Work Integrated Learning Procedure

Version	Approved by	Approval date	Effective date
1.1	Director of Governance and University Secretary	19 March 2025	19 March 2025

Procedure Statement

Purpose	This procedure sets out the requirements and processes for managing work integrated learning (WIL) offered as part of coursework programs and courses to ensure that all WIL: • Is of high quality and mitigates risks to students, UNSW and partner organisations, and • Complies with relevant legislation and the requirements of professional registration and accrediting bodies.
Scope	The procedure applies to coursework programs, including Bachelor (Pass or Embedded Honours), Masters (Coursework), and Masters (Extended), and specialisations and courses within these programs.
Out of scope	The procedure does not apply to: • Diplomas, Advanced Diplomas, Associate Degree programs, Bachelor Separate Year Honours programs, Graduate Certificates and Graduate Diplomas • Programs taught in conjunction with the Australian Defence Force Academy Trainee Officer Program or Masters programs that require work experience as part of the program entry requirements • Coursework elements of higher degree research programs • Career development learning activities, co-curricular activities and independent research projects in a coursework program or course. Where the Program Authority decides to offer WIL (as defined by this procedure) in these programs, WIL must be approved, designed, delivered and supported in accordance with this procedure.
Are Local Documents on this subject permitted?	☒ Yes, subject to areas specifically restricted within this procedure. ☐ No

Procedure Processes and Actions

1.   Work integrated learning at UNSW

All in scope coursework programs will provide an opportunity for students to undertake work integrated learning (WIL).

At UNSW WIL is defined as the integration of theory with the practice of work within a purposefully designed curriculum. It is offered within an academic framework that is designed on the principle that a work environment is provided in partnership with an organisation (partner organisation) for the practical application of learning.

WIL enables students to engage in *authentic*, *purposeful*, *partnered*, *supervised*[1] and *assessed* work learning experiences that integrate academic learning with its application in the workplace as part of their program of study. WIL provides the means to 'do in context' rather than developing practical skills alone; it enables students to develop work readiness skills to industry standards and enhances employability. This realises the UNSW 2025 Strategy to enable students to '... obtain a holistic education, securing the real-world practical skills needed for a rapidly evolving workplace'.

At UNSW, WIL can be:

- Embedded in a course where the work learning is the central component and all other activity in the course supports the student's WIL experience, and has an assigned unit of credit (UOC) value
- Embedded across a program, where a range of WIL activities are split across more than one course
- A program requirement for those professions that require a minimum level of work experience to receive accreditation.

WIL must be:

- Designed to integrate theory with practice and involve *authentic* engagement with partner organisations
- *Purposefully* aligned to program and course learning outcomes
- Undertaken with a *partner* organisation such that the partner is involved in the delivery of the WIL activity
- *Supervised* in a work learning context that involves active engagement of the partner organisation,
- Assessed against program and course learning outcomes.

Each program will have an identified staff member who is the contact person for WIL (WIL staff).

Students will not be required to undertake WIL unless it is a core course in a program or a professional accreditation requirement of the academic program.

Where program rules allow, students can apply for recognition of prior learning of WIL in accordance with the *Recognition of Prior Learning (Coursework Programs) Procedure*.

1.1. WIL contexts and activities

WIL may take place in a variety of contexts including:

- On or off campus, face-to-face, or online
- Office-based, clinical, or field-work
- Paid or unpaid (see **section 1.2** for requirements under the *Fair Work Act* 2009).

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[1] Edwards, E., Perkins, K., Pearce, J. Hong, J. (2015). *Work Integrated Learning in STEM in Australian Universities.* Australian Council for Educational Research. Retrieved from https://www.chiefscientist.gov.au/wp-content/uploads/ACER_WIL-in-STEM-in-Australian-Universities_June-2015.pdf

WIL activities vary and might include:

- *Placements* (internships, clinicals) whereby a student performs course-related work while embedded within a partner organisation
- *Projects* requiring students to complete specific deliverables for a partner organisation with that organisation acting as a mentor and/or client to students.

