator

Ensure that course curriculum is designed so that:

- a. all undergraduate students and, where relevant, postgraduate coursework students, have the opportunity to undertake a WIL activity during their study
- b. WIL opportunities form part of a coherent course of study, including through constructive alignment between expected learning outcomes and methods of assessment and the teaching and learning content of a WIL activity.

Topic Coordinator

Ensure that the design of WIL topics:

- c. integrates theoretical learning with practical application in professional, industry, community or other work-related contexts
- d. supports a quality learning experience that aligns with topic and course learning outcomes and reflects the appropriate level of the Australian Qualifications Framework
- e. defines the necessary duration and structure of WIL activities to enable WIL learning objectives and, where appropriate, professional body requirements to be met
- f. includes provisions for student preparation, supervision and monitoring of progress, and enables students to reflect on their practice, and
- g. complies with relevant legislation, external professional accreditation requirements and Flinders policies.

4. Before a WIL activity is offered

4.1. Development of WIL opportunities

Senior academic staff

- a. Identify and promote productive partnerships with business, industry, government and the community to generate WIL opportunities.

Dean (People and Resources) or nominee

- b. Ensure that all staff who are responsible for coordinating or supervising WIL are appropriately qualified and/or undertake relevant training.

Topic Coordinator or nominee

- c. Ensure the proposed WIL activity with the potential host organisation aligns with and sustains the expected learning outcomes and/or assessment strategy of the topic and course.
- d. Assess and manage potential conflict of interest related to the development of the WIL placement or allocation of students to WIL experiences.
- e. Notify the Director of College Services of potential financial implications for the activity.
- f. Confirm the host organisation has processes in place to ensure that:
 - i. due regard is paid to students' health, safety and welfare throughout the activity
 - ii. students receive adequate training in workplace health and safety, and, if relevant, any particular child welfare and safety requirements, and
 - iii. provision is made for any specific workplace requirements, including reasonable adjustments for students with disabilities.

4.2. Academic preparation of students

Topic Coordinator or nominee

- a. Determine the suitability of a potential WIL activity to ensure it aligns with the topic and course learning outcomes.

- b. Communicate with students:
 - i. how the WIL activity fits into topic and course learning objectives
 - ii. academic and work related performance and conduct expectations
 - iii. supervision during the WIL activity and
 - iv. how student progress and attendance will be monitored and recorded.
- c. Provide strategic oversight on the allocation of students to the WIL activity.
- d. Confirm individual students' medical fitness and preparedness for participation in the WIL activity.
- e. Refuse a student from commencing a WIL activity, where:
 - i. the student cannot demonstrate medical fitness
 - ii. the student has not met, or refuses to undertake, compliance requirements within the required timeframe
 - iii. a professional body or court of law has notified the student or the University of a direction that prevents the student from undertaking a WIL activity
 - iv. the student has a history of unsafe practice, illegal activity, or unethical or unprofessional behaviour, and there are reasonable grounds to suspect the student poses a risk to the health, safety or wellbeing of themselves or others, or a risk to the reputation of the University, the host organisation or their relationship.

4.3. Administrative preparation of students

WIL operational support staff

- a. Confirm if a signed WIL Letter of Agreement between Flinders and the host organisation is in place. If not:
 - i. determine whether negotiation is required and if so, seek guidance from the Contracts Services team, and
 - ii. once negotiations are completed, obtain authorization from the Director of College Services or nominee.
- b. Promote and/or allocate WIL opportunities to students as per requirements of the discipline.
- c. Confirm with host organisations pre-WIL activity compliance requirements (e.g. Working with Children Check, National Criminal History Check, immunisations, IP, OCHRE cards etc.) and communicate these with students in a timely manner and, where appropriate, between operational staff who support WIL.
- d. Confirm each student has met all compliance requirements before they commence the WIL activity.
- e. If the WIL activity involves working with children or young people, ensure the students are aware of Flinders' expectations under the [Child Safe Environment Policy](#) and their legislative obligations regarding working with children.

- f. If a student is not able to pass a compliance requirement, advise both the student and the relevant academic staff member that the student will not be permitted to undertake in the WIL activity.
- g. Liaise with other professional staff who are directly involved in providing relevant support to students undertaking a WIL activity.

4.4. Student responsibilities

Students intending to undertake a WIL activity

The following responsibilities apply to students on WIL activities:

- a. Where there is a pre-existing medical or other condition which may impair the student's ability to undertake a WIL activity, discuss with the Topic Coordinator or nominee whether reasonable accommodations, an access plan or a modified activity – that will meet the learning outcomes of the topic – can be arranged, in accordance with the [Disability Policy](#).
- b. Undertake any required training, immunisations or other compliance requirements within the timeframe indicated by the WIL operational support staff.
- c. Submit copies of compliance evidence via the University's placement management system by the due date stipulated by the WIL operational support staff.
- d. Declare medical fitness (as described in Procedure 7) for the activity by reading and acknowledging the Fitness for Placement statement listed on the University's placement management system.
- e. Consent to the responsibilities, requirements and Intellectual Property rights for undertaking a WIL activity as outlined in the University's approved Student Consent for WIL document and confirm via the University's placement management system.
- f. Preserve copies of compliance documents to make available to the host organisation upon request.
- g. Notify the University of any directions or orders from a professional body or court of law that prevents, or places conditions on, their participation in a WIL activity.
- h. Declare any potential conflicts of interest associated with a WIL activity via the placement management system.

