

Work Integrated Learning Procedure

Section 1 - Purpose

(1) This Procedure establishes the requirements and operational expectations for work integrated learning (WIL) within units and courses at Macquarie University. The main processes and responsibilities across the lifecycle of WIL experiences are outlined to ensure efficient delivery and quality experiences for students and partners.

Scope

(2) This Procedure applies to all WIL experiences and activities in undergraduate, postgraduate, and higher degree research units and courses.

(3) This Procedure applies to all staff of Macquarie University, host organisations, and third-party providers involved in the design, delivery and supervision of WIL experiences and activities.

(4) This Procedure applies to students undertaking WIL experiences and activities.

(5) This Procedure should be read in conjunction with the [Work Integrated Learning Policy](#).

Section 2 - Procedure

(6) This Procedure outlines the processes and responsibilities for all stakeholders in the following stages of the WIL lifecycle:

- a. WIL experience design and approval;
- b. prior to commencement of a WIL activity;
- c. during a WIL activity;
- d. after a WIL activity; and
- e. additional requirements for international WIL activities.

(7) For the purposes of this Procedure, the WIL operations team refers to either the PACE & Employability team, the Faculty WIL team or any other organisational team in the University that supports the delivery of WIL activities, experiences and units.

(8) For the purposes of this Procedure, any third-party provider engaged by the University to deliver WIL experiences and activities will be required to meet the responsibilities of the WIL supervisor/ host organisation.

Design, review and approval of WIL units

(9) In accordance with clauses 18-21 of the [Work Integrated Learning Policy](#), Unit Convenors and/or Course Directors are responsible for designing WIL units to ensure that:

- a. the WIL criteria are met as well as any professional accreditation requirements;
- b. the unit incorporates one of the specified learning activities;

- c. the overall volume of learning is appropriate for the unit value (that is, approx. 150 hours for a 10 credit point unit);
- d. the unit complies with the requirements of the [Fair Work Act 2009](#), specifically in relation to unpaid work; and
- e. internal and external compliance obligations including Faculty Board processes for approval and review of WIL units are met.

(10) Unit Convenors and Course Directors should consult with the WIL operations team as part of the design and review processes to ensure effective implementation and support for the WIL experience.

(11) The Course Director will ensure that the requirements for PACE units within courses have been met in accordance with the [Curriculum Architecture Policy](#).

(12) A PACE unit must include, in addition to the requirements for a WIL unit:

- a. a WIL experience that meets the criteria for full WIL as defined in clause 15 of the [Work Integrated Learning Policy](#);
- b. evidence of mutual benefit and meaningful two-way interaction between the student and supervisor/ host organisation;
- c. the incorporation of reflective practice in at least one assessment task; and
- d. embedded career and employability development learning.

(13) After Faculty Board approval, WIL units must be appropriately identified and recorded in the University's curriculum management system such that:

- a. the Activity, Assessment and WIL Delivery tags are complete; and
- b. PACE units are identified and named in accordance with the [Work Integrated Learning Policy](#).

Prior to commencement of a WIL activity

(14) Academic staff responsible for coordinating or supervising WIL units and experiences must have appropriate qualifications and/or training. This will be certified by the appropriate person in accordance with the [Delegations of Authority Register](#).

(15) WIL activities may be proposed by the University or by students in accordance with the provisions of the [Work Integrated Learning Policy](#). In all instances WIL activities should be designed collaboratively with stakeholders to deliver a quality WIL experience.

(16) Where a student proposes a WIL activity related to a current employment opportunity, the WIL activity will be reviewed to ensure that it is outside the usual scope of work with the student's employer and meets the requirements of clause 10 of the [Work Integrated Learning Policy](#).