WIL activities may differ by duration, location and student cohort, although all WIL opportunities must satisfy the same criteria (authentic, partnered, purposeful, supervised and assessed) set out above.

For further information on what constitutes WIL at UNSW see the *WIL at UNSW Definition Guidelines.*

1.2. Paid and unpaid work

WIL activities may be paid or unpaid and may take place in Australia or elsewhere. The terms of the WIL arrangement must comply with all applicable law, and where the WIL takes place in Australia, it must comply in particular with the requirements of the *Fair Work Act* 2009 (FWA). If the student undertaking the WIL activity is carrying out work for, and entitled to be paid by, the partner organisation, the student's remuneration must be at least at the applicable minimum rate (that is, the minimum wage determined under an applicable award, or under an applicable workplace agreement). If the student is not entitled to be paid by the partner organisation for which the student is carrying out work, the WIL arrangement will be permissible under the *FWA* only if it meets the requirements of a *vocational placement* under the *FWA*. These requirements are that the WIL activity is a requirement of a course or program and that it is approved by the institution providing the course. See **section 2.2.** for guidance on the hours that a student should spend on a WIL activity.

For more information, including more detail as to the criteria that a WIL activity must meet in order to be a vocational placement under the *FWA*, see the Fair Work Ombudsman website, in particular see *Student placements* and *Work experience & internships*. If assistance is required UNSW staff should consult with WIL Central.

In the case of both paid and unpaid WIL arrangements a WIL agreement must be entered into with partner organisations using either a UNSW WIL Agreement template or an agreement prepared by the participating organisation and approved by UNSW WIL Central. See **section 3.1** for further information on WIL Agreements.

UNSW staff with responsibility for the approval and management of WIL opportunities overseas must ensure that the WIL activity complies with the laws applicable in the country of the partner organisation, and that information about the local rules and regulations that apply is incorporated into the pre-WIL preparation for students. UNSW staff should consult with WIL Central if assistance is required for sourcing this information and advising on implications.

2. Proposal, approval, and design

2.1. Proposals and approval

Academic proposals that include WIL as a program requirement or as a course must be approved in accordance with UNSW program and course approval processes. Refer to **section 6** for WIL governance, quality and reporting requirements.

Where WIL is embedded in a course, course records and proposals must identify the relevant Work Experience in Industry (WEI) indicator for the course as required for the annual Higher Education Student Data Collection as part of the Higher Education Support Act 2003. New course proposals must also indicate whether students will be charged tuition fees for the course or are exempt. If assistance is required, UNSW staff should consult with WIL Central.

2.2. Design requirements

WIL must be designed in accordance with the *Program Design Procedure* and the *Assessment Design Procedure*.
Where WIL is embedded in a course, or embedded across a program where a range of activities are split across more than one course, the assigned unit of credit value should typically be a minimum of six Unit Of Credit (UOC).The time a student is expected to spend on the WIL activity (or activities) should be identified and be consistent with usual UNSW workload expectations of approximately 25 hours per term or semester for each UOC, including class contact hours, online and other learning activities, preparation and time spent on all assessable work.

In addition, the design of WIL must:

- Include student preparation and supervision of the WIL activity, monitoring of progress by the workplace supervisor and WIL staff, reflective practice by the student, and student debriefing by WIL staff
- Incorporate authentic work learning experiences, as designed with a partner organisation
- Be purposefully aligned to program learning outcomes and be assessed against those outcomes
- Integrate theory with the practice of work and engage students in meaningful and consequential learning activities
- Be inclusive to provide opportunities for all students, in accordance with the UNSW *Equity, Diversity and Inclusion Policy*
- Be aligned to the requirements of professional registration and accrediting bodies (where applicable)
- Comply with relevant legislation, standards and regulations, and UNSW policies and procedures.

