

# Work-Integrated Learning (WIL) Policy and Procedure

## Associated information

<b>Approving body</b>	Governing Board (GB)
<b>Date approved</b>	27 Feb 2025
<b>Date of effect</b>	Commencement of operation
<b>Next scheduled review</b>	Two years from when policy commences
<b>Policy owner</b>	Chief Executive Officer (CEO)
<b>Policy contact</b>	Chief Executive Officer (CEO)
<b>Related Documents</b>	<a href="#">Assessment Policy and Procedure</a> <a href="#">Assessment Moderation Policy and Procedure</a> <a href="#">Assessment Review Policy and Procedure</a> <a href="#">Personal Information and Privacy Policy and Procedure</a> <a href="#">Records and Data Management Policy and Procedure</a> <a href="#">Sexual Assault and Sexual Harassment Prevention Policy and Procedure</a> <a href="#">Student Code of Conduct</a> Student Support Framework WIL Risk Assessment Template WIL Student Handbook WIL Partner Handbook
<b>Related Legislative and Regulatory Instruments</b>	HESF Standard 1.1.3 HESF Standard 1.4.2 HESF Standard 2.1.1 HESF Standard 2.4.1 HESF Standard 5.2.4 HESF Standard 5.4 HESF Standard 6.1.3c HESF Standard 7.1.3j

## Purpose

1. The purpose of this policy is to set out the principles underpinning the development and management of work-integrated learning (WIL) activities undertaken at **Zenith Innovation Institute (Zenith / ZII / the Institute)**.

## Scope

2. This Policy applies to all academic staff, whether full-time, part-time, sessional or contract.
3. This policy applies to:
  - (a) all work-integrated learning (WIL) encompassing any arrangement where students undertake learning in the industry (work may imply they are being paid) as part of their course requirements
  - (b) the policy applies to WIL activities undertaken with the approval of the Institute, on or off campus, including virtual and simulated activities, and to all students and staff associated with such activities and

This Policy does not apply to activities undertaken by students that are not part of their academic requirements for their course.

## Policy

### Principles

Principles	
<b>Embedded</b>	The Institute recognises the value of WIL activities and will advance its position as a leader in career-ready education by building relationships with professional associations, industry, business and government to provide WIL opportunities for Institute students.
<b>Compliant</b>	WIL activities undertaken by Institute students comply with the requirements of all relevant Institute policies as well as all relevant legislative and regulatory requirements.
<b>Risk Management</b>	No student may undertake any WIL activity that has not been formally arranged by the Institute and assessed for risk, Institute and WIL provider expectations, consistent outcomes, academic quality, and student support.  The Institute may refuse to allow participation in a WIL activity or may withdraw a student from a WIL activity where there are reasonable grounds to believe that a student or others are at risk through a student's participation. Refer to Schedule 1 for a <i>WIL Placement Site Risk Assessment Template</i> .
<b>Aligned</b>	WIL activities must contribute to the student's unit and course learning outcomes.
<b>Information</b>	Students must be provided with clear information about any specific requirements and processes in place to demonstrate compliance with this policy and procedure, and the documentation provided to students on

Principles	
	expectations and responsibilities (refer to the <i>WIL Student Handbook</i> and the signed agreement between student and partner organisation).

## Procedure

### Before a WIL Activity is Offered

4. Senior academic staff will identify and promote productive partnerships with business, industry, government and the community to generate WIL opportunities.
5. The Academic Dean will ensure that all staff who are responsible for coordinating or supervising WIL are appropriately qualified and/or undertake relevant training.
6. The WIL Coordinator will conduct due diligence which includes evaluating the organisation to ensure it is fit for purpose for the Institute's requirements and confirm the proposed WIL activity with the potential partner organisation aligns with the expected learning outcomes and assessment strategy of the unit.
7. The WIL Coordinator will notify the Academic Dean of potential financial implications for the WIL engagement and confirm that the partner organisation has processes in place to ensure adequate care is given regarding students' health and safety throughout the WIL activity, including ensuring the presence of organisational safeguards including policies and procedures to prevent and address workplace discrimination, bullying and harassment, including sexual assault and sexual harassment; that students receive adequate workplace health and safety training, and provisions are made regarding specific workplace requirements, including reasonable adjustments for students with disabilities.
8. Consideration of student feedback from previous WIL opportunities with a partner organisation will be given in order to determine the suitability of the partner organisation towards undertaking WIL activity in future trimesters.
9. The WIL Placement Site Risk Assessment (Schedule 1) will be completed and assessed by the WIL Coordinator.

