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1. Purpose

- a) This Policy provides the broad framework for work-integrated learning (WIL) as a component of courses at Analytics Institute of Australia (AIA). AIA believes in the importance of authentic and relevant work experience for students as a formal part of the curriculum.
- b) As such, AIA recognises the need to monitor and quality assure the provision of WIL through an external arrangement as part of any AIA course.
- c) This policy sets out the procedures that AIA follows to ensure the quality of all WIL undertaken by students as part of an AIA qualification.

2. Scope of the Policy

- a) This policy applies to all work-related student experiences where:
 - a student attends a professional workplace (offsite from the AIA's location, subject to exceptions)
 - and where WIL placement is an integral course component, attracts credit, and is a compulsory requirement for course completion.
- b) This policy applies to students studying wholly online.
- c) The policy does not apply to optional work opportunities undertaken by students (for example but not limited to summer placements, part-time employment, and company internships) which are not a part of the course requirements.

3. Principles

Definitions

- a) Work-integrated learning (WIL) is an intentional, organised, supervised, and assessed educational activity that integrates theoretical learning with its applications in the professional/industry workplace.
- b) In the context of the Higher Education Standards Framework (Threshold Standards) 2015, WIL encompasses any arrangement where a student undertakes learning in an environment or workplace outside of their higher education provider as a part of their course of study.

- c) WIL arrangements may include:
- Internships
 - Projects where a student attends a professional/industry workplace; or
 - Professional placement
- d) A Corporate Mentor is the assigned staff supervisor of the company or organisation that agrees to host the student for WIL.

Procedures

- a) WIL will be included as a part of the course curriculum after due consideration for the:
- Rationale and contribution to the course learning outcomes
 - Practicality of effective and uniform implementation across AIA
 - Adequacy of staff resourcing to support WIL student placements.
- b) All WIL components are subject to approval as part of the design and approval processes for the courses, and to review as part of the AIA course review and quality assurance framework.
- c) All WIL placements will have processes in place for the monitoring, supervision, and performance assessment of students on the WIL placement.
- d) While it will be the final responsibility of the student to obtain the WIL, the AIA will endeavor to arrange for the availability of WIL placements for students and provide guidance and support to assist students in finding a suitable placement.
- e) The AIA may arrange WIL placements with host companies or organisations directly, or with an entity representing a group of host companies.
- f) WIL opportunities sourced by students will need to be approved by the relevant Unit Convenor.
- g) In preparing for or seeking a placement, students must:
- Ensure that for all interviews they wear professional attire unless otherwise permitted by the employer
 - In instances where they receive multiple WIL offers, acknowledge all offers, whether they accept or reject the offer
 - Only accept one offer, (the acceptance of an offer by a student is defined as verbal or written affirmation of an offer of employment)
- h) As part of the AIA WIL units, students will complete preparatory modules which include an overview of the purpose and outcomes of WIL, and of expectations for professional ethics and conduct.
- i) Each student on a WIL placement will have:
- An Academic Supervisor appointed to guide and support the student throughout the academic aspects of the placement. The academic supervisor will be the key conduit between AIA and the company or organisation, conduct a risk assessment of WIL arrangements prior to any placement, assure the quality

of supervision and the student experience, and maintain periodic contact with the student in the workplace; and

- A Corporate Mentor who will oversee the WIL experience in the workplace. The Corporate Mentor will
 - offer the student a work experience placement in line with AIA's requirements and aligned to the learning outcomes of the curriculum
 - ensure that appropriate provisions are made for the student/s while on WIL placement in accordance with the written partner agreement with the AIA
 - provide formal feedback to the student and AIA about the student's conduct and performance during and upon completion of the experience; and
 - provide formal certification upon completion of the experience.
- j) A certification of completion of the WIL placement will be required from the host company or organisation for successful completion of the WIL placement.
- k) Students who do not successfully complete the WIL placement requirements may request a further WIL placement from the Course Convenor.
- l) Students may lodge any grievances associated with their WIL experience with the AIA or any of the staff as detailed in the AIA's Student Grievance and Resolution Policy and Procedures (**Website link**).
- m) Detailed guidelines and procedures are set out in the AIA WIL Handbook.

Professional Placement Assessment and Conduct

- a) The Corporate Mentor must ensure that student performance is systematically monitored during professional placements and that students are given feedback during their placement about their progress towards achieving the learning objectives.
- b) Students may be identified as at risk of unsatisfactory performance in the placement by either the Corporate Mentor, and/or the Academic Supervisor in accordance with the criteria provided to the student prior to commencement of the professional placement.
- c) Students may be identified as at risk of unsatisfactory performance in their professional placement if they have failed to:
 - Maintain satisfactory attendance
 - Complete, at a satisfactory standard, the academic or professional components specified for the professional placement; or
 - Maintain an appropriate standard of conduct.
- d) The Corporate Mentor must notify a student identified as at risk of unsatisfactory performance in the placement in writing, including clear information about the following:
 - Why they are at risk of unsatisfactory performance in the placement
 - Possible remedial action

