

Work Integrated Learning

1.0 Purpose

2.0 Scope

3.0 Procedure

3.1 WIL agreements | 3.2 Student experience | 3.3 Governance, quality assurance, feedback, and reporting | 3.4 Agreement management, change, breach, or termination | 3.5 Agreement expiration

4.0 Definitions

5.0 Information

6.0 Related policy documents and supporting documents

1.0 Purpose

This Procedure establishes a standardised process for managing work integrated learning (WIL) activities that form components of Griffith programs and which involve a partner organisation and/or are University supervised. This Procedure aims to ensure that Griffith WIL activities are quality assured, mitigate risks to students, Griffith, and partner organisations, and comply with relevant legislation and the requirements of professional registration and accrediting bodies.

This Procedure should be read in conjunction with the *Work Integrated Learning Policy* and Group-based local protocols.

2.0 Scope

This Procedure applies to all:

- WIL activities that form components of Griffith undergraduate and postgraduate, and higher degree by research (HDR) programs; and
- Students, HDR candidates, staff, partner organisations and supervisors (Griffith and/or partner).

This Procedure does not apply to academic delivery with other parties, global mobility (study abroad and student exchange) WIL provided through formal exchange partners or approved Third Party Providers, articulation agreements, credit transfer arrangements, non-award programs, nor cross- institutional study. Details of such arrangements are governed by their respective policies and procedures.

3.0 Procedure

This Procedure details the stages in the process for managing WIL activities which are covered by the *Work Integrated Learning Policy*.

3.1 WIL Agreements

3.1.1 Sourcing a WIL Activity

Potential WIL opportunities can be identified or sourced by the University or by students. Irrespective of whether a WIL opportunity is sourced by the University or a student, it must align with course and/or program learning outcomes, be determined to be a suitable activity by the relevant academic lead or a WIL decision-maker and must be established by following the procedure outlined in this document.

3.1.2 Formal agreement requirements

A formal WIL agreement must be put in place for all types of WIL activities which involve input from a partner organisation (both unpaid and paid). This applies regardless of where the student is

located while undertaking the activity (at the premises of the partner organisation, on campus or online).

In some cases, a WIL agreement or other approved document is also required for WIL activities which do not involve a partner organisation – for example, where the activity is solely supervised by Griffith staff rather than by a partner organisation. The following factors indicate when a WIL agreement or other approved document should be signed, even in the absence of partner organisation involvement:

- Griffith or a partner organisation requires any rights to use (or own) intellectual property created by the student as part of the WIL activity; and/or
- the student will be accessing any confidential information; and/or
- the student is required to comply with any partner organisation requirements (for example, where the WIL Activity involves visiting a partner organisation premises).

If the WIL activity is not Griffith supervised, does not involve a partner organisation, and none of the above factors apply, then it may be possible for the WIL activity to be conducted without a formal WIL agreement.

3.1.3 Agreement types and templates

The University uses three levels of WIL agreements:

- **Standard single agreement:** a standard agreement covering a single WIL activity or project which is signed by the University, the partner organisation, and the student (or all students in the project group) undertaking the WIL activity. This agreement is suitable where the partner organisation is not a high-volume WIL partner.
- **Standard umbrella agreement:** a standard agreement signed by the University and a single partner organisation that covers multiple WIL activities to be supervised by that partner organisation across a single discipline or multiple disciplines, for a fixed or ongoing period. Students do not sign the standard umbrella agreement when it is established but must sign a student schedule before commencing an individual WIL activity governed by the standard umbrella agreement.
- **Negotiated agreements:** a non-standard single agreement or a negotiated umbrella agreement covering all WIL activities to be supervised by that partner organisation across a single discipline or multiple disciplines, for a fixed or on-going period. These agreements may be initiated as a result of a partner organisation requesting changes to the Griffith standard agreements (single and umbrella) or by requesting that Griffith consider the terms of a partner organisation-provided agreement. If the negotiated agreement covers a single WIL activity, then it must be signed by the University, the partner organisation, and the student (or all students in the project group). If the negotiated agreement covers multiple WIL activities, then students do not sign the negotiated umbrella agreement when it is established but must sign a student schedule before commencing an individual WIL activity governed by it.