5. During a WIL activity

To ensure the WIL activity meets the needs of students, host organisations and the University, all staff with responsibilities for any aspect of WIL will provide the following support throughout the activity, including monitoring students' experience and progress, and regularly assessing their work.

5.1. Academic support for students

Topic Coordinator or nominee

- a. Confirm students are being appropriately supervised.
- b. Regularly consult with the designated supervisor in the WIL organisation to monitor the student's performance and ensure that timely feedback is provided to students.

- c. Maintain regular contact with students throughout the WIL activity.
- d. Assist in the resolution of any difficulties experienced by students, and seek advice from, or refer students to, relevant support services as required.
- e. Report and respond to any issues, incidents and/or near misses that arise during a students' WIL activity in accordance with the [Accident, Incident and Hazard Reporting and Investigation Procedures](#).
- f. Withdraw a student from the WIL activity, either for a specific period and subject to specific conditions, or for the remainder of the duration of the WIL, where:
 - i. there are reasonable grounds to suspect that the student poses a risk to the health, safety or wellbeing of themselves or others
 - ii. the student is unable after due instruction and guidance, to perform satisfactorily without an inappropriate or an unattainable degree of supervision from supervisory personnel with respect to:
 - their skills involving an individual's comfort or safety
 - the performance of technical procedures already taught, demonstrated and practiced in a prior clinical or practical situation
 - iii. the student performs in a manner detrimental to the professional experience of other students
 - iv. the student breaches the legal, ethical or professional codes of the host organisation, professional body or of the industry concerned
 - v. the student demonstrates negligence in the performance of an assigned duty
 - vi. the host organisation is unable or unwilling to maintain a safe and/or appropriate WIL activity for the student, or
 - vii. withdrawal is required by a professional body in accordance with relevant legislation.
- g. Notify the student in a timely manner in writing if they have been identified as at risk of unsatisfactory progress, and include:
 - i. the reason the student is at risk
 - ii. possible remedial action
 - iii. the timeframe for remedial action, and
 - iv. the consequences of failing to maintain a satisfactory progress, i.e. the WIL activity may be terminated and result in a Fail grade.

5.2. Administrative support for students

WIL operational support staff

- a. Maintain records of any student contact in accordance with [Privacy Policy](#).
- b. Alert Topic Coordinator or nominee of reported issues relating to the student's placement, placement experience, safety, or welfare.
- c. Where relevant, send out a mid-placement report for the WIL supervisor to complete and provide the completed reports to the Topic Coordinator.

5.3. Student responsibilities

Students undertaking a WIL activity	<ul style="list-style-type: none"> a. Engage constructively and appropriately with all persons encountered during the WIL activity. b. At all times, behave in accordance with relevant Flinders policies and behavioural expectations including, but not limited to, the Child Safe Environment Policy, the Bullying Prevention and Management Policy, the Equal Opportunity Policy, and the Sexual Harassment and Sexual Assault Prevention and Response Policy. c. Comply with the specific relevant requirements of the workplace as set down in the organisation's policies and procedures, e.g. dress standards, hours of attendance, workplace health and safety instructions, mandatory reporting requirements. d. Notify the Topic Coordinator or nominee as soon as possible about any concerns or conflicts (e.g. bullying or harassment) that might arise and constructively participate in attempts to resolve these, where appropriate. e. Notify the Topic Coordinator or nominee as soon as possible if a medical condition develops which may impact on the ability to continue with the WIL activity. f. Report any accident, injury or safety incident to their university supervisor or Topic Coordinator who will ensure the incident is logged on the University's Health and Safety Portal so that appropriate follow up action can be taken.
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6. After a WIL activity

6.1. Academic and administrative follow-up

Topic Coordinator or nominee	<ul style="list-style-type: none"> a. Make assessment outcome decisions. b. Confirm assessment demonstrates learning in alignment with topic and course learning outcomes. c. Ensure students have an opportunity to debrief, reflect on, and integrate the WIL learning experience. d. Complete WIL-related assessment requirements and retain in accordance with University records management and assessment policies and professional body requirements.
WIL operational support staff	<ul style="list-style-type: none"> e. Record the completion of the WIL activity. f. In conjunction with the Topic Coordinator, follow up with the host organisation to obtain their feedback on the WIL activity and to secure future WIL opportunities.

7. Medical fitness

- a. Students must meet the standard of medical fitness required for a WIL activity, as specified by legislation or professional bodies or as otherwise inherent in the WIL activity. An inability to meet this

standard may be due to physical or mental impairment, disability or any condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect a student's capacity to undertake the WIL activity or to carry out their WIL duties without the risk of harm or injury to self or others.