2.3. Course outlines or program guides

The following information will be included in the WIL course outline, or in the program information if applicable to multiple courses:

- A statement that identifies the course as a UNSW approved WIL course
- Academic eligibility requirements or prerequisites
- Where possible, non-academic requirements (such as immunisations, visas, police and working with children checks). If not included in the course outline, requirements for individual partner organisations will be included in the pre-WIL preparation
- The maximum hours of work when the WIL activity is a paid or unpaid internship, practicum or similar with a partner organisation
- Where relevant, the requirement for completion of WIL agreements, schedules and insurance documentation before commencing the WIL activity (see **sections 3 and 4** below)
- How assessment requirements are aligned to the WIL activity
- The grading scheme used (e.g. mark/grade or satisfactory/unsatisfactory)
- Information about who to contact and what process to follow in the event of illness, accidents or emergencies, workplace bullying or harassment or other circumstances of concern. Contact details should include both UNSW staff as well as the appropriate workplace staff member (see the *Preparing for WIL: Partner Organisation Checklist* and the responsibilities listed in **sections 3.5 and 5.3**), and
- Any other relevant requirements associated with the WIL activity, and any student costs involved.

3. Preparing for WIL

UNSW takes very seriously the duty of care to its students. Prior to the commencement of the WIL activity all parties (i.e. UNSW and WIL staff, students, partner organisations, and any other relevant party in the particular circumstances) must be adequately prepared for WIL and informed of their duties, roles and responsibilities (for roles and responsibilities refer to **section 5)**.

3.1. WIL agreements

WIL agreements are managed by WIL staff. If assistance is required UNSW staff should consult with WIL Central.

An agreement must be in place for all students and partner organisations participating in a WIL activity documenting the parties' expectations of the WIL activity and other terms and conditions.

The agreement can be structured in a variety of ways and may apply to multiple students or an individual student.

The agreement can be:

- One of the UNSW WIL Central templates, or
- An agreement prepared by the participating organisation and approved by WIL Central, or
- An alternate agreement structure that WIL Central and a delegated authority have approved.

WIL staff are responsible for ensuring that WIL agreements are in place. WIL Central is responsible for providing advice and support to WIL staff on agreements. WIL Central will liaise with the Legal Office, as appropriate, to ensure agreements meet legal requirements.

For further information on WIL agreements refer to *WIL Agreement Templates and Guidelines*.

3.2. International WIL and travel

Where the WIL activity is to be completed overseas, students must register their travel in accordance with the Travel section of the [Finance Policy](#).. Visa categories for overseas WIL can be affected by scholarships and stipends. Students should be advised that it is their responsibility to ensure that the appropriate visa is obtained. In doing so, students should contact the nearest embassy or consulate of the intended host country well in advance of travel to ensure correct visa advice is received. Also see **section 1.2** regarding paid and unpaid work.

There is no travel cost reimbursement for WIL with the exception of University, Faculty or external bursaries (e.g. New Columbo Plan funds). Travel to and from a workplace for WIL (including WIL at a regional, interstate, or overseas location) is at the student's expense unless otherwise negotiated with the partner organisation.

3.3. Insurance

Where a student is engaged in a WIL activity, and is not employed by a WIL partner organisation, the student will be covered by the UNSW *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. The student will also be covered by the UNSW *Personal Accident Policy* for any injury that occurs when they are participating in the WIL activity, subject to the terms of the Policy.

Where the student is employed by a WIL partner organisation, the student will be covered by the organisation's workers compensation policy.

Students engaged in WIL activities are not covered by professional indemnity insurance (as it is inherent that they are unqualified and participating in a supervised learning experience to facilitate development of skills for post-qualification).

Students engaged in WIL activities overseas may be covered by the UNSW *Travel Insurance Policy*. If covered by the University policy, student should check their insurance cover before departing Australia and arrange additional travel coverage through a private insurance provider if this does not cover all of their travel needs to ensure they have adequate insurance cover while travelling.

3.4. Pre-WIL preparation for students

Prior to beginning their WIL activity students will be provided with information on:

- The WIL activity requirements
- Their WIL agreement
- Their WIL activity risk assessment, including health and safety requirements;
- Any associated student costs, including WIL course fees and, where relevant, additional WIL activity fees
- Any arrangements that the student will be responsible for
- Their rights and responsibilities throughout the WIL activity
- Workplace behaviour expectations
- How their progress will contribute to assessment and how student learning and progress will be supervised and monitored
- How they will be supported by, and maintain communication with, WIL staff
- How to inform WIL staff if they have a disability, long term illness, mental health condition or other personal circumstances that may affect their capacity to perform a WIL activity
- Financial assistance which may be available,
- Relevant UNSW policies and procedures.

