



IONA COLLEGE
TRINITY

TEQSA Provider ID PRV14376 • CRICOS Provider Code 04294D

Work Integrated Learning (WIL) Policy and Procedure

Approved by the Academic Board on 15 December 2022

Endorsed by the Board of Directors on 16 December 2022

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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 Iona Trinity College of Higher Education (the College).

Scope

2. This policy applies to:
 - a) Domestic and international students
 - b) All WIL activities undertaken by students, including internships, capstone projects, placements, professional and work experience.
 - c) The policy applies to WIL activities undertaken with the approval of the College, on or off campus, including virtual and simulated activities, and to all students and staff associated with such activities.
 - d) Activities undertaken by students that are not part of academic requirements for a program or course are outside the scope of this document.

Policy

Principles

3. **Embedded** | the College 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 the College's students and graduates.
4. **Compliant** | WIL activities undertaken by the College's students comply with the requirements of all relevant College policies as well as all relevant legislative and regulatory requirements.
5. **Consistency** | No student may undertake any WIL activity that has not been formally arranged by the College and assessed for risk, consistent outcomes, academic quality, and student support. The College 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 Attachment 1 for a WIL Placement Site Risk Assessment Template.
6. **Aligned** | WIL activities must contribute to the student's unit and course learning outcomes.
7. **Information** | Students must be provided clear information about any specific requirements and processes in place to demonstrate compliance with College policies, procedures and timelines. Students will act in accordance with the *Student Code of Conduct* and the *Academic Integrity Policy* when undertaking WIL activities.

Procedure

Before a WIL activity is offered

8. The Principal will ensure that facilities are:

- a) adequate and fit for purpose, including instances where WIL is to be delivered at the specified campus location/s; and
 - b) upon approval and confirmation from the Principal with respect to 8(a), senior academic staff will promote the on-site College Counselling Clinic, located only at the Rhodes campus, with a view to publicising the service to the community, to advise of the free or low cost supervised counselling services available.
9. The Principal will ensure that all staff who are responsible for co-ordinating or supervising WIL are appropriately qualified and/or undertake relevant training.
10. The WIL Co-ordinator's role will include acting as the Counselling Clinic's designated on-site clinical student supervisor.
11. The WIL Co-ordinator will notify the Principal of potential financial implications for the WIL activity and confirm that the College's Counselling Clinic has processes in place to ensure adequate care is given regarding students' health and safety throughout the WIL activity; students receive adequate workplace health and safety training; and provisions are made regarding specific workplace requirements, including reasonable adjustments for students with disabilities.
12. The WIL Placement Site Risk Assessment (Appendix 1) will be completed and assessed.
13. Where a student is engaged in an unpaid WIL activity, the student will be covered by the College's Public Liability Policy. This policy indemnifies the student against third-party claims arising from any negligence, error or omission in relation to their WIL participation.

Academic Preparation

14. The Unit Co-ordinator will determine the suitability of a potential WIL activity to ensure it aligns with unit and course learning outcomes.
15. The WIL Co-ordinator will ensure that:
- a) Assessment will be conducted in accordance with the College's *Assessment Policy and Procedure*; and
 - b) Summative assessment is conducted by academic staff.
16. The WIL Co-ordinator will communicate with students:
- a) How the activity contributes to and is aligned to 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.
17. The WIL Co-ordinator will provide oversight to the allocation of students to WIL activities.
18. The WIL Co-ordinator will confirm students' readiness for participation in WIL activities and may refuse a student from commencing if:
- a) The student has not met or refuses to undertake compliance requirements within the set time-frame;
 - b) A professional body or court of law has notified the student or the College of a direction that prevents the student from undertaking a WIL activity;
 - c) 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 College.

Administrative Preparation

19. A signed agreement between the student and the College's Counselling Clinic indicating willingness to undertake the WIL activity will be prepared.
20. Students will be provided a copy of the *WIL Counselling Practicum Guidelines*.
21. The College will notify students of compliance requirements, such as Working with Children Check, National Criminal History Check, immunisations, etc. in a timely manner and confirm each student has met compliance requirements.
22. If a student is not able to pass a required compliance check, the student and relevant academic staff will be advised and the student will not be permitted to undertake the WIL activity.

During a WIL activity

23. Should an unforeseen risk arise during the WIL activity (such as physical injury or sexual misconduct) students should contact the WIL Co-ordinator as soon as possible.
24. The WIL Co-ordinator will appropriately supervise and monitor the student's performance and provide timely feedback to students. The WIL Co-ordinator will monitor safety and wellbeing and document and assist in the resolution of difficulties faced by students.
25. The WIL Co-ordinator 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;
 - c) The student breaches the legal, ethical or professional codes of the College's Counselling Clinic, professional body or of the industry concerned;
 - d) The student demonstrates negligence in the performance of an assigned duty;
 - e) Withdrawal is required by a professional body in accordance with relevant legislation.
26. Students will be notified when at risk of unsatisfactory progress, 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.
27. The College will record any student or reported issues about a WIL activity in the College's information management system.