### Academic Preparation

10. The WIL Coordinator will determine the suitability of a potential WIL activity, within the state of New South Wales, and ensure it aligns with unit and course learning outcomes.
11. The WIL Coordinator will communicate with external partners to ensure that:
  - (a) external supervisors are provided an overview on assessment and training on the use of assessment rubrics and/or marking guides
  - (b) assessment rubrics or marking guides are provided to the WIL supervisor
  - (c) assessment involves collaboration between academic staff and external supervisors
  - (d) assessment will be conducted in accordance with the Institute's *Assessment Policy and Procedure*
  - (e) summative assessment is primarily conducted by academic staff but may be conducted in conjunction with staff of the partner organisation and
  - (f) co-moderation of the assessment will be undertaken by a member of the Institute's academic staff.

12. The WIL Coordinator will communicate with students regarding the following:
  - (a) how the activity contributes to and is aligned with unit and course learning outcomes
  - (b) academic and work-related performance and behavioural expectations and
  - (c) how supervision and how student progress and attendance will be monitored and recorded.
13. The WIL Coordinator will provide oversight to the allocation of students to WIL activities.
14. The WIL Coordinator will confirm students' readiness for participation in WIL activities and may refuse a student from commencing if:
  - (a) the student has not met compliance requirements within the set timeframe
  - (b) a professional body or court of law has notified the student or Institute of a direction that prevents the student from undertaking a WIL activity
  - (c) the student has breached the *Student Code of Conduct*
  - (d) the student has a history of unsafe practice, illegal activity, or unethical or unprofessional behaviour, with reasonable grounds to suspect the student poses a risk to the health, safety or wellbeing of themselves or others, or a risk to the reputation or reputation of the Institute or partner organisation and/or
  - (e) the student has not yet completed any pre-requisite requirements
  - (f) the organisation is deemed not ready or not suitable for the student to commence the WIL activity.
15. In the highly unlikely extreme event that a student is unable to complete a WIL activity as required for course progress the Institute will develop an alternative program of assessment approved by the Academic Dean unless the student receives notification of the termination of the WIL activity and the student receiving a Fail grade.

## Administrative Preparation

16. A signed letter of agreement between the Institute and the partner organisation will be prepared. The Institute will not conduct WIL activities without a signed letter of agreement between partner organisations and the Institute.
17. A signed agreement between the student and the partner organisation indicating willingness to undertake the WIL activity will be prepared.
18. Students will not be permitted to undertake WIL activity without a signed letter of agreement between the partner organisation and the student.
19. Students will be provided a copy of the *WIL Student Handbook* that outlines all information regarding WIL activity including the selection process.
20. The Institute will notify students of compliance requirements relevant to the particular WIL, such as Working with Children Check, National Criminal History Check, immunisations, etc. in a timely manner and confirm each student has met compliance requirements.

## During a WIL Activity

21. The WIL Coordinator will confirm students are being appropriately supervised and regularly consult with the designated supervisor in the WIL organisation to monitor the student's performance and ensure timely feedback. In week four, students will receive feedback on their progress, ensuring alignment with the *Academic Progression and Students at Risk Policy and Procedure*. Students will receive additional feedback in Week 8 and Week 9.

22. Institute staff that oversee WIL will maintain regular contact with students during WIL activities to monitor safety and wellbeing and document and assist in the resolution of difficulties faced by students.
23. The WIL Coordinator may withdraw a student from a WIL activity for a range of reasons including but not limited to:
  - (a) there are reasonable grounds to suspect that the health, safety or wellbeing of a student or other is at risk
  - (b) the student performs in a manner detrimental to the professional experience of other students and the WIL partner organisation
  - (c) the student breaches the legal, ethical or professional codes of the partner organisation, professional body or of the industry concerned
  - (d) the student demonstrates negligence in the performance of an assigned duty
  - (e) the partner organisation is unable or unwilling to maintain an appropriate WIL activity for the student or
  - (f) withdrawal is required by a professional body in accordance with relevant legislation.
24. Students will be notified through timely feedback in Week 4, Week 8 and Week 9 if they are identified as being at risk of unsatisfactory progress in a WIL activity and include the reason the student is at risk, possible remedial action and timeframe for remedial action, and the consequences of failing to maintain satisfactory progress, including the potential termination of the WIL activity and the student receiving a Fail grade. The student will be provided with information concerning access to student support at Zenith.
25. The Institute will record any student contract or reported issues about a WIL activity in the Institute's information management system.