For standard single and standard umbrella agreements, a number of different agreement templates are available depending on whether the WIL activity with the partner organisation is for undergraduate and postgraduate students or for HDR candidates, whether the WIL activity is delivered domestically or overseas, whether the WIL activity is clinical/non clinical in nature, and may also vary based on type of WIL activity. There are no standard WIL agreement templates for negotiated agreements (non-standard single and umbrella).

3.1.4 Due diligence and risk assessment

Prior to the signing of a WIL agreement, a credible, rigorous, and evidence-based due diligence and risk assessment process must be undertaken for each partner organisation seeking to host a WIL activity to reduce risks, maintain quality, and ensure selection of a suitable partner organisation

and compliance with work health safety requirements. The due diligence and risk assessment process should be appropriate and proportionate for each prospective partner organisation, include the development of a contingency plan, and a recommendation for the suitability of the partner must be made by the WIL staff and/or academic lead to the relevant signing delegate as part of the assessment process.

Due diligence and risk assessment for single agreements (standard and non-standard) and for single discipline umbrella agreements are completed by WIL staff and by the delegate WIL senior decision-maker for multi-discipline umbrella agreements. For embedded HDR research projects due diligence and risk assessment for single agreements and single discipline umbrella agreements are completed by the academic lead.

3.1.5 Initiating a formal agreement

The process for initiating a WIL agreement varies by agreement type, and whether the partner organisation is a new or an existing partner.

For existing partner organisations, WIL staff must check if any material issues have been identified regarding the partner organisation prior to initiating a new formal agreement. If a prior material issue has been identified with the partner organisation, WIL staff must contact their delegate WIL decision-maker for single agreements (standard and non-standard) and single discipline umbrella agreements or their delegate WIL senior decision-maker for multi-discipline umbrella agreements to determine if they have approval to proceed with initiating a new formal agreement with the partner organisation.

If no material issues have been reported, or if a partner organisation is a new partner (i.e., has not previously entered into a single agreement or umbrella agreement with the University), an agreement may be initiated:

- Single agreements (standard and non-standard) are initiated by completing a WIL activity request form. For standard single agreements, an approved WIL standard template must then be completed via automatic workflows.
- Standard umbrella agreements (both single and multi-discipline) are initiated by completing an umbrella agreement details form. Once an umbrella agreement has been finalised and stored, a student schedule template must be initiated and completed for each individual WIL activity arranged under the umbrella agreement.

WIL staff are responsible for liaising with students and partner organisations to settle details of each WIL activity and to ensure an appropriate WIL agreement or student schedule is fully signed before the WIL activity commences.

3.1.6 Agreement template variations

Variations to a standard Griffith agreement may be requested by the partner organisation via a variation request form. A limited number of variations will be pre-approved and variations outside of those will not be considered. The suitability of the pre-approved variations must be recommended to the relevant signing delegate by the following “variation endorsers”:

- for standard single agreements and standard single discipline umbrella agreements (except for HDR) - the WIL decision-maker;
- for HDR standard single agreements and standard single discipline umbrella agreements – the academic lead; and
- for standard multi-discipline agreements - the WIL senior decision-maker.

Major variations that are beyond the scope of the pre-approved variations require the use of a negotiated agreement. Before a negotiated agreement can be established, the variation endorser identified above must assess whether the proposed partner organisation is suitable for a negotiated

agreement. If the variation endorser determines that a negotiated agreement is suitable, they will submit a request and relevant documents to Legal Services for review. Final approval of the terms of negotiated agreements is provided by the delegated signatory based on the recommendation of the variation endorser and the advice of Legal Services.

3.1.7 Record management

All WIL agreements, student schedules, variations and associated documents are stored in the relevant system in accordance with the *Information Security Policy*.

3.1.8 Signing delegations

Signing delegations are recorded in the Schedule C of the University's *Delegations Register*. Signing processes may be supported by automatic workflows in the relevant system.

3.1.9 Publication and registration

Where WIL forms part of a course or program, it must be included in the course profile and program guide in accordance with the University's *Program and Course Policy and Program and Course Procedure*. When WIL is a core requirement for a program, this detail also must be included in the program's registration with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

3.1.10 Onboarding of partner organisation and monitoring compliance

All partner organisations must be informed of their responsibilities and obligations prior to the commencement of a WIL activity and must adhere to the terms of reference during the WIL activity.