After a WIL activity

28. The Course Co-ordinator 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 the College's assessment policies and procedures.

29. Completion of WIL activity will be recorded in the College's information management system.

Student Support

30. If a student is experiencing any difficulties during their practicum they are requested to speak to the Practicum Supervisor or the College Principal. The College can assist with learning support or additional assistance.
31. If the Practicum Supervisor finds at the mid-point review that a student is not making satisfactory progress the Practicum Supervisor will work with the student to identify any specific areas of weakness and develop a plan to address any gaps.

Self Care

32. At times, the work that students experience with clients and/or during supervision or reflect upon, may be distressing or trigger existing personal issues. Usually these issues can be addressed in supervision. However, where the student finds these issues are creating particular difficulties they may either seek counselling privately or speak to the Practicum Supervisor who can arrange for no cost or low cost counselling services.
33. Where the student's personal difficulties are impacting their practicum the WIL Co-ordinator will arrange for appropriate support, which may include additional supervision.

Grievances and Appeals

34. Students are encouraged to contact the Course Co-ordinator if they have any issues with their WIL activity.
35. 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*.

Accountabilities

36. The Principal is responsible for:
- a) The College's adherence to this policy.
 - b) Ensuring all practicum supervisors have at least 5 years of clinical experience or must have been clinical members of a relevant professional association for at least 2 years.
37. The Unit Co-ordinator is responsible for:
- a) Ensuring that WIL programs and assessment are aligned with the College's graduate attributes as well as students' course and unit learning outcomes.
 - b) Monitoring the risks associated with the College's Counselling Clinic for students and clients.
 - c) Verifying prior to commencement of practicum that all students have provided current Working with Children Check and National Police Check.
 - d) Ensuring insurance cover for students participating in the Counselling Practicum is in place.

e) Records Management

- ensuring all administrative management activities documents are filed appropriately
- ensuring at the end of semester the destruction of all student case records which may include, intake notes, assessments, case notes, goal statements, release of information forms, video and/or audio tapes, transcriptions, evaluations and critiques, and/or all other records, except for release of information forms.
- Ensuring students receive a copy of the Counselling Practicum Guidelines and are aware of their rights and responsibilities whilst on placement.

38. The WIL Co-ordinator/ Clinical Practicum Supervisor is responsible for, in addition to the responsibilities described above, the following operational matters:

- a. Ensuring effective management of assigned WIL activities.
- b. Providing a first point of contact for students with questions or concerns about WIL activities.
- c. Be onsite with students for practicum
- d. Conduct weekly group and individual supervision sessions
- e. Keep track of student's intakes and client sessions
- f. Review all notes and case analysis notes and give feedback to students
- g. Communicate issues that arise with students as they affect the students and or clients.
- h. Review students performance at mid-term and at the end of semester and provide feedback to students.
- i. Discuss any concerns with the Unit Co-ordinator.
- j. Sign student's Log Book each week

Definitions

39. For the purposes of this Policy:

Term	Definition
Letter of Agreement	A document signed between the student and the College's Counselling Clinic indicating willingness to undertake the WIL activity. The document sets out the nature and terms of the College's and student's responsibilities.
College Counselling Clinic	An on-campus supervised counselling venue, where students provide counselling services to members of the public.
Work Integrated Learning (WIL)	Work-integrated learning (WIL) encompasses purposeful, organised, supervised and assessed educational activities as part of a unit / course which integrates theoretical learning with its application to the workplace. It is an arrangement where students undertake learning in a work context as part of their coursework.

Version history

Version #	Changes	Approval Body	Approval Date
1.0	Original Version (endorsed by the Board of Directors on 16 December 2022).	Academic Board	15/12/22
1.1	Amended clause 8 to ensure facilities on campus are adequate and fit for purpose.	Academic Board	04/09/24

Warning - Document uncontrolled when printed! The current version of this document is maintained on the Iona Trinity College of Higher Education's website at itc.edu.au

Appendix 1 WIL Placement Site Risk Assessment Template

This form is to be used by the staff member or academic supervisor 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.

Workplace:	Unit:	Supervisor:	Date Completed:
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Item	Hazard description	Hazard 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.

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

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 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

WIL Hazard Categories and Exposure Examples

Category	Example
Student knowledge of health and safety	Student is unaware of health and safety rights, responsibilities and expectations.
Hazards at clinic site	Student is exposed to possible hazards without completing introductory training and understanding how to identify and manage, and report them.
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 be 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.

WIL Activity Risk Control Measure Examples

Example Control Measures
Monitoring of campus clinic's suitability is required on an ongoing basis.
The Counselling Clinic will provide a safe and healthy environment in which to work, communicate well, include staff input into its safety management system and take prompt action to address any injuries or incidents.