- The timeframe for taking remedial action
 - If they continue to be at risk of unsatisfactory performance in the placement, the placement may be terminated, and a fail grade awarded.
- e) The Corporate Mentor will also advise the Academic Supervisor and Unit Convenor when a student is identified as at risk of unsatisfactory performance. Where a student's performance in a placement has been deemed unsatisfactory the Unit Convenor may:
- Approve an alternative placement opportunity for the student;
 - Terminate the placement; or
 - Recommend a fail grade for the placement/subject.
- f) During a professional placement, students must:
- Ensure that all information submitted to a Corporate Mentor and the company or organisation, is accurate
 - Adhere to all by-laws, rules, regulations, policies and procedures of the placement company or organization, including any dress code;
 - Abide by all AIA statutes, regulations and policies;
 - Maintain a level of conduct appropriate to a professional setting;
 - Maintain an appropriate level of confidentiality regarding their placement and information which they have gained through the placement, in accordance with the placement organisation's privacy requirements and AIA policy;
 - Advise the Corporate Mentor immediately of any incident or concern regarding their safety and well-being during the placement;
 - Inform both the Corporate Mentor and the Academic Supervisor of any absences from the placement and complete and/or provide any required documentation relating to absence from the placement; and
 - Maintain regular communication with both the Corporate Mentor and the Academic Supervisor. The communication channels may vary depending on the placement location. Students are responsible for regularly monitoring their AIA email account while on placement.
- g) Where a student on professional placement is involved in a case of misconduct or unprofessional conduct of a serious nature, the student may, on the recommendation of the Corporate Mentor and the Academic Supervisor, be removed from the professional placement by the relevant Unit Convenor.
- h) The Unit Convenor must inform the student of the reason for their removal and report the details of the incident in accordance with the Student Code of Conduct Policy.

Quality Assurance and Oversight of WIL Placements

- a) To ensure that the WIL placement meets the course requirements, the role/objectives/ tasks for the WIL will be negotiated between the student, the Unit Convenor, the Corporate Mentor and the Academic Supervisor.

- b) There will be a written partner agreement between the company or organisation and AIA, and a signed Student Undertaking for each WIL placement. The agreement and Undertaking will detail the expectations from all the parties and the outcomes sought for students.
 - c) Prior to finalising a partner agreement, the Academic Supervisor will conduct a risk assessment and complete the WIL Placement Risk Assessment Form, and bring any required actions to address risks to the attention of the partner company or organisation. The WIL Unit Convenor will sign off on the Risk Assessment.
 - d) Student feedback will be sought on the work placement with the purpose of improving the WIL experience and outcomes. This feedback will form part of the quality assurance monitoring of WIL units.
- a) The role of Unit Convenors also includes:
- Review the WIL offer/objectives to ensure that they meet the WIL requirements for the course
 - Periodic review of student progress, in consultation with the Corporate Mentor and Academic Supervisor
 - Completion of the ongoing and final assessments as required by the WIL Handbook and guidelines for the course; and
 - Providing guidance and mentorship to students and bringing to the notice of the Course Convenor any students who they may consider to be at risk.

WIL for Online Students

- a) AIA undertakes to provide the equivalent learning opportunities for all students, regardless of their mode of study. For students studying wholly online, including those located in other countries, AIA will assist with finding a suitable placement, but the onus remains with the student.
- b) AIA will pay particular attention to the following before approving a placement for an online student:
 - **accessibility** – is the location readily accessible for the student?
 - **reputation** – does the prospective partner have a good business and professional reputation in its own region, nationally and internationally?
 - **capacity** – does the prospective partner have the staffing and supervisory capacity to provide a Corporate Mentor who will have a thorough understanding of AIA expectations, and relevant policies and procedures and deliver an authentic WIL experience?
 - **placement or internship record** – does the prospective partner have experience and a good record of providing work placements, internships or other practice – based student experiences?
 - **compliance** – does the prospective partner have a good record of compliance with corporate, health and safety and industrial regulations in its countries of operation?
 - **insurance** – does the prospective partner have the necessary insurances to protect the interests of the student and AIA, such as public liability coverage.

4. Responsibilities

The Academic Dean is responsible for the maintenance and implementation of this Policy

5. Legislation and Associated Documents

Legislation relating to workplace health and safety are relevant to this Policy, including:

- Work Health and Safety Act 2011
- Safety, Rehabilitation and Compensation Act 1988
- Work Health and Safety Regulations 2011
- Dangerous Substance Act 2004; and
- Relevant Codes of Practice, National and Australian Standards
- Fair Work Australia guidance on work experience and internships

Section 5.4 of the Higher Education Standards Framework sets out TEQSA's requirements for WIL, which are expanded in TEQSA's guidance note on WIL.

6. Supporting Information

The following AIA documents and policies are relevant to this Policy

- Academic Integrity Policy and Protocols
- Assessment and Grading Policy and Procedures
- WIL Assessment Policy
- Critical Incident Policy
- Sexual Assault and Sexual Harassment Policy - Students
- Student Code of Conduct Policy
- Student Grievance and Resolution Policy and Procedures
- Student Support Policy
- Student and Staff Feedback Policy
- Students at Risk Policy and Procedures

Version history

Version	Approved by	Approval Date	Details
V 1.0	Academic Board	30/09/2020	
V 1.1	Chief Executive Officer	15/06/21	Clarification of roles re due diligence

Document owner: Academic Board