The above WIL information will be provided to students in adequate time to enable them to make necessary individual arrangements (e.g. for caring responsibilities, moving to another town for regional placements etc). These arrangements will be the responsibility of the student and they should be clearly advised of this (in writing) as part of the preparation for the WIL experience.

Prior to beginning their WIL activity students must submit their signed WIL agreement. Either before or during their workplace induction, students must also complete a risk assessment of their WIL activity (refer to *WIL Student Risk Assessment Guidelines*).

Where relevant, students may also need to submit any required documentation (e.g. police check, working with children check) and complete training (e.g. risk and Health & Safety guidelines, confidentiality, ethics, IP, and professional conduct and reflective practice).

Where a partner organisation or professional body requires the student to submit a satisfactory police check and/or working with children check before commencing the WIL activity, this must be submitted by the timeline specified by WIL staff prior to the commencement of the WIL activity.

For further information to assist students prepare for WIL refer to the *WIL Student Supervision and Support Guidelines*, *Preparing for WIL: WIL Staff Checklist*, and *Preparing for WIL: Student Checklist*.

3.5. Pre-WIL preparation for partner organisations

WIL staff must inform partner organisations of all their responsibilities and obligations, including the requirements of the WIL Agreement, the WIL course or program accreditation requirements, responsibilities for supervising and monitoring student progress, and inducting students in required safety, workplace bullying and harassment policies and procedures in their workplaces (see the *Preparing for WIL: Partner Organisation Checklist* and the responsibilities listed in **section 5**).

WIL staff must provide partner organisations with information on whom to contact at UNSW during the student WIL activity (including during the University Shut Down period).

For further information refer to the *WIL Student Supervision and Support Guidelines* and *Preparing for WIL: Partner Organisation Checklist*.

4. Delivery of WIL

4.1. Contact with students and supervisors

WIL staff must contact students undertaking WIL activities at least once during the course of those activities to ensure that the partner organisation is performing its responsibilities satisfactorily.

Monitoring and supervising student learning and progress is the responsibility of both WIL staff and the partner organisation and this includes providing feedback on student progress by the partner organisation supervisor during the course of the WIL activity and providing end of activity feedback on student achievement.

4.2. Managing risks and duty of care

If a risk issue arises during the WIL activity a student must follow the appropriate procedure identified in their WIL activity risk assessment completed as part of the pre-WIL activity procedure listed in **section 3.4**. If an unforeseen risk issue arises (such as physical injury or sexual misconduct) students should contact their workplace supervisor or their nominated UNSW WIL staff.

In line with UNSW *Health and Safety Policy, Procedures* and Guidelines, WIL staff must promptly report WIL emergencies, incidents or identified hazards to the supervisor of the student at the partner organisation, UNSW Health & Safety and the Program Coordinator.

In such circumstances students should be advised to seek Special Consideration for the WIL course in accordance with the *Assessment Implementation Procedure* and the application process for *Special Consideration*.

4.3. Changes to arrangements or circumstances

An alternative WIL activity will be organised, where possible and appropriate, by WIL staff or the student when:

- The partner organisation alters their involvement such that the WIL activity is unacceptably changed or cancelled
- The WIL placement circumstances prove untenable for the student (e.g. workplace bullying or harassment or other circumstances of concern such as an unacceptable level of risk to the student), or
- The student's circumstances change such that the original WIL activity is no longer suitable, and these circumstances meet the criteria listed in *Changes to WIL Arrangements Guideline*.

An alternative WIL activity will not be arranged when a WIL placement has been terminated due to student conduct or performance (as specified in **section 4.4**).

