Work Integrated Learning Activities Procedure

1 Purpose

To outline the responsibilities that apply to Work Integrated Learning (WIL) activities.

2 Scope

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

- a requirement of their Course or program Learning Outcomes
- designed or developed with industry input or undertaken with the participation of Industry Partners
- monitored, supervised and assessed to ensure that Learning Outcomes have been met.

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

3 Procedure Overview

This procedure outlines the responsibilities of the University, Students and, where applicable, Industry Partners before, during and after WIL activities.

This Procedure aligns with the:

- *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 3: Formalisation of Enrolment and Written Agreements

4 Procedures

WIL activities as a Course or program requirement are designed in accordance with the Coursework Curriculum Design and Structure Policy and the Assessment Policy, and their subordinate Policy Instruments, and approved as part of the accreditation documentation for the

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program in which the WIL activity is offered.

Requirements for participation in WIL activities must be clearly stated in Course and program information pages and handbooks, including:

- the duration and type of activity and how it will be adapted for differing cohorts, modes of delivery and locations, as applicable
- academic eligibility requirements or Pre-requisites
- any non-academic requirements including mandatory checks and vaccinations, protective clothing/equipment, time commitments for unpaid placement or project work etc.
- clear communication about the process to be followed if Students cannot meet any mandatory requirements of a WIL activity.

4.1 Assess administration requirements

Prior to the first offer of the relevant Course, administration requirements of the WIL activity will be assessed. These may include:

- formal agreements
- risk assessments
- communication requirements
- mandatory participation requirements
- International Student considerations
- Reasonable Adjustments.

Identified administration requirements must be carried out prior to the commencement of any WIL activities.

4.1.1 Formal agreements

Although WIL activities are designed or developed with industry input, not all activities are carried out with the direct participation of an Industry Partner. Where there is Industry Partner involvement in the delivery of the WIL activity, regardless of location, the roles and expectations of all parties involved must be clearly specified and agreed, for example, through a formal agreement or other appropriate mechanism.

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Agreements may be facilitated using one of the University's pre-approved WIL activity agreement templates, as appropriate to the scale and nature of the WIL activity. Where the Industry Partner requires a separate bespoke agreement, this must be reviewed and approved through appropriate University processes.

Agreements may apply to an individual Student or multiple Students and programs/Courses.

4.1.2 Offsite Industry Partner supported WIL activities

Industry Partner supported professional placements or other similar activities may involve off-site activities. Monitoring Student progress and safety during off-site activities will be assured through provision of a school or discipline level WIL activities handbook that includes:

- specifying how tasks undertaken by Students during a WIL activity relate to program and Course Learning Outcomes and Assessment Items
- specifying the professional conduct requirements that need to be demonstrated while undertaking offsite WIL activities, for example using professional codes of conduct relevant to the Industry Partner, and how these professional conduct requirements will be assessed and contribute to the Student's Marks for the Course.
- specifying adherence to all applicable University Policy Instruments and to the Student General Conduct Policy
- processes to manage instances where Students are not making adequate progress against learning goals during off-site WIL activities.
- a clear statement of responsibilities for reporting and actions to address Student absences, conflict, underperformance or inappropriate behaviour
- a clear statement that unacceptable absences, unsafe, unprofessional or unethical practice may result in the early termination of a placement, to be determined by an University Liaison, as set out in 4.2.
- details of University level processes for reporting critical incidents and hazards
- a clear statement of Industry Supervisor responsibilities that have been agreed between the University and the Industry Partner, including provision of an appropriate Student induction and a safe workplace.

4.1.3 Risk assessment

The school that is facilitating the WIL activity is responsible for ensuring that WIL activities are risk assessed and that identified risks are mitigated prior to Students being permitted to undertake these activities.