Single agreements and single discipline umbrella agreements: the academic lead and/or WIL staff are responsible for the onboarding and compliance of partner organisations for single agreements (standard and non-standard) and single discipline agreements (standard and negotiated). They must:

- ensure the partner organisation is made aware of and complies with any course, program, professional accreditation requirements, and learning outcomes which are to be met during the WIL activity;
- ensure the partner organisation understands their responsibilities under the WIL agreement, including inducting students in required health and safety policies and procedures, supervising, and monitoring student progress and providing appropriate feedback to the student and Griffith on the student's performance;
- monitor partner organisation compliance with the terms of the WIL agreement; and
- ensure that the partner organisation knows who their Griffith contact (academic lead or WIL staff member) will be during the WIL activity. In the event of a critical incident, this designated contact (academic lead or WIL staff member) will provide the partner organisation with information and support to help manage the incident, and will be responsible for monitoring partner organisation adherence to the critical incident protocols in their WIL agreement.

Multi-discipline umbrella agreements: The WIL decision-maker is responsible for the onboarding of a partner organisation at a strategic level. The academic lead and/or WIL staff are then responsible for the local onboarding and compliance for their WIL designated course in accordance with the protocols outlined above for onboarding of partner organisations for single agreements (standard and nonstandard) and single-discipline umbrella agreements.

3.1.11 Student allocation

WIL staff and/or the academic lead allocate students to a partner organisation, taking into account the student's preference and any required reasonable adjustments (where applicable). For self-sourced student WIL, student allocation processes detailed in this section do not apply.

3.2 Student Experience

3.2.1 Student onboarding and orientation

Prior to the commencement of a WIL activity, the University will provide students with information and an onboarding orientation relevant to their WIL activity. The onboarding and orientation process ensures that the student is informed of:

- their WIL activity requirements (pre and during) and their rights and responsibilities under the WIL agreement or student schedule;
- the University's risk assessment for their WIL activity, including health and safety requirements, workplace behaviour expectations, attendance requirements, obligations relating to confidentiality, and any relevant policies and procedures;
- what support is available to them throughout their WIL activity and who to contact if they require reasonable adjustments or if they have any concerns or need to report an incident related to their WIL activity;
- how their WIL activity aligns to course and/or program learning outcomes, including assessment requirements; and
- any associated costs for which they will be responsible.

Onboarding and orientation information for a WIL activity must be provided to the student sufficiently in advance to enable them to make any necessary arrangements prior to the commencement of their WIL activity.

3.2.2 Supervision and support for students during WIL activities

Robust supervision and continuous support mechanisms are vital to ensuring a positive experience for students during their WIL activities. The academic lead and/or WIL staff are the primary contact for students during their WIL activity for information regarding suitability, preparedness, accessibility, allocation, and any concerns they may have.

The academic lead and WIL staff are responsible for:

- acting as the Griffith contact for partner organisations and students during the WIL activity;
- confirming that students are appropriately supervised by the partner organisation;
- ensuring that the partner organisation is meeting its responsibilities in accordance with their signed WIL agreement;
- regularly consulting with the supervisor in the partner organisation to monitor student progress and managing any concerns related to student performance;
- managing quality assurance of assessment and results, including partner organisation feedback to students;
- assuring student wellbeing, health, and safety compliance;
- ensuring all reported incidents are appropriately resolved or escalated in line with Griffith policies and procedures;
- notifying the students in writing in a timely manner if they have been identified as at risk of unsatisfactory progress in accordance with the *Academic Progress Procedure* for undergraduate and postgraduate students and the *Higher Degree by Research Academic Progress Procedure* for HDR candidates in the research component of their program.

3.2.3 Reasonable Adjustments

If a student requires any reasonable adjustments to participate in a WIL activity, they must notify

the University of this requirement in a timely manner prior to the commencement of their WIL activity. WIL staff and/or a disability advisor will endeavour to arrange reasonable adjustments with the proposed partner organisation in accordance with the *Students with Disability Disclosure Procedure*. If a reasonable adjustment is not possible or the partner organisation is unable to provide the reasonable adjustment, where the WIL activity forms part of the course and/or program requirements, the University will attempt to arrange an alternative WIL activity to enable the student to meet the learning outcomes of the course and, if applicable, professional accreditation requirements. If the University is not advised in a timely manner, then it may be unable to provide a student with reasonable adjustments.

If a student encounters any difficulties that impact the continuation of their WIL activity, they must immediately notify their academic lead and/or a disability advisor.