Unit Convenors

(17) Unit Convenors are responsible for:

- a. all academic matters in relation to the WIL unit including communicating unit requirements to students;
- b. ensuring WIL experiences meet the unit learning outcomes;
- c. assessing and approving the risk level of the WIL activity (in conjunction with the WIL operations team and/or Faculty WHS Officers) or escalating as required under the [Health and Safety Risk Management Procedure](#);
- d. approving specific academic arrangements for the WIL activity such as early commencement to align with the needs of host organisations and students;

- e. ensuring students are appropriately prepared for the WIL activity;
- f. ensuring reasonable adjustments are implemented for the WIL activity when required;
- g. declaring and addressing any potential conflicts of interest in relation to the WIL activity as per the University's processes and escalating as required;
- h. understanding responsibilities, requirements and provisions related to professional conduct, confidentiality and intellectual property (for example, as outlined in the [PACE Governance and Guidelines](#));
- i. supporting the identification and onboarding of appropriate supervisors/ host organisations (in conjunction with the WIL operations team); and
- j. assessing and approving requests for [Recognition of Prior Learning](#) either for the unit or a specific WIL activity within the unit.

WIL operations teams

(18) WIL operations teams are responsible for:

- a. providing operational advice to Unit Convenors and Course Directors about WIL units;
- b. supporting Unit Convenors to communicate WIL unit requirements to students, sufficiently early enough to allow for adequate preparation and including all pre-activity processes, training and/or compliance obligations;
- c. developing and maintaining relationships with appropriate WIL supervisors/ host organisations;
- d. implementing efficient processes to:
 - i. document, assess risk and approve proposed WIL activities;
 - ii. promote available WIL activities and opportunities to students;
 - iii. select or allocate enrolled students to WIL activities where required (in conjunction with the Unit Convenor);
 - iv. collect relevant contact and background information from students as required for the WIL activity;
 - v. collect relevant contact and background information from activity supervisors/ host organisations for the WIL activity;
 - vi. support Unit Convenors, students, and partners through early commencement and/or reasonable adjustments as required; and
 - vii. record all relevant details in University systems to meet compliance obligations as well as internal and external reporting requirements;
- e. ensuring all WIL supervisors/ host organisations are provided with WIL unit and activity details and that they clearly understand their role and responsibilities (for example, as outlined in the [PACE Governance and Guidelines](#) or the appropriate institutional agreement if one has been separately negotiated);
- f. ensuring any specific matters related to confidentiality, intellectual property, insurance and/or conflict of interest have been addressed, appropriately documented and communicated to all stakeholders; and
- g. providing information to students about options for financial support and/or grants if available to complete WIL activities.

Students

(19) Students are not permitted to commence a WIL activity before it has been approved in accordance with the [Work Integrated Learning Policy](#) and this Procedure.

(20) Prior to commencing the WIL activity, students are required to:

- a. enrol in the relevant unit and review unit requirements including learning outcomes;
- b. meet process deadlines for WIL activity approval including providing emergency contact details as well as evidence of required background information and documentation to meet training compliance obligations as

- appropriate (either to the University or host organisation as specified);
- c. undertake relevant training and onboarding as required;
- d. declare and address any potential conflicts of interest as per the [Conflict of Interest Policy](#);
- e. understand and consent to responsibilities, requirements and provisions related to professional conduct, confidentiality and intellectual property (for example, as outlined in the [PACE Governance and Guidelines](#));
- f. discuss any disability or health condition that may impair their ability to undertake the WIL activity, and to identify reasonable adjustments that may be required in accordance with the [Student Disability Support Policy](#) and [Student Disability Support Procedure](#); and
- g. notify the University of any directions or orders from a professional body or court of law that prevents or places conditions on their ability to undertake the WIL activity.

(21) Where there is any concern about a student's ability to meet inherent and/or Fitness to Practice (FTP) requirements for the WIL experience, this will be dealt with in accordance with the University's [Admission Policy Appendix 1: Inherent Requirements Statement](#).

Partners and host organisations

(22) Proposed WIL partners will be reviewed and subject to due diligence to ensure that they:

- a. align with the values and ethical standards of the University;
- b. can provide a safe and professional workplace context for students throughout the WIL activity;
- c. have policies and processes in place to adequately onboard and train students at the commencement of the WIL activity; and
- d. do not compromise the reputation of the University.

(23) Where there is a concern about a proposed WIL partner arising from the due diligence that is unresolved, this will be escalated to the Executive Dean and/or Deputy Vice-Chancellor (Academic) for consideration.