When a student decides to withdraw from the WIL course for reasons unrelated to any changes or problems in the WIL activity they must comply with the *Enrolment and Withdrawal Procedure* (which includes information about academic consequences of course withdrawal). When a student withdraws after the census date due to circumstances beyond the student's control, the student may apply for Fee Remission in accordance with that procedure.

4.4. Early termination of a WIL activity due to student conduct or performance

The UNSW *Code of Conduct and Values* and *Sexual Misconduct Prevention and Response Policy* set out the University's expectations of student conduct, which includes their conduct during the course of a WIL activity. A students' behaviour while undertaking a WIL activity might also be covered by requirements of the partner organisation (for example the *NSW Health Code of Conduct*). In all cases, the management of issues pertaining to student conduct should be expressly addressed in the WIL Agreement.

A student's conduct and/or performance during a WIL activity may lead to the partner organisation, or WIL staff, deciding that the activity should end early. Possible reasons for such decisions in relation to conduct may include, but are not limited to, the student's failure to follow processes required for safety, breach of client or patient confidentiality, failure to comply with the instructions of supervisors, or other unprofessional behaviour. Possible reasons in relation to performance may include a student's failure to complete tasks required under their WIL Agreement.

If the partner organisation decides that a WIL activity should end early due to student conduct or performance issues, WIL staff will ask the partner organisation to provide a written explanation of the reasons for the decision and to provide an opportunity for the student to respond.

A meeting between the WIL staff member and student (in person or by phone/digital device) will be held within 20 working days of a partner organisation's decision to terminate the WIL activity to discuss the sequence of events and explain to the student the reasons for the early termination. The student must receive at least five working days' notice of the meeting and be entitled to have a support person in attendance at the meeting. The meeting provides an opportunity for the student to give their side of the events. Following the meeting, the WIL staff member (and any other UNSW staff required in the circumstances) will:

- Decide whether a WIL activity with another partner organisation can be sought for or by the student; and, if not, what alternative assessment method may be available
- Decide what reasons for the early termination of the placement will be documented and kept in the student's file
- Document the early termination of the WIL activity (and reasons), and the outcome of the decision as to an alternative WIL activity/assessment (and the reasons) and inform the student of these matters in writing within 10 working days of the meeting.

Where the WIL staff member considers that the student's conduct is potentially misconduct under the Complaints Management and Investigations Policy and Procedure, the matter will be referred to the Student Conduct and Integrity Unit.

Where it is decided that the WIL staff or student will approach other partner organisations to arrange an alternative WIL activity, the student may be asked to consent in writing to the WIL staff or student informing the organisations of the circumstances of the early termination of the student's previous WIL activity (and if the student does not consent it may not be possible to continue seeking an alternative WIL activity) . In circumstances when the student has been permitted by the WIL staff (in consultation with the Program or Course Authority) to self-source an approved replacement WIL activity, the student must attend an advisory session with WIL staff prior to sourcing the replacement WIL activity to ensure it meets the criteria of a WIL activity in accordance with this procedure.

It may be necessary for the student to undertake the new WIL activity in a subsequent term or semester.

In the case of a for-credit WIL activity:

- Where no new WIL activity is found, it may not be possible for the student to complete the course. In such circumstances, students may withdraw from the WIL course in accordance with the *Enrolment and Withdrawal Procedure;*
- When the student is deemed to have failed the WIL course they will receive a Fail grade in accordance with the *Assessment Implementation Procedure.* Students may be permitted to repeat the WIL course in accordance with the *Academic Progression Procedure*.
- In the case of a non-credit WIL activity, where no replacement activity is found, students can repeat the WIL activity within the limitations of the *Academic Progression Procedure*.

5. Roles and responsibilities

5.1. UNSW responsibilities

The Program Authority is responsible for ensuring that WIL is quality assured, including assurance of the quality of supervision of student experiences, which UNSW must deliver under the *Higher Education Standards Framework (Threshold Standards) 2015* standard 5.4.1.

Program and Course Authorities are responsible for:

- Developing and managing WIL courses and program accreditation requirements designed and delivered by UNSW and/or by approved UNSW Third Party Providers, and
- Nominating a staff member(s) to be responsible for WIL (WIL staff).