3.2.4 Pre-WIL Activity requirements and continued compliance

Prior to the commencement of their WIL activity, a student must

- satisfy any inherent and work health and safety requirements of the WIL activity;
- complete all University-notified pre-WIL activity requirements associated with their WIL activity, such as undergoing a Police Check, obtaining a Blue Card, obtaining relevant vaccinations or other relevant local, University-wide, accreditation and/or legislative requirements, and;
- comply with all pre-WIL activity requirements specific to the particular partner organisation.

Pre-WIL activity requirements will vary by partner organisations, by student group, by discipline, and by whether a WIL activity is clinical or non-clinical in nature. Where standard requirements apply to all WIL activities in a particular course, information regarding these requirements is made available to all students as part of the program and course profiles.

Griffith students completing WIL activities at a partner organisation remain subject to Griffith policies, including those regarding academic integrity and conduct, and are therefore expected to act accordingly when undertaking a WIL activity. Students must comply with the policies and procedures of the partner organisation while completing WIL activities.

WIL staff are responsible for ensuring that all pre-WIL activity requirements have been satisfied in the required timeframe, and for addressing any complaint from the partner organisation that the student has not complied with its policies and procedures during the WIL activity. In the situation where a student is prevented from undertaking or completing a WIL activity due to a factor of a non-academic nature, the *Inability to Complete Required Components of Professional Qualification Policy* will apply where applicable.

3.2.5 Paid WIL activities

WIL activities can be paid or unpaid but must comply with relevant legislation and the requirements of professional registration and accrediting bodies. A partner organisation may elect to provide payment to the student at their discretion and under no obligation. This may include payments like gratuities, scholarships or a daily allowance for food or travel. Such payments are not necessarily remuneration for the work that the student undertakes, and the making of such payments (on a voluntary basis) does not necessarily give rise to an employment relationship between partner organisation and student. However, if the arrangement between the student and partner organisation constitutes an employment relationship, then the student must be paid their minimum employment and associated entitlements under the *Fair Work Act 2009*.

In some instances, students also may undertake WIL activities within the confines of an existing employment arrangement provided they are able to satisfy their course outcomes. However, this is sometimes prohibited by professional accreditation bodies.

In all cases, if a student undertakes WIL as part of an employment relationship, the partner organisation must comply with the applicable employment laws. For paid WIL activities taking place

in Australia, the partner organisation must comply with the *Fair Work Act 2009*. If the paid WIL activity takes place outside of Australia, the partner organisation must comply with the applicable laws in the WIL activity country and in the country of the partner organisation.

A signed WIL agreement is required for all paid WIL activities which involve the input of a partner organisation and/or University as supervisor.

If the arrangement between the student and partner organisation constitutes an employment relationship, the student will not be covered by Griffith's insurance policies while undertaking the WIL activity.

3.3 Governance, Quality Assurance, Feedback, and Reporting

3.3.1 Governance and quality assurance

All WIL at Griffith is delivered in accordance with the University's *Program and Course Policy* and other relevant University policies and procedures, including local School related requirements, and complies with the Higher Education Standards Framework, the Fair Work Act, the Australian Code for the Responsible Conduct of Research, the requirements of professional registration and accrediting bodies, and other applicable legislation.

The WIL senior decision-maker is responsible for the WIL policy, including reviews and the provision of recommendations for improvement. The Learning and Teaching Committee is responsible for the quality assurance of WIL and monitoring the delivery of quality WIL in courses and programs, ensuring regulatory compliance, and reporting to external agencies, such as accrediting bodies, government departments, and quality agencies.

3.3.2 Curriculum review

The quality assurance and continual improvement of WIL activities occurs in accordance with the University's *Program and Course Review Procedure*.

WIL related issues that have been identified in program and course reviews that cannot be resolved by the Academic Group, or that require a University-wide response, will be escalated to the delegated WIL senior decision-maker for corrective action, monitoring, and quality assurance.

3.3.3 Feedback and evaluation

All students who undertake a WIL activity will be given an opportunity to provide feedback on their WIL activity in accordance with the *Student Experience of Courses (SEC) and Teaching (SET) Policy and Procedure* or the *HDR Candidate Experience Survey Local Protocol*.

Partner organisations are given the opportunity to provide feedback on their partnership with the University through a formal survey instrument.

3.3.4 Reporting

Accurate and current records of all WIL activities and WIL designated courses must be maintained by WIL staff and/or the academic leads in accordance with the *Program and Course Review Procedure*.

