

## SCHEDULE A: WORKPLACE BASED LEARNING (WBL)

### Overview

This schedule supports the [Coursework Academic Program Policy](#) and should be read in conjunction with it. The schedule provides guidance on Workplace Based Learning (WBL) at the University. The schedule may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

### Definitions

The definitions in this schedule are as contained in the [Coursework Academic Programs Policy](#) and the University's [Glossary of Terms](#).

### Requirements for Workplace Based Learning (WBL)

#### 1. Workplace Based Learning Considerations

- a) WBL is a form of Work Integrated Learning (WIL) that occurs in a work environment. WBL is a valuable learning experience that provides opportunities for students to integrate theoretical learning to practical application, to further students' attainment of the graduate attributes, and to connect students to industry and expand their professional networks.
- b) WBL within courses and programs must be regularly evaluated and align with professional accreditation standards where relevant.
- c) WBL may be paid or unpaid, and must comply with relevant legislative requirements, including the Fair Work Act.
- d) Placement and internship host organisations will be informed of the objectives, learning outcomes, and logistics, including attendance requirements, of the placement or internship prior commencement of the student.
- e) WBL agreements must be completed before commencement of a placement or internship. Where the terms of agreement differ from this schedule, the agreement shall take precedence. Such agreements will include:
  - i. The activities or objectives of the WBL activity.
  - ii. Responsibilities of all parties.
  - iii. Insurance arrangements.
  - iv. Termination arrangements.
  - v. The management of intellectual property and confidential information.
- f) Where a WBL experience will be undertaken with an international organisation (including where it will be undertaken remotely within Australia, or through a third-party arrangement), a [Foreign Engagement Compliance Review Form](#) (FECR) must be completed before a WBL agreement is signed.
- g) Risks associated with WBL must be managed by all stakeholders including staff, students and host organisations.
- h) University staff with responsibilities for WBL must support students throughout the placement, including monitoring students' experience and progress, and regularly assessing their work.
- i) Placement and internship host organisations will also designate one or more staff members to supervise the student throughout the placement or internship.
- j) Students undertaking a placement or internship will receive preparation which includes, but is not limited to the following topics:

- i. Appropriate workplace behaviour, including appropriate use of social media and other digital platforms.
- ii. Fair Work considerations in the context of the Fair Work Act.
- iii. Safety in the workplace, including Work Health and Safety, and sexual assault and sexual harassment.
- iv. Their responsibilities during the internship or placement.
- v. Support available to them throughout their WBL experience and mechanisms to report concerns.

Such preparation may be provided by the University, or by the placement or internship host organisation where specified in the WBL agreement.

- k) Some WBL activities may be competitively awarded. The application and selection process for such opportunities will be available to students at the time of application.
- l) The University may refuse to allow a student to commence a WBL activity, or may withdraw a student from a WBL activity in circumstances where:
  - i. The University reasonably believes that the student presents a risk to themselves or others in undertaking the WBL activity.
  - ii. The University reasonably believes the student is otherwise unsuitable for an activity.
  - iii. The University reasonably believes that the host organisation is not suitable.
  - iv. Required by safety concerns and/or Government directions.
  - v. Specified within the WBL agreement and/or guidelines.
- m) Where a student's WBL activity is withdrawn due to circumstances outside of the student's control, the University will work with the student to minimise the impact on academic progress.

## 2. Responsibilities

### a) Student responsibilities:

- i. To act in accordance with University Policies, procedures and guidelines, including the [Student Charter](#), the [Student Code of Conduct](#) and with any WBL agreement to which they are a party.
- ii. To inform the University of any circumstances which may prevent them from undertaking WBL activities safely.
- iii. To maintain contact with the University throughout the WBL activity, including ensuring their contact information is up to date in University systems.
- iv. To inform the University as soon as practicable of any concerns, incidents or changes which occur in relation to the WBL activity.
- v. To ensure they are appropriately enrolled into the course or program which contains the WBL activity, and to complete all aspects of the WBL activity and WBL course (where applicable), including preparation, participation and assessment.
- vi. Students are responsible for any costs associated with undertaking the WBL activity, such as course fees, required checks and permits, travel and accommodation costs, unless otherwise specified in a WBL agreement.

### b) University responsibilities:

- i. To establish WBL activities in Programs and Courses in accordance with University Policy and this Schedule.
- ii. To review proposed and current WBL activities to ensure they align with the learning outcomes for the program or course and provide a quality learning experience.
- iii. To provide information and preparation for students and host organisations, as appropriate for the discipline and activities to be undertaken.
- iv. To seek, review, and act upon feedback from WBL stakeholders, including staff, students and host organisations.
- v. To identify one or more staff members who coordinate the WBL activity and support students and host organisations.
- vi. To maintain a record of WBL in approved University systems.
- vii. To manage incidents of misconduct in accordance with Student Misconduct Rules.

### c) Host organisation responsibilities:

- i. To comply with the WBL agreement and all associated guidelines.

- ii. To provide suitably qualified and experienced personnel to supervise the student.
- iii. To ensure that the activities undertaken by the student and the level of supervision of the student is appropriate, having regard to the student's skills and level of experience.
- iv. To provide the student with an orientation (including in relation to occupational health and safety, and relevant policies and procedures) prior to or at the start of the WBL activity.
- v. To maintain a safe system of work and all certificates, licences, insurance and approvals required by law applicable to the host organisation.
- vi. To provide a safe and well-supported environment that is compliant with anti-discrimination laws.
- vii. To make available such resources, facilities and materials as reasonably required to undertake the WBL activity.
- viii. To provide feedback on the student's performance and/or progress as identified in the WBL Agreement or Guidelines.
- ix. To promptly report any issues, problems or changes to the University.

### 3. Resources

Resources are available to support staff in the development, implementation, and ongoing management of WBL activities, including:

- a) The [Graduate Employability Framework](#), including WIL specific support resources.
- b) Templates for agreements, insurance and risk management, provided by Legal & Risk.
- c) University systems including the Sonia placement management system, CareerHub, Abintegro Career Skills, and LinkedIn Learning.
- d) Student preparation resources available through Canvas Commons, and the internship exemplar preparation course.
- e) [UniSafe](#) and Safer Campus Community for reporting of incidents.
- f) [ADEPT](#) *Designing and Delivering Quality WIL Experiences* online module.
- g) The Employability Community of Practice.
- h) The [webpages](#) detailing employability for students.