### After a WIL Activity

26. The Course Coordinator will make assessment outcome decisions, confirm alignment with unit and course learning outcomes, ensure students have an opportunity to discuss, reflect on and incorporate their WIL experience into their learning, and complete WIL-related assessments in accordance with Institute assessment policies and procedures.
27. Completion of WIL activity will be recorded in the Institute's information management system.
28. The WIL Coordinator will follow up feedback with the partner organisation on the WIL activity.

### Grievances and Appeals

29. Students are encouraged to immediately contact their assigned WIL Coordinator if they have any issues with their WIL activity.
30. Formal student grievances can be lodged as per the *Student Grievance Policy and Procedure*. If a student is dissatisfied with the outcome of the grievance process, they may appeal under the provisions of the *Student Appeals Policy and Procedure*.

## Responsibilities

31. The Academic Dean is responsible for:
  - (a) Zenith's adherence to this policy
32. The Course Coordinator is responsible for:

- (a) Ensuring that WIL programs and assessment are aligned with the Institute's graduate attributes as well as students' course and unit learning outcomes.
33. The WIL Coordinator is responsible for:
- (a) Ensuring effective management of assigned WIL activities and
- (b) Providing a first point of contact for students and partner organisations with questions or concerns about WIL activities.

## Definitions

34. For the purposes of this policy, the following terms are defined as follows:

Term	Definition
Hazard	A hazard is anything that has the potential to cause harm to a person including physical and psychosocial hazards.
Letter of Agreement (Partner Organisation and the Institute)	A document signed by both the Institute and the partner organisation that will host the work-integrated learning (WIL) activity, setting out the nature and terms of the Institute's and partner organisation's responsibilities.
Letter of Agreement (Partner Organisation and the student)	A document signed by both the partner organisation and the student indicating the willingness to undertake the work-integrated learning (WIL) activity.
Partner organisation	An organisation external to the Institute that provides work-integrated learning (WIL) activities to Institute students as part of their course requirements.
Physical hazard	Physical hazards are factors or conditions within the environment that can harm your health. <sup>1</sup>
Psychosocial hazard	<p>A psychosocial hazard is a hazard that may cause psychological harm and arises from, or relates to the design or management of work, a work environment, plant at a workplace, workplace interactions or behaviours.<sup>2</sup></p> <p>A psychosocial hazard is anything that could cause psychological harm (e.g. harm someone's mental health). Common psychosocial hazards at work include:</p> <ul style="list-style-type: none"> <li>• job demands</li> <li>• low job control</li> <li>• poor support</li> <li>• lack of role clarity</li> <li>• poor organisational change management</li> <li>• inadequate reward and recognition</li> <li>• poor organisational justice</li> </ul>

<sup>1</sup> <https://www.comcare.gov.au/safe-healthy-work/prevent-harm/physical-hazards>

<sup>2</sup> [Mental health | SafeWork NSW](#)

Term	Definition
	<ul style="list-style-type: none"> <li>traumatic events or material</li> <li>remote or isolated work</li> <li>poor physical environment</li> <li>violence and aggression</li> <li>bullying</li> <li>harassment, including sexual harassment and</li> <li>conflict or poor workplace relationships and interactions.<sup>3</sup></li> </ul>
Risk	<p>A risk is the chance of something happening that will have a negative effect. The level of risk reflects both the likelihood and severity of the unwanted event occurring.</p> <p>Issues that may prevent a student from being able to complete a WIL activity, such as an abrupt WIL activity cancellation, or disputes over the terms of a WIL agreement, may be considered a risk.</p>
Work-Integrated Learning (WIL)	Any arrangement located within the state of New South Wales where students undertake learning in a work context as part of their course requirements.

## Version history

Version	Changes	Approval Body	Approval Date
1.0	Original Version	Governing Board (GB)	
1.1	<p>Point 15 amended to read In the highly unlikely extreme event.....</p> <p>Point 21 added In week four, students will receive feedback on their progress, ensuring alignment with the Student Progression Policy. Students will receive additional feedback in Week 8 and Week 9.</p> <p>Point 24 amended to read Students will be notified through timely feedback in Week 4, Week 8 and Week 9 if they.....</p>	Governing Board (GB)	22 Aug 2024
1.2	<p>Changed review from three years to two years</p> <p>Point 10 changed “course coordinator” to “WIL Coordinator”</p>	GB	27 Feb 2025

<sup>3</sup> <https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/mental-health/psychosocial-hazards>



**ZENITH INNOVATION INSTITUTE**  
UNPARALLELED EXCELLENCE

Version	Changes	Approval Body	Approval Date
	<p>Point 14 a) deleted "or refuses to undertake compliance requirements"</p> <p>Point 21 a) changed "Student Progression Policy" to "Academic Progression and Students at Risk Policy and Procedure"</p> <p>Point 24 added "The student will be provided with information concerning access to student support at Zenith"</p>		



# Schedule 1 – WIL Placement site Risk Assessment Templates

These forms are to be used by the WIL Coordinator who arranges student work-integrated learning (WIL) activities to assess risk and provide evidence of consultation when planning the activity. Refer to the Risk Assessment Matrix below for explanation on risk ratings.

Risks should be considered holistically as many potential hazards occur in conjunction with each other.

## WIL Risk Assessment

<b>Workplace:</b>	<b>Unit:</b>	<b>WIL Coordinator:</b>	<b>Date Completed:</b>
-------------------	--------------	-------------------------	------------------------

Item	WIL Risk Category and description	WIL Risk Exposure	Risk Level (High/Medium /Low)	Risk Control Measure(s)	Controls Incorporated	By Whom
1					<input type="checkbox"/>	
2					<input type="checkbox"/>	
3					<input type="checkbox"/>	
4					<input type="checkbox"/>	
5					<input type="checkbox"/>	
6					<input type="checkbox"/>	
7					<input type="checkbox"/>	
8					<input type="checkbox"/>	
9					<input type="checkbox"/>	
10					<input type="checkbox"/>	

Refer to the following pages for guidance on completing the WIL Placement Site Risk Assessment Template including the WIL Risk Assessment Matrix, WIL Risk Priority Table, and hazard examples and control examples.

## Schedule 2 – WIL Placement site Risk Assessment Template Guidance | WIL Risk Assessment Matrix

	Risk Severity (Consequence)			
Likelihood	Critical (may cause severe injury or fatality resulting in more than two weeks lost time)	Major (injury resulting in at least one day lost time)	Minor (medical treatment injury but can return to work)	Negligible (first aid treatment and no lost time)
Very Likely (exposure happens frequently)	High	High	Medium	Medium
Likely (exposure but not frequently)	High	Medium	Medium	Low
Unlikely (exposure could happen but only rarely)	Medium	Medium	Low	Very Low
Very Unlikely (exposure can happen but probably never will)	Medium	Low	Very Low	Very Low

## Schedule 3 – WIL Risk Priority Table

Risk Priority	Definitions of priority	Timeline
High	Stop WIL immediately or do not commence WIL. WIL involving high risk must not commence until risk severity is reduced.	Now
Medium	Risk must be addressed urgently and mitigated, consider short term and/or long-term actions. WIL must not commence until risk severity is reduced. Should WIL be in progress risk must be mitigated to Low before WIL continues.	1 weeks
Low	Risk can be managed or mitigated with through scheduled maintenance or similar. If the issue can be addressed long-term, then take actions to address the issue.	1 – 3 months
Very low	Risk can be managed by routine processes such as periodic review.	Not applicable

## Schedule 4 – WIL Risk Categories and Exposure Examples

Category	Example
External worksite	Partner organisation may have safety management system of variable quality.
Student knowledge of health and safety	Student is unaware of health and safety rights, responsibilities and expectations.
Psychological harm	Students may experience anxiety, depression, post-traumatic stress disorder, sleep disorders associated with their WIL activity.
Hazards at partner site	Student is exposed to possible hazards without completing introductory training and understanding how to identify and manage, and report them.
Heavy lifting	Student is not trained in heavy lifting practices and processes.
Communicable disease	A student may be exposed to an illness in their workplace.
Injury or illness	A student may become physically injured during their WIL activity.
Hazardous work	A student may have elements in their WIL activity that expose them to risk such as working with machinery, hazardous chemicals, from heights, etc.
Driving or commuting	A student is exposure to general road and traffic hazards while commuting to or from their WIL activity.
Isolation or night work	A student's WIL activity has hazards associated with low visibility or remoteness.

## Schedule 5 – WIL Activity Risk Control Measure Examples

Example Control Measures
<p>All potential WIL partners will be subject to due diligence undertaken by the Institute. This includes academic and organisational alignment.</p> <p>Select partner organisations and worksites based on past experience and suitability after discussions and consultation between the WIL Coordinator and partner organisations. Monitoring of suitability is required on an ongoing basis including feedback from previous students undertaking WIL activity at the organisation.</p> <p>A suitable partner organisation will provide a safe and healthy environment to work, communicate well, includes staff input into their safety management system and takes prompt action to address any injuries or incidents.</p> <p>The Institute would typically prefer to organise WIL programs with large employers with an established record of compliance and robust insurance arrangements.</p>
Arrange WIL activities with reputable, self-insured employers or government organisations.
Agreement with Zenith Innovation Institute is established.
Coordinate placement arrangements with the partner organisation