Purpose: To promote the inclusion of Work Integrated Learning in all courses offered at Murdoch University, and to establish the principles for its adoption.

Audience: Staff and students


Supporting Guidelines: Work Integrated Learning Guideline

Contact Officer: Secretary to Academic Council

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Preamble:
This policy provides a comprehensive and integrated approach to Work Integrated Learning (WIL) bringing together the previously approved:
Workplace Learning Policy
Professional Behaviours in the Workplace Policy

The over-arching purpose of WIL at Murdoch University is to enhance student learning. WIL is an umbrella term for a range of approaches and strategies that integrates academic theory and knowledge with relevant work practice within a curriculum purposefully designed to achieve explicit educational outcomes in collaboration with workplace partners. Work or work experience which is not assessed is outside the scope of this policy.

WIL should be available at the undergraduate and postgraduate levels.

WIL has particular capacity to assist students in developing competence in the University’s Graduate Attributes. Professionally-relevant learning and forms of community engagement in courses have particular value in enhancing student learning. At the University, WIL is essential to its commitment to high quality learning and teaching.

The Work Integrated Learning Policy applies to all courses and programs at the University.

This policy should be read in conjunction with the Work Integrated Learning Guideline.

Objectives:
1. To value WIL by integrating it into broader learning experiences directed towards enhancing student learning, career development and work readiness.
2. To provide the opportunity for all students at the University to access WIL during the course of their studies.
3. To establish and share good practice across the diversity of WIL.
4. To provide guidance to Schools and other parties involved in the offering of WIL in relation to its development, provision and resourcing of WIL.
5. To provide guidance on establishing and maintaining sustainable relationships at all levels with industry, community organisations and other external partners.
Policy:

1. **Opportunity for Work Integrated Learning**
   
   1.1 All undergraduate courses at the University will provide students with the opportunity to experience Work Integrated Learning (WIL), making reasonable accommodation for students with a disability or medical condition. Where relevant, this opportunity will also apply to postgraduate courses.
   
   1.2 First year units do not normally contain a placement.
   
   1.3 Given the diversity and range of WIL, courses may adopt approaches and practices appropriate to their field. Many WIL activities take the form of work placements. However, the University encourages innovative non-placement approaches to WIL.
   
   1.4 WIL activities for onshore international students must comply with the students’ visa conditions.
   
   1.5 WIL activities for TNE students must be reviewed with providers to ensure parity of WIL experience.

2. **Course and unit design, curriculum and pedagogy**

   2.1 WIL activities must meet the following criteria:
      
      2.1.1 be a formal part of the course structure either as a whole unit or integrated as part of a unit/s;
      
      2.1.2 be integrated into the course curriculum or units so as to build on a student’s theoretical learning;
      
      2.1.3 have explicit learning outcomes and assessments related to work practice; and
      
      2.1.4 be supervised by an academic staff member and, where they take place in a workplace, collaboratively with a workplace supervisor.

   2.2 The total hours expected of students undertaking the placements must be explicitly stated within the Unit Information and Learning Guide (including contact time, preparation, assessment, etc).

   2.3 During curriculum review at the course and unit level, opportunities for WIL must be identified.

3. **Supervision, Assessment and Feedback**

   3.1 The Unit Coordinator is responsible for the supervision and assessment of WIL in units and must ensure that it is compliant with the *Assessment Policy*.

   3.2 WIL activities must not restrict the University’s capacity to assess the student’s learning outcomes.

   3.3 The assessment criteria of WIL in units must be made explicit and contribute to the final mark in the unit.

   3.4 The Unit Coordinator is responsible for the provision of appropriate feedback to students on WIL activities. The form and timing of feedback must be made explicit.

   3.5 In the case of placements, formal performance feedback and guidance must be provided to students in a timely manner throughout the placement.

   3.6 Students are responsible for seeking feedback on an ongoing basis. Students should communicate any problems relating to their work placement to the Unit Coordinator.

   3.7 In the case of placements, the Unit Coordinator must ensure formal feedback is obtained from the workplace and recorded.

4. **Partnerships**

   Through this policy the University recognizes the value of its Workplace Partners and seeks to build sustainable partnerships that focus on providing high-quality learning outcomes for students involved in WIL.
5. **Placements**

5.1 A WIL placement is any work experience, work placement, practicum, clinical work, internship or field placement undertaken as part of an academic program of study. This includes assessable elective placements and any placements required in order to complete a degree. The University offers two forms of placements - partial and full. The criteria for partial or full placements units are contained in the Placement Section of the *Work Integrated Learning Guideline*.

5.2 For administrative purposes, full placement units are assigned a ‘P’ enrolment mode. This will enable better identification of full placement units and to facilitate the fast-track withdrawal of students, where necessary, by the School or University, as outlined in the *Work Integrated Learning Procedure for the Fast-Track Withdrawal of P-Enrolment Mode Students*.

5.3 Given the special conditions of placements, the School is responsible for the management of placements including enrolment, supervision and mentoring, and assessment. Students must be adequately prepared prior to undertaking the placement. Schools are responsible for preparing students adequately prior to undertaking placements and for ensuring proper contractual arrangements are in place between the University, the student and relevant workplace.

5.4 The Office of Legal and Governance should be consulted prior to any payment arrangement being agreed.

6. **Roles and Responsibilities**

6.1 Roles and responsibilities for Unit Coordinators and other staff (the University and partners) and students involved in WIL activities are outlined in the *Work Integrated Learning Guideline*.

6.2 Students must comply with all applicable agreements, codes of practice, including professional behaviours, and laws governing privacy or confidentiality of information in relation to all WIL activities. Such conditions must be stipulated in the Work Placement Agreement.

7. **Resources**

The University is responsible for providing resourcing to support WIL activities. Staff involved in WIL activities will have access to support, resources and professional development. Resources will be made available at the University, Faculty, or School level as appropriate. These should include:

7.1 academic workload allocations;
7.2 other staffing;
7.3 professional development; and
7.4 central resources.

8. **Compliance**

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

**Supporting Procedures:**
The Office of Student Life and Learning is authorized to approve the supporting procedures.

**Supporting Guidelines:**
The Learning and Teaching Committee is authorised to approve the supporting guidelines.
Supporting Standards:
There are no supporting standards.

Performance Indicators:
1. By 2015, every course can demonstrate that all enrolled undergraduate students have a WIL opportunity.

Definitions:
The terms listed below are derived from the “Dictionary of Terms”. Please refer to the “Dictionary of Terms” in Policy and Procedure Manager™ to ensure you are referring to the latest version.

“Work Integrated Learning”

Related Documents:
Assessment Policy 2011 January 01
Code of Ethics
Student Disability Policy
Units Policy
Work Placement Agreement
Workplace Partner Agreement

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

Approval and Implementation:

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