WIL staff are responsible for:

- Conducting the pre-WIL preparation for students and partner organisations
- Being the primary UNSW contact for the student and supervisor during the WIL activity
- Where applicable, assigning students to and approving appropriate WIL activities, and
- Where possible and appropriate, making alternative arrangements for WIL in situations where a WIL activity must be changed or cancelled for reasons beyond the student's control (see **section 4.2**).

WIL Central and the Office of the Pro-Vice Chancellor (Education), are responsible for:

- Supporting the implementation of the WIL Procedure and ensuring compliance with all relevant UNSW policies, legislation and regulations
- Providing advice and support to Faculties and WIL staff in the design and delivery of WIL courses and assistance in sourcing placements and projects as requested
- Referring WIL Agreements and related matters to the Legal Office for advice, and
- Managing UNSW's WIL reporting and analysis.

Also refer to the *WIL Student Supervision and Support Guidelines* and *Preparing for WIL: WIL Staff Checklist*.

Schedule 1of UNSW Delegations lists delegates authorised to sign WIL agreements.

Schedule 5 of UNSW Delegations identifies delegates authorised to accept sponsorship for a co-operative work integrated learning program or initiative.

5.2. Student responsibilities

Irrespective of whether students find their own placement or are placed by their Faulty or School, they are responsible for:

- Completing the Pre-WIL preparation set out in **section 3.4** (also see the *Preparing for WIL: Student Checklist*)
- Meeting progression requirements associated with the WIL activity and their program of study, and
- Complying with their WIL agreement with reasonable directions of WIL staff and other UNSW personnel having responsibilities under this procedure, and with UNSW policies and procedures.

5.3. Partner organisation responsibilities

Partner organisations are responsible for:

- Completing the pre-WIL preparation set out in **section 3.5**
- Providing a fit-for-purpose workplace, including task allocation and ongoing supervision, which allows the requisite learning to occur
- Communicating as required with WIL staff
- Inducting students into the workplace, including informing them of required health and safety policies and procedures, ensuring that potential risks, such as workplace hazards, are identified prior to a student commencing any WIL activity and that risk mitigations are put in place to comply with all Work Health and Safety (WHS) requirements, and
- Contacting WIL staff promptly should an incident or issue relating to the student's performance or wellbeing in undertaking the WIL activity occur.

Also refer to the *WIL Student Supervision and Support Guidelines* and *Preparing for WIL: Partner Organisation Checklist*.

6. Governance, quality and reporting

6.1. Governance

The Deputy Vice-Chancellor Academic Quality has overarching responsibility for WIL at UNSW.

WIL courses and program requirements must be designed and delivered in accordance with the *Program Design and Delivery Policy* and supporting procedures and approved in accordance with UNSW program and course approval processes.

6.2. Quality assurance and enhancement

The Program Authority will ensure that processes are in place to assure and enhance the quality of the design, preparation and delivery of WIL course and program accreditation activities, in accordance with the *Education Quality Policy* and *Procedure*.

6.3. Reporting

UNSW is required to report on WIL activities including Work Experience in Industry indicators annually as part of the *Higher Education Student Data Collection* and from time to time is the subject of government and industry-wide reporting.

WIL staff are required to maintain accurate and current records of all courses, programs and actions under this procedure. WIL staff should also keep a record of the number of WIL participants and contribute to reporting on WIL numbers and activities at Faculty-level (e.g. via a Faculty Education Committee). Faculties will report annually to the Academic Board Programs Committee on any program deemed to have met the requirement to provide a WIL opportunity (for example, a mandatory work experience requirement for admission or embedded work-related activity throughout the program). The aggregate of Faculty WIL participants and activities will be reported annually to University Academic Quality Committee by WIL Central.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor (Academic Quality)
Contact Officer	Pro-Vice-Chancellor (Education)
Supporting Information	
Legislative Compliance	This procedure supports the University's compliance with the following legislation and delegated legislation: *Australian Qualifications Framework 2013* *Disability Standards for Education 2005* (Cth) *Education Services for Overseas Students Act 2000* (ESOS Act) *Higher Education Standards Framework (Threshold Standards) 2015* *Higher Education Support Act 2003* (Cth) *Tertiary Education Quality and Standards Agency Act 2011* (Cth)
Parent Document (Policy)	Program Design and Delivery Policy
Supporting Documents	Changes to WIL Arrangements Guideline Preparing for WIL: Partner Organisation Checklist Preparing for WIL: Student Checklist Preparing for WIL: WIL Staff Checklist WIL at UNSW Definition Guidelines WIL Agreement Templates and Guidelines WIL Student Risk Assessment Guidelines WIL Student Supervision and Support Guidelines