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4.1.4 Communication requirements

Schools are responsible for ensuring Students are advised of the following before they start a WIL activity:

- learning objectives, including outcomes, Assessment and attendance requirements
- circumstances under which a Student may be considered to have failed an Assessment Item
- where applicable, how to implement agreed Reasonable Adjustments (refer to Section 4.1.7)
- any applicable obligations relating to confidentiality and Intellectual Property
- any arrangements that are the responsibility of the Student (e.g. accommodation, transport)
- circumstances under which the WIL activity may be terminated by the University
- contact details should the Student have any concerns
- relevant Policy Instruments.

4.1.5 Mandatory participation requirements

School must clearly set out the processes for Students to follow to comply with all mandatory requirements in the respective school WIL activity handbooks. Schools must communicate to Students the deadlines for compliance as early as possible.

Requirements may include agreeing to conduct expectations, completing specified training modules, meeting required capabilities and submitting mandatory documents by a set due date.

Students with outstanding mandatory requirements beyond the nominated deadline may be unable to commence WIL activities in the designated Study Period. In this instance, the Student's Enrolment in the Course may be withdrawn, and the appropriate Grade or notation will be allocated in accordance with the Grades Procedure.

A record of a Student's compliance with mandatory requirements is maintained through the University's systems. A Student must continue to meet the mandatory requirements for the duration of the WIL activity. If unable to maintain compliance, the Student must promptly inform the Academic Supervisor.

WIL activities for Higher Degree by Research Students must be designed to enable Students to enhance relevant disciplinary expertise and their Research capability.

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4.1.6 International Student considerations

In accordance with the requirements associated with CRICOS registration, mandatory WIL components of programs must be registered via the appropriate system and processes. Program pages on the University's website will display information regarding mandatory WIL activity requirements.

International Students will be provided with information regarding the possible implications of WIL activities for compliance with the conditions of Student visas, where applicable.

4.1.7 Reasonable Adjustments

Students are responsible for notifying the University if they require any Reasonable Adjustments to participate in WIL learning activities and Assessment Items. The University will consider Reasonable Adjustments to ensure equitable access to WIL activities.

Determinations as to whether a Student requires Reasonable Adjustments in order to support the achievement of the inherent academic requirements of the WIL experience, along with any mandatory participation requirements, will be made at the School level. The processes for making this assessment will be set out in each School's WIL activity handbook.

Reasonable Adjustments are made by considering the interests of all parties affected. Reasonable Adjustments should not negatively impact the academic quality of the WIL activity or the expected competencies of the relevant profession. These adjustments take into account Academic Integrity, Assessment requirements and accreditation standards for the Student's program of study.

The Accessibility Support Officer collaborates with the relevant Course Coordinator and the Student to determine what is reasonable, considering the Student's disability, views, impact on Learning Outcomes, effects on others, and associated costs and benefits. The University is not required to provide an adjustment to the extent that it would impose unjustifiable hardship on the University or the Industry Partner.

The University Liaison will make arrangements with the Industry Partner, where appropriate, to accommodate Reasonable Adjustments that have been agreed between the Course Coordinator and the Student.

Students must advise their University Liaison and, where applicable, Industry Supervisor immediately if they encounter any difficulties with the continuation of their WIL activity.

4.2 Managing unprofessional conduct

University Liaisons and Industry Supervisors are responsible for monitoring, assessing and providing feedback on Student professional conduct during a WIL activity. If the University Liaison or Industry Supervisor believes the conduct may be considered misconduct, they are required to report it as suspected Student General Misconduct.

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4.2.1 Assessing unprofessional conduct

Students may be assessed as:

- not demonstrating or unsatisfactorily demonstrating the required standard of professional conduct specified for the WIL activity
- not meeting the terms of an applicable WIL student agreement or professional placement agreement.

As soon as this assessment is complete, the University Liaison must mark the relevant Assessment Item in full, record details of the unprofessional conduct that has occurred and determine whether a fail Grade should be applied immediately to the Assessment Item.

If the Decision is not to apply a fail Grade to the Assessment Item, the Student is provided with the Assessment Item feedback related to the unprofessional conduct, is informed of any conditions associated with the their continued Enrolment in the Course and is allowed to continue in the Course.