- b. Where the Topic Coordinator is concerned that a student cannot meet the required standard of medical fitness, or where the student refuses to undertake a required check or make a self- declaration, the Topic Coordinator must:
- i. seek advice from the University's Health, Counselling and Disability Service, and
 - ii. discuss the concern with the Dean of Education or nominee, and
 - iii. discuss the concern with the student whilst ensuring the student is treated equitably and with sensitivity and in accordance with the requirements of the Disability Policy.

8. Overseas WIL activity

In addition to the above requirements, the following responsibilities apply to all overseas WIL activities.

8.1. Before the overseas WIL activity

8.1.1. Academic support

Vice-President and Executive Dean or delegate	a. Review and approve all overseas WIL experience requests.
Topic Coordinator or nominee	<p>b. Confirm that the overseas WIL activity meets the expected learning outcomes and any professional accreditation of the course.</p> <p>c. Provide evidence that an organisational risk assessment has been undertaken with Flinders International to ensure the integrity of the activity and student safety and wellbeing.</p> <p>d. Where required, alert the Director of College Services of the need to allocate a budget for the overseas activity which would include an outline of how logistics and appropriate supervision will be managed for the duration of the activity.</p> <p>e. Nominate a Flinders University contact to be available for the student throughout the activity and specifically in the case of an emergency.</p> <p>f. With Flinders International develop a risk management plan, critical incident response plan and formal communication plan to be stored in the University's record management system.</p> <p>g. Communicate with the student/s Flinders International pre-departure training requirements.</p> <p>h. Review travel warnings immediately before the student's departure to determine suitability and safety. If required escalate to Flinders International and liaise with the College Executive.</p>

8.1.2. Administrative support

WIL operational support staff	<ul style="list-style-type: none"> a. With Flinders International, provide advice and support to the Topic Coordinator or nominee on international WIL planning and administrative requirements. b. Confirm a signed WIL Letter of Agreement between Flinders and the host organisation is in place and if not take the appropriate steps: <ul style="list-style-type: none"> i. where negotiation is required, seek guidance from the Contracts Services team ii. once negotiations are completed, obtain authorisation from the Pro Vice-Chancellor (International) or nominee. c. Ensure students have registered for student travel insurance under the University's insurance policy. d. Confirm all pre-WIL activity compliance requirements have been met and where relevant, verify in the University's placement management system. e. Through the University's placement management system, maintain a register of those students undertaking overseas WIL activities.
Flinders International	<ul style="list-style-type: none"> f. With WIL operational support staff, provide advice and support to the Topic Coordinator or nominee on international WIL planning and administrative requirements. g. Provide support to the Topic Coordinator or nominee to create an organisational risk assessment, risk management plan, formal communication plan and critical incident response plan. h. Deliver group or online pre-departure training for students. i. Coordinate with the WIL operational support staff to provide advice and support to the Topic Coordinator or nominee on international logistics and planning required to implement the WIL activity.

8.1.3. Student responsibilities

Students	<ul style="list-style-type: none"> a. Ensure all requirements for enrolment have been met. b. Attend an initial interview if required, with the Topic Coordinator or nominee. c. Complete pre-departure training requirements. d. Ensure any international travel related arrangements such as flight and accommodation bookings have been met. e. Submit evidence against specified criteria to assist with risk management, when requested. f. Register for University insurance via the student travel insurance portal. g. Record and verify in the University's system for placement management all essential compliance requirements applicable for the overseas WIL activity. h. Ensure all details for an emergency contact person in Australia are current and correctly recorded in the Student Management System.
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- i. Subscribe with Smart Traveller and provide to the WIL operational support team the confirmation email.
- j. Complete and submit the issued Pre Departure checklist.
- k. Check and communicate travel advice and warnings with Topic Coordinator or nominee immediately before departure.

8.2. During the overseas WIL activity

Topic Coordinator or nominee	a. Monitor adherence to the risk management and communication plans.
Flinders International	b. Monitor travel advice and make recommendations to the College Executive and Pro Vice-Chancellor (International).
WIL operational support staff	c. Maintain communication with Flinders International.
Students	d. Ensure communication plan is followed.

If there is a change to a student arrangement, the Topic Coordinator, Flinders International and WIL operational support staff will work together to provide an appropriate response.

8.3. After the overseas WIL activity

Topic Coordinator or nominee	Provide a Completion Report to Flinders International and the Dean of Education or nominee.
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9. Exemptions from WIL activities

- a. A student may apply for an exemption from a WIL activity on the grounds that they:
 - i. have previously undertaken a WIL activity of appropriate length in a related course of study, or
 - ii. can demonstrate they have undertaken an equivalent activity during appropriate employment.
- b. If satisfied that the grounds are met, the Topic Coordinator or nominee may grant an exemption, provided it is in accordance with any professional body requirements.

Approval Authority	Deputy Vice-Chancellor (Students)
Responsible Officer	Pro Vice-Chancellor (Curriculum Impact)
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* Unless otherwise indicated, this policy or procedures still apply beyond the review date.

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