

## Context and Purpose

The University has a duty of care under the Higher Education Standards Framework, Education Services for Overseas Students legislation, and relevant Work Health and Safety legislation to ensure the safety and well-being of students.

This document sets out the procedures relating to the administration of work integrated learning (WIL) activities undertaken by UniSA students. It should be read in conjunction with the [Work Integrated Learning Policy](#), the [Fitness for Work Integrated Learning Procedure](#), and any program-specific inherent requirements, where relevant.

## Scope

This Procedure applies to all WIL activities (as defined in the [Work Integrated Learning Policy](#)) undertaken by UniSA coursework and research degree students.

## Responsibility

The Registrar and Director: Student and Academic Services is the Responsible Officer for this Procedure.

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### A. Design of WIL activities

1. Academic Units must ensure that all WIL activities included in coursework programs are educationally sound and reflect the relevant AQF level. There must be a clear alignment between the expected learning outcomes, the nature of the activity, and the assessment of the activity.
2. Academic staff responsible for the design and assessment of WIL activities must maintain the currency of their WIL-related scholarship in the relevant discipline area.
3. Where programs have been designed to meet professional accreditation requirements, Academic Units must ensure that any necessary professional accreditation is maintained and that the WIL components of the program continue to meet accreditation requirements.
4. WIL opportunities coordinated by the University for research degree students must be designed to enable students to enhance relevant disciplinary expertise and their research capability.

### B. Quality assurance

5. WIL components of coursework programs must be regularly reviewed in accordance with the University's [Quality Assurance and Improvement Policy](#). WIL opportunities for research degree

students must be regularly reviewed in accordance with the University's [Quality Assurance and Improvement in Research Degrees Policy](#).

6. Quality assurance of WIL activities must include an opportunity for student feedback. Where a third party provider is involved in the provision of a WIL activity, the third party must also be given an opportunity to provide feedback.

### C. Agreements with third parties

7. Academic Units must ensure that no student undertakes a University WIL activity with a third party provider without a formal agreement between the University and the third party being in place to govern the provision of that activity. In some cases the student may also be a signatory to the agreement.
8. Agreements with third parties must be developed using relevant templates that meet the University's third party contract requirements.
9. Agreements with third party WIL providers will normally cover the following matters:
  - description of the WIL activity, including total hours, the duties/activities that will be undertaken by the student(s), and any other relevant details
  - an undertaking by the third party to provide opportunities for the student(s) to achieve the specified learning objectives of the WIL activity
  - responsibilities relating to assessment of student performance
  - student supervision and support arrangements, including responsibility for ensuring reasonable adjustments for students with disability
  - requirements and responsibilities relating to student safety and well-being (including psychological safety)
  - responsibility for induction and orientation at the worksite
  - responsibilities relating to management of student conduct matters
  - arrangements relating to incident management and dispute resolution
  - financial arrangements relating to provision of the WIL activity
  - insurance clause
  - intellectual property clause, where relevant
  - expiry date of the agreement and review provisions
  - key contacts (both third party and UniSA)
10. Academic Units must ensure that agreements are stored in an appropriately secure and accessible location (such as InPlace or SharePoint).

### D. Insurance

11. A student undertaking a WIL activity as part of their employment will not be regarded as a University student for the purposes of insurance coverage unless clause 12 applies. Otherwise the student will be deemed to be in an employment relationship with the WIL activity provider and, as such, the third party provider will be responsible for all insurance coverage, including coverage related to work health and safety.
12. University insurance coverage will apply to WIL activities undertaken by student at their place of employment if the University required WIL activity is unpaid.

13. Where a student has approval to undertake a WIL activity at their place of employment, an agreement between the University and the third party provider must be in place, in accordance with the requirement set out in clause 7.
14. An off campus, unpaid WIL activity that is provided by a third party and is a required component of a UniSA course will be covered by University insurances if it does not exceed 20 weeks (full time equivalent). If the activity is in North America (Canada and the United States) students must, before commencing the WIL activity, contact the University's Insurance Team to discuss insurance coverage.
15. An off campus, unpaid WIL activity that is provided by a third party but is not a required component of a UniSA course will be covered by University insurances for up to a maximum period of 4 weeks (full time equivalent).
16. Research degree students completing an internship that extends beyond 4 weeks will be covered by University insurances.