If the Decision is that due to unprofessional conduct the Student is awarded a fail Grade for the Assessment Item and a resulting fail Grade for a compulsory WIL Course, Section 4.2.3 applies.

4.2.2 Reporting suspected General Misconduct

In addition to the steps outlined in Section 4.2.1, the reported unprofessional conduct must be evaluated against the definition of Student General Misconduct, as set out in the Student General Conduct Policy and subordinate Policy Instruments.

If the reported conduct may meet the threshold of Student General Misconduct, the matter is also referred to the Dean (Students) for investigation as suspected misconduct, in accordance with the Student General Misconduct Procedure. If there is a professional registration or other external body requirement to report substantiated misconduct, the Dean (Students) is responsible for approving the external reporting.

If the reported issue does not meet the threshold of Student General Misconduct but has been assessed as failure to demonstrate professional standards of behaviour (such as persistent failure to comply with dress standards or follow processes required for safety, a breach of client or patient confidentiality etc.), this Procedure applies.

4.2.3 Notification of a fail Grade in a compulsory WIL Course before the end of the Study Period

Following an assessment under Section 4.2.1 that the Student will be awarded a fail Grade for the Course, the University Liaison will notify the Student that they have failed the relevant Assessment Item and the related WIL Course and provide the marked Assessment Item

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feedback to the Student.

The Student is withdrawn from the Course and a fail Grade is applied to the Course.

If it is the Student's first failure in a compulsory WIL Course, the Student will be assigned a Stage 2: Assisted Student status, in accordance with the Student Academic Progress Procedure. If it is the Student's second failure in a compulsory WIL Course, the Student will be assigned a Stage 3: At risk of Exclusion status, in accordance with the Student Academic Progress Procedure.

If the Student withdraws from the Course prior to the recording of the fail Grade but after the conduct in question has occurred, the fail Grade is applied and a Stage 2 or 3 status assigned.

The Student can seek a review of a fail Grade for the Course without needing to wait until the official release of Final Grades. The review will be undertaken as a Stage 2 Review of Decision, in accordance with the Student Grievance Resolution Procedure.

4.3 Withdrawal from a WIL activity

A Student may be withdrawn from a WIL activity or have their participation cancelled for reasons unrelated to unsatisfactory professional conduct, including a change which impacts their ability to meet the requirements of the activity or extraordinary changes in the University's or Industry Partner's ability to support the WIL activity. In such cases, the University Liaison informs all parties of the situation and advises of the steps to follow.

4.4 Monitoring and supervision

The University will ensure relevant supervision of the WIL activity. Where Industry Supervisors are involved in the assessment of performance, they must be briefed on academic standards and Procedures that apply to the specific Assessment Item.

University Liaisons are responsible for ensuring that assessment is undertaken in accordance with the Assessment Policy and subordinate Policy Instruments, and must provide marking criteria to the Industry Supervisor, where applicable to the type of WIL activity.

University Liaisons are expected to conduct regular feedback sessions with the Student and to ensure effective steps are taken to monitor and support the wellbeing and safety of Students engaged in the WIL activity, with the frequency and mode of the monitoring appropriate to the discipline and the type of activity.

University Liaisons and Industry Supervisors must ensure that communication mechanisms are available to Students at all times while undertaking WIL activities, particularly in relation to:

- the quality of the experience
- the Student's progress

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- potential or actual issues.

4.5 Quality assurance

WIL activities are included in quality assurance monitoring and review activities in accordance with the Academic Programs and Courses Quality Assurance Policy and subordinate Policy Instruments. This includes monitoring and review processes which occur during the delivery of WIL activities, after the completion of WIL activities, and on a regular cycle aligned with the University's curriculum quality assurance monitoring and review framework.

5 References

Nil.

6 Schedules

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

7 Procedure Information

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

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Policy Exceptions	Policy Exceptions Register
Related Policies	Academic Programs and Courses Quality Policy Admissions, Enrolment and Graduations Policy Assessment Policy Coursework Curriculum Design Policy
Related Procedures	Course Management Procedure Coursework Curriculum Design and Structure Procedure Student Academic Progress Procedure
Related forms, publications and websites	Assessment Pattern Schedule Assessment Types Schedule Coursework Curriculum Design and Structure Schedule
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). Assessment The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course. Assessment Item An individual Assessment task as outlined in the Assessment schedule for a Course. Assessment Items may be formal, informal, Formative or Summative in nature. Course A discrete element of a program, normally undertaken over a single Study Period, in which the Student enrols, and on completion of which

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the Student is awarded a grade.

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.

Decision

A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University.

Employee

A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

Enrolment

The process of admitting Students to one or more Courses for the current Academic Year.

Final Grade

A Final Grade is a code that normally represents the outcome of the Assessment of a Student's performance against the learning objectives of a Course but may reflect the outcome of an applicable administrative process.

Grade (noun)

A Grade is a code that indicates the status of the Assessment of Student performance against the Learning Outcomes of a Course.

Higher Degree by Research (HDR)

A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

Intellectual Property

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The result of an individual's intellectual endeavours that is capable of being protected by legal rights. Examples include, but are not limited to: inventions and discoveries in relation to new products and processes that can be protected by a patent; Copyright in Teaching Materials; other works in which Copyright subsists including literary works (including computer programs), dramatic works, musical works, artistic works, films, sound recordings, broadcasts, published editions and certain types of performances; industrial designs, which protect the shape, configuration, pattern or ornamentation of a product, that is, what gives a product a unique appearance; plant breeders' rights, which protect varieties of plants and trees; trademarks, which protect the branding, reputation and goodwill of products and services; circuit layout rights, which protect the layout plans or designs of electronic components in integrated circuits, computer chips, or semi-conductors used in personal computers and computer-reliant equipment; and trade secrets and know-how, that is, knowledge about products, processes, and inventions and discoveries: prior to the time they are incorporated into a publication or become the subject of a patent or design application; or which are never made the subject of an application for Intellectual Property registration.

International Student

A Student who is not an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa.

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.

Policy Instrument

A Policy Instrument refers to an instrument that is governed by the Policy framework. These include Policies, Procedures and Schedules.

Pre-requisite

A Pre-requisite Course encompasses specific knowledge and skills the Student needs to possess in order to progress to a subsequent nominated Course. As such, it must be completed prior to undertaking the subsequent Course.

Reasonable Adjustment

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Measures or actions to assist Students with a Disability or Students who are carers to participate in learning, teaching and Assessment on an equivalent basis to other Students that are determined as reasonable in accordance with the Disability Standards for Education 2005.

Research

Research is the creation of new knowledge and/or the use of existing knowledge in a new and creative way to generate new concepts, methodologies, inventions and understandings. This could include the synthesis and analysis of previous research to the extent that it is new and creative.

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.

Student Grievance

A problem or concern raised by a Student who considers they have been negatively impacted because of an action, determination or omission within the control or responsibility of the University. Student Grievances are resolved in accordance with the Student Grievance Resolution Procedure and must be related directly to a Student's studies at the University and the outcome must directly impact the Student.

Study Period

The period during which a Course or study unit is offered. Examples of Study Period include, but are not limited to, semesters, trimesters, blocks, intensives and sessions.

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.

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	Definitions that relate to this procedure only
	University Liaison The UniSQ Employee assigned by the University to oversee the delivery and Assessment of the WIL Activity. In some cases, this role is undertaken by the Course Coordinator. **Industry Partner** An organisation which acts in collaboration with the University to develop opportunities for WIL activities and placements that connect Students to real world practical skills and experiences, research and innovation, and/or lifelong learning. Organisations may include but are not limited to businesses, government organisations, community-based groups and organisations, not-for-profit organisations and research organisations/institutes. **Industry Supervisor** A person with relevant industry experience, employed by the Industry Partner or engaged by the University to supervise a Student undertaking a WIL activity, under the guidance of an University Liaison.
Keywords	WIL, placement, internship, Work Oriented Learning, workplace, work experience, VET, Industry Partner, practicum, fieldwork
Record No	23/230PL

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