Related Documents	Academic Progression and Enrolment Policy Academic Progression Procedure Admission to Coursework Programs Procedure Admissions Policy Assessment Design Procedure Assessment Implementation Procedure Assessment Policy Code of Conduct and Values Complaint Management and Investigations Policy and Procedure Disability Inclusion Action Plan Delegations Policy Education Quality Policy Education Quality Procedure Enrolment and Withdrawal Procedure Equity, Diversity and Inclusion Policy Finance Policy Integrated Curriculum Framework Intellectual Property Policy myExperience Survey Procedure Program Delivery Procedure Program Design Procedure Recognition of Prior Learning (Coursework Programs) Procedure Risk and Compliance Policy Scientia Education Experience Sexual Misconduct Prevention and Response Policy Student Wellbeing and Safety Policy University Medal Policy University Medal Procedure WIL Procedure
Superseded Documents	Nil
File Number	2019/37404

Definitions and Acronyms

Career development learning activity	A career-focused activity that is part of a continuous lifelong learning process where an individual develops the knowledge, skills and attributes to make informed career decisions and manage their career.
Co-curricular activity	A learning experience that complements a student's coursework program but is not part of a credited course or program accreditation requirement (e.g. volunteering).
Course Authority	Position with overarching responsibility for all aspects of a course. The Course Authority may delegate responsibilities to nominated staff or administrative units within a School or Faculty.
FWA	Fair Work Act, 2009.
Program Authority	Position with overarching responsibility for all aspects of a program. The Program Authority may delegate responsibilities to nominated staff or administrative units within a School or Faculty.
Partner organisation	In a WIL context, a partner (participating) organisation can refer to those external to UNSW, such as industry and community, as well as to UNSW itself. The partner organisation supervisor is the person at the partner organisation responsible for supervising the WIL student and liaising with WIL staff.
Third party provider	Third Party in the context of design and delivery of courses refers to an individual who is not an employee of UNSW, or a separate entity, which provides services to or on behalf of UNSW, for example a sessional academic engaged as an independent contractor (using an ABN) or another university providing tuition under an agreement with UNSW.
UOC	Units of credit.

Vocational placement	A formal work experience arrangement that is part of an education or training course and is: • Undertaken with an employer for which a person is not entitled to be paid any remuneration; • Undertaken as a requirement of an education or training course; and • Authorised under a Commonwealth, Territory or State law or administrative arrangement (*Fair Work Act* (Cth) 2009)
WIL activity	A formal work learning experience whereby a student engages in authentic and purposeful work-place learning that is assessed as the principle component of the WIL course in which the student is enrolled or as required for a particular program accreditation. See *WIL at UNSW Definition Guidelines* for further details as to what does and what does not constitute a WIL activity at UNSW.
WIL staff	Staff responsible for WIL courses and/or program accreditation, inclusive of academic and professional staff.
Work integrated learning (WIL)	WIL is the integration of theory with the practice of work within a purposefully designed curriculum, involving the provision of a work environment for the application of learning. WIL enables students to engage in *authentic*, *purposeful*, *partnered*, *supervised* and *assessed* work learning experiences that integrate academic learning with its application in the workplace as part of their program of study.
Work learning	Learning within a workplace (actual or virtual) or learning that is based on content and/or experiences drawn directly from a partner organisation workplace.

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor Academic	19 September 2019	1 January 2020	New procedure
1.1	Director of Governance	19 March 2025	19 March 2025	Administrative amendment to align with delegations.