Work Integrated Learning Activities Policy

1 Purpose

To establish the principles that underpin how Work Integrated Learning (WIL) activities are designed, implemented and quality assured.

2 Scope

This policy applies to those WIL activities undertaken by Students which are:

- required to meet the Learning Outcomes of a Course or program of study;
- devised or delivered with industry input and consultation or with the participation of industry partners; and
- monitored, supervised and assessed to ensure that Learning Outcomes have been met.

WIL activities that are not part of the academic requirements of a program or Course are not within scope of this Policy.

All stakeholders are required to become fully compliant with the provisions of this Policy within 12 months from the date of its implementation.

3 Policy Statement

This policy sets out the principles to facilitate WIL activities that contribute towards the achievement of program or Course Learning Outcomes and provide opportunities for Students to apply their learning in the context of work experiences and respond to feedback in ways that inform their future practice.

WIL activities may include, but are not limited to:

- professional workplace placements, which may include internships, work experience, clinical placements, fieldwork, field education and practicums, whether local, interstate or international
- digital WIL, which may include virtual, remote and simulated activities

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- industry-partnered projects in the classroom, which may include hackathons, incubators and start-ups.

This Policy aligns with:

- *Higher Education Standards Framework (Threshold Standards) 2021:* Standard 5.3 Monitoring, Review and Improvement, Standard 5.4 Delivery with Other Parties
- *National Code of Practice for Providers of Education and Training to Overseas Students (2018):* Standard 2: Recruitment of an Overseas Student, Standard 3: Formalisation of Enrolment and Written Agreements

4 Principles

The University is committed to ensuring that:

- all aspects of WIL activities, including external supervision, are quality assured
- outcomes of monitoring and review processes inform changes and improvements to academic and administrative processes relating to WIL activities
- appropriate support for Student learning and academic oversight is in place before, during and after the WIL activity
- WIL activities are designed and delivered through adequate facilities and infrastructure to support Student success, including supporting diversity and equity considerations
- effective steps are taken to monitor and support the wellbeing and safety of Students engaged in WIL activities
- a written agreement articulating the responsibilities and expectations of relevant parties is in place prior to the commencement of any WIL activities that are provided in conjunction with an industry partner
- Students are suitably prepared to enter workplace or professional learning environments appropriate to their level of study and learning, prior to undertaking WIL activities
- accountability for Research and Academic Integrity is maintained
- Students are made aware of the requirement to conduct themselves professionally within their expected scope of practice throughout the WIL activity, in accordance with the Student General Conduct Policy and any legal or professional conduct requirements of the industry partner or other conditions stipulated in the WIL Student Agreement *(to be developed).*

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- WIL activities are managed through the University's approved placement management systems and all WIL-related records are captured in the University's approved records management systems in accordance with the Records and Information Management Policy and Procedure and the Enterprise Information Management Framework.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Dean (Learning and Teaching Futures)
Policy Type	Academic Quality Policy
Policy Suite	Work Integrated Learning Activities Procedure
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	23/7/2029
Relevant Legislation	*Education (Work Experience) Act 1996* *Fair Work Act 2009* Higher Education Standards Framework (Threshold Standards) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018 *Public Records Act 2023* *Tertiary Education Quality and Standards Agency Act 2011*

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	Work Health and Safety Act 2011
Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy Assessment Policy Coursework Curriculum Design Policy Records and Information Management Policy Student Academic Integrity Policy Support for Students Policy
Related Procedures	Course Quality Assurance and Review Procedure Coursework Curriculum Design and Structure Procedure Coursework Program Quality Assurance and Review Procedure Records and Information Management Procedure Student Academic Misconduct Procedure Student Academic Progress Procedure
Related forms, publications and websites	
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Integrity Academic Integrity means acting with the values of honesty, trust, fairness and respect in learning, teaching and Research. It is important for Students, academics, Researchers and all staff to act in an honest way, be responsible for their actions, and show fairness in every part of their work. Staff should be role models to Students. Academic Integrity is important for an individual's and an institution's reputation (EAIP, 2013). Course A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which the Student is awarded a grade.

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	Course Learning Outcomes Course Learning Outcomes are the expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of completing a Course. Learning Outcomes The expression of the set of knowledge, skills and the application of the knowledge and skills a person has acquired and is able to demonstrate as a result of learning. Student A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled. University The term 'University' or 'UniSQ' means the University of Southern Queensland. Work Integrated Learning University-managed learning and Assessment activities that are designed to integrate theory with the practice of work.
	Definitions that relate to this policy only
Keywords	WIL, placement, internship, Work Oriented Learning, workplace, work experience, VET, industry partner, practicum, fieldwork
Record No	23/229PL

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