The WIL decision-maker will be responsible for reporting on WIL in accordance with the University's *Program and Course Procedure*. The WIL senior decision-maker will be responsible for reporting on the aggregate Academic Group WIL data to the Learning and Teaching Committee.

3.4 Agreement Management, Change, Breach, or Termination

3.4.1 Agreement management

The WIL decision-maker is responsible for contract management for single (standard and non-standard) and single discipline WIL agreements, including having the authority to determine what corrective actions are required for issues that arise with a partner organisation.

The WIL senior decision-maker is responsible for contract management for multi-discipline agreements, including having the authority to determine what corrective actions are required for issues that occur with a partner organisation.

3.4.2 Changes to circumstances

If a change to the circumstances of the partner organisation or student are so significant as to affect the likely successful completion of a WIL activity, the University will, whenever possible and where the WIL activity forms part of the course and/or program requirements, arrange an alternative WIL activity for the student that satisfies the relevant course and/or program outcomes and accreditation requirements in accordance with the contingency plan for the WIL activity. Examples of qualifying circumstances include the partner organisation altering or cancelling their involvement, the WIL activity becoming unsuitable for the student, or the personal circumstances of the student changing.

If the changes are the result of student misconduct or performance issues, an alternative WIL activity will not be arranged, and the breach of agreement procedures outlined in 3.4.2 apply.

3.4.3 Breach of agreement due to student misconduct or performance

Concerns raised by the partner organisation or the academic lead with regard to student behaviour during the WIL activity that is inconsistent with the University's conduct expectations set out in the *Student Conduct, Safety and Wellbeing Policy* must be reported to the relevant WIL decision-maker by WIL staff. All corrective actions, including those related to a fitness to study concern about a student, will be managed in accordance with the University's relevant policies and procedures including the student's right to appeal.

The University reserves the right to remove a student from the WIL activity while an investigation into the concern is conducted in accordance with the relevant policy and procedure.

A partner organisation may request that the University terminate the WIL activity due to a finding of student misconduct or breach of the agreement at any time by advising the University in writing.

3.4.4 Breach of agreement due to partner organisation conduct or performance

If a partner organisation does not meet its obligations under the WIL agreement, the University may terminate the WIL activity by advising the partner organisation in writing.

Where a WIL activity is terminated for reasons not related to the student, the University will advise the student in writing and, where the WIL activity forms part of the course and/or program requirements, endeavour to provide the student with an alternative WIL activity that satisfies these requirements.

3.4.5 Recording material issues

Material issues arising out of a WIL activity should be recorded by the University to ensure they are discoverable by search before a new WIL agreement is initiated (see 3.1.5). Material issues may include serious concerns raised by the student or partner organisation during the WIL activity, details of any unsuccessful attempt to arrange reasonable adjustments, breach of agreement by any party (regardless of whether it results in termination or not) and negative feedback provided after completion. The relevant WIL decision-maker is responsible for deciding which issues are material, but may ask WIL staff to ensure they are entered into the appropriate recording system.

3.4.6 Termination of agreement

A WIL agreement may be terminated on such grounds as:

- a student withdrawing from the course and/or program;
- the safety and wellbeing of the student, staff, partner or the public is at risk;
- the student has breached the agreement;

- the student is unable to provide documentation that is required prior to the commencement of the WIL activity, such as police or working with children checks (only applicable for single standard agreements) and student schedules;
- the partner organisation has breached the agreement; or
- the agreement is deemed untenable or is failing to provide adequately for the requirements of the course and/or program.

Where the University or partner organisation requests the early termination of an agreement, consultation should occur between the partner organisation, the academic lead and the partner organisation supervisor before a final decision is made.

The WIL decision-maker may approve the termination of a single agreement and a single discipline umbrella agreement. The Provost may approve the termination of a multi-discipline umbrella agreement on the recommendation of the WIL senior decision-maker.

3.5 Agreement Expiration

3.5.1 Renewal

Single WIL agreements (standard and non-standard) are utilised for a single WIL activity by a single student (or group of students working on a single project) and are not renewable. For umbrella agreements, the decision to renew an agreement at the end of the agreement period is made by the WIL decision-maker for single discipline umbrella agreements and by the WIL senior decision-maker for multi-discipline umbrella agreements subject to the outcomes of a revised due diligence and risk assessment. Umbrella agreements are renewed by executing a fresh agreement.