## E. Administration of WIL activities

17. To ensure compliance with relevant University and external requirements, Academic Units must ensure that the administrative arrangements associated with WIL activities are managed by the designated staff member(s) in the Academic Unit.
18. Academic Units must ensure that WIL activities are risk assessed and that identified risks are mitigated prior to students being permitted to undertake these activities.
19. Academic Units must clearly document all compliance requirements and pre-requisites for undertaking a WIL activity and communicate these to students as early as possible. Students must be informed of the processes for complying with these requirements, the deadlines for compliance, and the consequences of non-compliance. Examples of such requirements are criminal history checks, immunisations, first aid certification, medical checks, pre-clinical assessments, and completion of specified training modules, for example relating to work health and safety or mandatory reporting. Students must also be informed about any inherent requirements that apply (see section G).
20. In cases where students are permitted to source a WIL opportunity with a third party provider, Academic Units must ensure that:
  - an appropriate risk assessment is undertaken to ensure student safety and well-being
  - a formal agreement between the provider and the University is put in place prior to the student commencing the activity
21. Academic Units are responsible for implementing appropriate and effective monitoring and supervision arrangements so that student well-being and safety whilst undertaking a WIL activity is ensured. These arrangements must include processes for reporting and managing critical incidents.
22. In cases where concerns are raised about a student's fitness to undertake a WIL activity, Academic Units must apply the processes set out in the [Fitness for WIL Procedure](#).
23. Academic Units must ensure that, where relevant, students are made aware that failure to pass the WIL requirements of a course may prevent their continued enrolment in the program.

## F. International students

24. In accordance with the requirements associated with CRICOS registration, the University must register the mandatory WIL components of programs. Program pages on the University's website will display information regarding mandatory WIL requirements.
25. The University will ensure that international students are provided with information regarding the possible implications of WIL activities for compliance with the conditions of student visas, in particular the need to count hours spent undertaking WIL activities that are optional components of their program towards any prescribed work limitations.

## G. Inherent requirements and reasonable adjustments

26. The University is committed to providing an inclusive and equitable environment that supports full access and participation in all aspects of University life. This includes supporting students with a disability, as defined in the [Students with Disabilities Policy and Procedures](#), to successfully complete their program of study.
27. Reasonable adjustments will be made, where possible, for students who have an approved Access Plan to enable such students to successfully undertake their University study, including any WIL activities.
28. Academic Units must provide students with documentation that clearly sets out, where relevant, any inherent requirements that students must meet prior to undertaking the WIL components of their program. These include essential knowledge, standards of conduct, skills and capacities relevant to the particular discipline which may be specified by accrediting or professional bodies.. This information must be provided as early as possible, as well as at key stages during the program, so that students have opportunities to seek advice and support if needed.
29. Where inherent requirements apply in a program, reasonable accommodations must not fundamentally change the nature of these requirements.
30. In accordance with the [Students with Disabilities Policy and Procedures](#), Access Plans that include accommodations to be made in relation to WIL activities must be developed using a consultative approach with the relevant Course Coordinator and Access and Inclusion Adviser.

## H. Student responsibilities

31. Students must at all times comply with the University's Code of Conduct for Students and comply with all specified obligations relating to a WIL activity, including
  - any specified compliance requirements, including necessary course and/or training pre-requisites,
  - relevant inherent requirements and relevant professional ethical codes; and
  - the rules and regulations of the third party provider where relevant.

32. Students are responsible for notifying the relevant staff members of any medical or other conditions that they are aware of that might impact participation in a WIL activity, including their capacity to meet any specified inherent requirements.
33. Students must provide all required evidence, in the required timeframes, to show that they have completed all specified pre-requisites for a WIL activity before they will be able to commence the activity.
34. Students must immediately notify the University when a registration board cancels, suspends or imposes a condition on their registration when this registration is an essential pre-requisite for undertaking a WIL activity. They must also inform the University if they intend to appeal the decision of the registration board.

## I. International Coursework WIL

35. In addition to complying with the University's WIL requirements, Academic Units must ensure that WIL activities undertaken outside Australia comply with all relevant requirements set out in the University's [Student Mobility Policy and Procedures](#). UniSA International will provide [guidance information](#) on the University's website to assist Academic Units that are responsible for WIL activities undertaken outside Australia.

## J. WIL for Research Degree Students

36. In addition to complying with the University's WIL requirements, research degree students undertaking WIL activities outside Australia must adhere to the University's Travel Guidelines, including registration of travel with the UniSA Travel Team.

### Further Assistance

[Student and Academic Services Policy Team](#)

[Work Integrated Learning webpage](#)

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### Related Documentation:

[Work Integrated Learning Policy](#)

[Fitness for WIL Procedure](#)

**Officer Responsible for Update and Review:** Registrar and Director: Student and Academic Services

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### History: