Purpose

Work Integrated Learning placement opportunities are an important component of employee engagement and skills development in a variety of Vocational Education Training (VET), Vocational Certificate of Applied Learning (VCAL) and Higher Education (HE) learning and teaching environments. This Work Integrated Learning Placement (WILP) policy and its associated documents are necessary to comply with the requirements of the Tertiary Education Quality Standards Agency (TEQSA), external accreditation agencies and to clearly define University's (FedUni) overarching approach in the delivery and monitoring of programs that offer WILP.

Scope

This policy relates to domestic and international students in VET, VCAL or Higher Education programs undertaking WILP requirements as part of their study program. WILP requirements include, clinical placement, professional experience and industry placement undertaken as a requirement of a program and/or course of study. The intent of this policy is to provide students with a positive and effective learning experience which will benefit all parties involved and assist students in their preparation for future employment.

This policy does not apply to:

• A Vocational Education and Training in Schools (VETiS) program delivered as part of a third party agreement with a Secondary School which undertake the training and assessment;
• The University training its own staff;
• Apprentices and trainees employed under a training agreement; and
• Commercial/industry training program agreements between the University and commercial enterprise.
• Volunteering
Legislative Context

General Context

- Disability Discrimination Act 1992
- Equal Opportunity Act 2010
- Federation University Australia Act 2010
- Occupational Health and Safety Act 2004 (VIC)
- Occupational Health and Safety Amendment (Employee Protection) Act 2009
- Work Health and Safety Act (2011)
- Working with Children Act 2005

Academic Context

- Education and Training Reform Act 2006
- Education and Training Reform Amendment (Skills) Act 2010
- National Code 2007 Amended Guidelines for Registered Training Organisations and Employers for Registered Training Organisations and Employers in relation to students of technical and further education undertaking Practical Placement (the amended Practical Placements Guidelines (VET & VCAL Programs))
- Victorian Qualifications Authority Act 2000

Specific Context

- Educational Services for Overseas Students (ESOS) Act 2000
- Children, Youth & Family Act 2005
- Child Wellbeing and Safety Act 2005
- Children's Services Act 1996
- Health Practitioner Regulation National Law (Victoria) Act 2009
- Health Professions Registration Act 2005
- Major Sporting Events Act 2009
- Nurses Act 1993

Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Work Integrated Learning Placement (WILP):</td>
<td>An assessable component of a qualification, designed to provide students with the opportunity, and the means, to apply skills and knowledge obtained through the study of their qualification in a supervised and authentic environment.</td>
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<tr>
<td>Structured Work-based Learning (SWL)</td>
<td>On-the-job training during which a student is expected to master a set of skills or competencies, related to a course accredited by the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Quality Authority (ASQA) and undertaken as part of either the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL).</td>
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<td>Work Integrated Learning Placement Agreement (WIL Placement Agreement)</td>
<td>A written agreement between FedUni and an appropriate employer and a student. It includes work observation and other forms of workplace learning. This also includes Clinical Placement, Professional Experience and Industry Placement.</td>
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<tr>
<td>Placement provider (PP)</td>
<td>Workplace providing work integrated learning/practical placement learning environment to FedUni student.</td>
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<td>Placement Provider Supervisor (PPS)</td>
<td>The key contact person employed by the Placement Provider organisation who will act or organise appropriate supervision for the University student during the WIL arrangement.</td>
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<td>Work Integrated Learning/Practical Placement Mentor (WILP Mentor)</td>
<td>An external staff member purposely employed by the University, to act as a facilitator between the FedUni WILP Coordinator, the Placement Provider Supervisor and the student in the WILP arrangement.</td>
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<tr>
<td>WILP Uni-Administrative Officer (FedUni-WIL Administrative Officer)</td>
<td>A Federation University Australia staff member who is responsible for the coordination of students in WILP arrangements within a FedUni approved program or course and specifically in that discipline and/or school. This may be a designated Program coordinator or Placement coordinator.</td>
</tr>
<tr>
<td>WILP Uni-Coordinator (FedUni-WILP Coordinator)</td>
<td>A Federation University Australia academic staff member who is responsible for the academic progress and assessment of students in WILP arrangements particular to a FedUni approved program or course and specifically in that discipline and/or school. This may be a designated WIL coordinator /Program Coordinator or Course coordinator.</td>
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**Policy Statement**

This policy sets out clear requirements for the three stakeholders involved with the WIL arrangements. It ensures that the roles and responsibilities of the student, Placement Provider supervisor, and the FedUni staff are clearly defined and transparently applied to all WIL opportunities. The purpose of this policy is to ensure that University students are given the best possible WIL experience relevant to their chosen program.

**Supporting Documents**

- VET Work Based Training and Practical Placement Requirements Procedure
- Higher Education Work Integrated Learning Placement Requirements Procedure

**Responsibility**

The Academic Board has responsibility of the WILP Policy.

**Promulgation**

The Work Integrated Learning Placement Policy will be communicated throughout the University via:

- An Announcement Notice under "FedNews";
- Communication sent via Moodle (FedUni online; FedUni VET Online);
- Inclusion on the University's online Policy Library; and/or
• Distribution of e-mails to Dean / Associate Director/ University staff; and/or
• Distribution of documentation for example posters, brochures, moodle staff area internet site; and
• Presentation of this information regularly via staff forums.

Implementation

The Work Integrated Learning Placement Policy will be implemented throughout the University via:

1. Information Sessions; and/or
2. Training Sessions; and/or
3. Discipline specific sessions.