3.5.2 Offboarding

If a decision is made to terminate an agreement or partnership, the relevant Griffith delegate must follow the partner organisation offboarding process.

The persons responsible for offboarding are the academic lead for single agreements, the WIL decision-maker for single umbrella agreements, and the WIL senior decision-maker for multi-discipline umbrella agreements.

4.0 Definitions

Academic lead refers to academic staff members with delegated responsibility for the design, delivery and quality assurance of WIL courses and WIL activities in a discipline, School and/or Academic Group. Examples of roles include HDR supervisors, WIL course coordinators, clinical facilitators, etc.

Accrediting bodies is where graduate employment depends on accreditation by a professional association to ensure quality professional education and a professional standard.

Agreement variations refers to any amendment to a standard/template WIL agreement.

Contingency plan refers to a support for students to complete their WIL learning outcomes in the event that the agreement should cease.

CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) refers to a searchable database, run by the Australian Government, which lists all Australian education providers (and their programs) for people studying in Australia on student visas.

Due diligence refers to a credible, rigorous, and evidence-based process that considers a range of factors relating to the potential partner in relation to third party provision.

Embedded HDR research projects involve HDR candidates embedded with partner organisations and undertaking research and development activities which contribute towards the progression of their research outputs and outcomes.

Fitness to study concern means a situation where the student has demonstrated through their behaviours that:

- their capacity to study and/or to function in University life is significantly impaired and cannot be assisted through reasonable adjustments or support services.
- their continued enrolment may pose a risk to their own or others' wellbeing and/or safety.
- their continued enrolment may disrupt the ability of others to work or study.

Higher Degree by Research (HDR) refers to a Research Masters or Research Doctorate where:

- Research Masters means a Level 9 qualification as described in the AQF and where a minimum of two-thirds of the program of learning is for research, research training and independent study.
- Research Doctorate means a Level 10 qualification as described in the AQF and where a minimum of two years of the program of learning, and typically two-thirds of the qualification, is research.

Intellectual property (or IP) refers to creations of the mind, such as inventions; literary and artistic works; designs; and symbols, names and images used in commerce – it includes copyright, patents, trademarks, and registered designs.

Inherent requirement refers to essential and fundamental tasks that define a WIL activity and that must be carried out to complete the WIL activity.

Material issue refers to any serious or significant concern raised about a previous WIL activity.

Negotiated agreement refers to a non-standard single agreement and umbrella agreements with a single partner organisation, covering either a single WIL activity or all WIL activities to be supervised by that partner across single or multi-disciplines, for a fixed or ongoing period. These agreements may be initiated through an existing Griffith agreement or a partner organisation-provided agreement.

Other approved documents may be approved for the use of the WIL senior decision-maker to document WIL activities which do not involve a partner organisation, e.g. a bespoke student deed poll.

Paid WIL refers to a WIL activity that is work performed as part of an employment relationship.

Partner organisation refers to any for profit or not-for-profit industry, community and/or research organisation, centre, institution, employer, sole trader, agency, enterprise, workplace or body that provides a WIL activity to Griffith students.

Placement refers to a professional workplace position (also known as internships, clinical placements, fieldwork, practicums) that can be local, interstate or international.

Reasonable adjustments is a measure or action (or group of measures or actions) taken by the University that has the effect of assisting a student with a disability. An adjustment is reasonable in relation to a student with a disability if it balances the interests of all parties affected.

School refers to an academic organisation that sits within one of the four Academic Groups (the highest and largest element in the academic structure of the University). Schools may also be called Departments.

Standard single agreement refers to a standard agreement covering a single WIL activity or project which is signed by the University, the partner organisation and the student (or all students in the project group) undertaking the WIL activity. This agreement is suitable where the partner organisation is not a high volume partner.

Student schedule refers to an agreement or deed (including HDR candidate agreements that support embedded HDR research project WIL) to be executed by a student before commencement of a WIL activity which outlines the student's responsibilities, and the procedures and policies to be followed by the student, while undertaking the WIL activity.

University means Griffith University, established by the Griffith University Act 1998.

Umbrella agreement refers to a standard or negotiated agreement signed by the University and a single partner organisation that covers multiple WIL activities to be supervised by that partner organisation across single or multiple disciplines, for a fixed or ongoing period. Students do not sign umbrella agreements but must sign a student schedule before commencing an individual WIL activity governed by the umbrella agreement.