(24) Prior to the commencement of the WIL activity, the WIL supervisor/ host organisation is required to:

- a. contribute to the University's processes for design, documentation and approval of the WIL activity in line with the unit requirements;
- b. complete a risk assessment and provide an assurance about the host organisation's policies or plans as required;
- c. specify any requirements, background information, and/or compliance checks that the student and/or University is required to meet;
- d. raise and address any specific provisions in relation to the WIL activity such as confidentiality, intellectual property, insurance, and/or conflict of interest;
- e. agree to make any reasonable adjustments for the WIL activity that may be necessary to ensure the student's equitable and fair participation;
- f. participate in onboarding activities as required by the University;
- g. ensure a safe environment for the student;
- h. make provisions to effectively and appropriately onboard, train and supervise the student; and
- i. understand their role and responsibilities (for example, as outlined in the [PACE Governance and Guidelines](#) or the appropriate institutional agreement if one has been separately negotiated).

During the WIL activity

(25) To ensure that the WIL experience meets the needs of all stakeholders, the University has established the following processes to provide support during the WIL activity including:

- a. monitoring students' experience and progress;
- b. ensuring appropriate communication between all stakeholders;
- c. ensuring appropriate supervision and feedback to the student; and
- d. having mechanisms in place to report and respond to issues arising during the WIL activity.

(26) If there are amendments or changes to the WIL activity after it has commenced, students should notify the Unit Convenor or WIL operations team.

Unit Convenors and WIL operations teams

(27) During the WIL activity, Unit Convenors, with assistance from the WIL Operations team, are responsible for:

- a. maintaining regular contact with the student to confirm that the student is:
 - i. in a safe environment;
 - ii. completing the activity as proposed;
 - iii. being appropriately supervised; and
 - iv. receiving regular and timely feedback;
- b. monitoring the student's performance and academic progress;
- c. appropriate communication with the activity supervisor/ host organisation;
- d. reviewing and approving any changes made after the WIL activity has commenced;
- e. ensuring any reasonable adjustments or other special arrangements for the WIL activity are adhered to during the WIL activity;
- f. appropriately documenting and responding to any issues that arise during the WIL activity as reported by the student and/or supervisor including seeking advice from other areas of the University as necessary (such as Student Wellbeing and Legal Services);
- g. promptly notifying the student of any concerns about satisfactory progress and/or professional behaviour including expectations, actions, support, and timeframes for improvement; and
- h. if required, terminating the WIL activity in accordance with the provisions of the [Work Integrated Learning Policy](#).

(28) The WIL operations team is responsible for ensuring that records of communications to students and supervisors/ host organisations during the WIL activity are appropriately retained in the University's systems in accordance with the [Privacy Management Plan](#) and [Records and Information Management Policy](#).

Students

(29) During the WIL activity, the student is required to:

- a. conduct themselves appropriately and professionally throughout the WIL activity;
- b. observe the [Student Code of Conduct](#) at all times;
- c. comply with workplace standards of professional behaviour, workplace health and safety, and other policies and procedures of the host organisation;
- d. maintain satisfactory attendance and/ or participation;
- e. report any changes to the WIL activity that have occurred after the WIL activity has commenced;
- f. report any issues or concerns arising during the WIL activity in accordance with the policies and procedures of the University and/ or host organisation;
- g. seek advice and support if matters arise during the WIL activity that will affect their performance and/or academic progress;
- h. seek and receive constructive feedback from the supervisor/ host organisation;

- i. in the event of unsatisfactory performance, comply with any expectations, actions, support, and timeframes for improvement as communicated by the Unit Convenor and/ or WIL operations team; and
- j. complete all components of the WIL experience as specified in the unit guide and/ or activity agreement.

Incident reporting

(30) In case of an incident during the WIL activity, the student should:

- a. report the incident to the host organisation according to relevant procedures; and
- b. report the incident to the University as soon as practicable by contacting the Unit Convenor and/or WIL operations teams.

(31) Where an incident requires an immediate or urgent response, the student can seek emergency care assistance by reporting to [Student Care and Reporting](#).