WIL is an umbrella terms for a range of approaches and strategies that integrate theory with the practice of work within a purposefully designed curriculum and/or program. Examples of these approaches include placements, internships, partnered projects, student consulting, simulations, and embedded HDR research projects.

WIL activity a form of work integrated learning whereby a student engages in authentic and purposeful learning experience within a work context. Where the WIL activity is a course and/or program requirement, it is assessed as the principal component of a WIL designated course and/or program.

WIL agreement refers to a legal document between Griffith University and a partner organisation (sometimes also including the participating student as a party) documenting expectations of the WIL activity and other terms and conditions.

WIL decision-maker is a person authorised to make a decision for their discipline and/or School(s) within an Academic Group, such a Dean, Learning and Teaching and Dean, Research.

WIL designated course refers to an undergraduate or postgraduate course that requires students to undertake learning in a work learning context, integrates engagement with partner organisations and that requires students to complete an authentic assessment task that must make up at least 50% of the course assessment weighting.

WIL senior decision-maker is a person authorised to make a decision by the Deputy Vice Chancellor (Education) or by the Deputy Vice Chancellor (Research) for HDR matter. Example roles include the Dean, Career Readiness and the Dean, Griffith Graduate Research School.

WIL staff refers to administrative staff (and in some instances academic staff) who are responsible for facilitating and assisting partner organisations and students completing a WIL activity. Examples of these roles include Academic or School placement officers, clinical staff, and WIL coordinators or Griffith Graduate Research School staff.

Work learning context refers to a workplace-like environment or situation in which learning takes place which enables students to practically apply their learning within a work context. Work learning contexts can be on or off campus, face-to-face or online, simulated, work-based, or field-based.

5.0 Information

Title	Work-Integrated Learning Procedure
Document number	2024/0000006
Purpose	This Procedure establishes a standardised process for managing work integrated learning (WIL) activities that form components of Griffith programs and which involve a partner organisation and/or are University supervised. This Procedure aims to ensure that Griffith WIL activities are quality assured, mitigate risks to students, Griffith, and partner organisations, and comply with relevant legislation and the requirements of professional registration and accrediting bodies.

Audience	Staff
Category	Academic
Subcategory	Learning & Teaching
UN Sustainable Development Goals (SDGs)	This document aligns with Sustainable Development Goal/s: 4: Quality Education 17: Partnerships for the Goals
Approval date	16 May 2024
Effective date	Trimester 2, 2024
Review date	2029
Policy advisor	Dean (Career Readiness)
Approving authority	Provost

6.0 Related Policy Documents and Supporting Documents

Legislation	<p>Corrective Services Act 2006 (Qld)</p> <p>Disability Services Act 2006 (Qld)</p> <p>Fair Work Act 2009</p> <p>Higher Education Standards Framework (Threshold Standards) 2021</p> <p>Work Health and Safety Act 2011</p> <p>Working with Children (Risk Management and Screening) Act 2000</p>
Policy	<p>Academic Delivery with Other Parties Policy</p> <p>Inability to Complete Required Components of Professional Qualification Policy</p> <p>Information for Griffith University Students undertaking Professional Practice and Other Activities which may come within the ambit of the <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i></p> <p>Procurement and Supply Policy</p>

	<p>Program and Course Policy</p> <p>Risk and Resilience Management Policy</p> <p>Student Academic Integrity Policy</p> <p>Student Charter</p> <p>Student Critical Incident Management Policy</p> <p>Student Conduct, Safety and Wellbeing Policy</p> <p>Student Review and Appeals Policy</p> <p>Students with Disabilities Policy</p> <p>Work Integrated Learning Policy</p>
Procedure	<p>Academic Delivery with Other Parties – Domestic Coursework Procedure</p> <p>Program and Course Review Procedure</p> <p>Student Experience of Courses (SEC) and Teaching (SET) Procedure</p> <p>Student Breaches of Academic Integrity Procedure</p> <p>Student General Conduct Procedure</p> <p>Students with Disabilities Disclosure Procedure</p>
Local Protocol	<p>Delegations Register</p>
Forms, Templates and Guidelines (in development)	<p>Partner Organisation offboarding process</p> <p>Renewal Checklist</p> <p>WIL Agreement Template and Guidelines</p> <p>WIL Due Diligence and Risk Assessment Checklist</p> <p>WIL Guidelines (staff and academic supervisors / partner supervisors)</p> <p>WIL Student Onboarding Guidelines</p>