(32) Where a matter is sensitive, the student may choose to report the incident to the University only. In this circumstance, staff should support the student to appropriately communicate and resolve the matter.

(33) Incidents reported directly to the Unit Convenor and/or WIL operations team must be reported via [Student Care and Reporting](#).

(34) The Unit Convenor and WIL operations team will work together to manage and resolve incidents appropriately and in a timely manner with clear communication to all stakeholders.

(35) Where the resolution of an incident requires a withdrawal, temporary suspension or specific conditions being imposed on the student for the WIL experience, the approval of the Registrar will be required in accordance with the [Student Discipline Procedure](#).

Termination of a WIL activity

(36) If the Unit Convenor and/or WIL operations team receives advice that a WIL activity has been terminated, the student will be:

- a. promptly notified in writing;
- b. referred to Student Wellbeing for support via [Student Care and Reporting](#); and
- c. advised about potential academic implications of the termination.

(37) A decision by the University to terminate a WIL activity must be clearly documented and communicated to all stakeholders and should only be made:

- a. after appropriate consultation with the student and other key stakeholders;
- b. with due consideration for any wellbeing support the student may require; and
- c. on the Head of Department's determination of this outcome.

(38) If the WIL activity is terminated for reasons not related to the student, the Unit Convenor and WIL operations team will liaise with the student to make alternative arrangements that will satisfy the unit and/or course requirements.

(39) If the WIL activity is terminated for reasons related to the student's conduct and performance, the Unit Convenor and WIL operations team will advise the student that they need to source and propose an alternate WIL activity to satisfy the unit and/or course requirements. The student cannot commence an alternative WIL activity until such time as it is approved. In such instances, the Unit Convenor will also consider making an allegation in accordance with the

After the WIL activity

(40) At the completion of the WIL activity, all stakeholders will have mechanisms to provide feedback on the quality of their experience and to make suggestions for improvements.

(41) At the end of the WIL activity, Unit Convenors are responsible for:

- a. gaining feedback from the supervisor/ host organisation about the student's performance;
- b. assessing the student's performance in accordance with the unit requirements;
- c. providing professional accreditation bodies as required with relevant information and in accordance with University responsibilities; and
- d. making provision for students to reflect on the WIL activity including in the context of career and employability development learning.

(42) At the end of the WIL activity, the WIL operations team will:

- a. ensure that all requisite activities have been appropriately documented and recorded in University systems;
- b. recognise the contributions of students and supervisors/ host organisations; and
- c. identify opportunities for the supervisor/ host organisation to continue involvement in the University's WIL and employability activities.

International WIL activities

(43) Under specific circumstances, international WIL activities will be available to students and/or students may source and propose their own international WIL activities as per this Procedure.

(44) The criteria for approval of international WIL activities will vary according to a variety of risk factors determined by the University.

(45) International WIL activities must be approved by the Unit Convenor as per clause 15 and 16 of this Procedure and then escalated to the Executive Dean for approval in accordance with the risk and travel policies and procedures.

(46) The WIL operations team will liaise with the student and supervisor/ host organisation to ensure that in-country support mechanisms are available, insurance coverage (including limitations) are understood, and that processes for incident reporting and management are in place.

Section 3 - Guidelines

(47) Nil.

Section 4 - Definitions

(48) In this Procedure:

- a. "WIL experience" refers to a quality assured learning experience that combines a WIL activity with an aligned authentic assessment task and meaningful engagement with industry.
- b. "WIL activity" is a form of experiential learning that is aligned to the unit learning outcomes, supports the development of relevant professional skills in the field of study and enhances students career development and

employability. WIL learning activities include:

- i. placements - where a student is placed within a workplace for any period of time;
 - ii. project - an activity designed with and for industry/community with authentic engagement;
 - iii. fieldwork - learning activities that occur off campus and in person; and
 - iv. simulation/virtual - where a student experiences all of the attributes of a placement or workplace task in a provider setting.
- c. "WIL unit" is a credit unit of study that incorporates at least one WIL experience.

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
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