



## Context and Purpose

The University will strive to ensure that all students are able to participate in Work Integrated Learning (WIL) activities that are either required or optional components of their program. However, cases will arise where a student's fitness to undertake WIL activities must be assessed.

This Procedure sets out steps for managing risks and concerns about a student's fitness to undertake a WIL activity. Note that the Procedure is not intended to apply to concerns regarding academic performance, unless risk of harm arises from this.

This Procedure should be read in conjunction with the [Work Integrated Learning Policy](#), [Work Integrated Learning General 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.

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### A. Student fitness for WIL activities

1. Concerns may be raised about a student's fitness to undertake a WIL activity, either before the activity commences or during the activity, due to issues such as:
  - concerns that the student cannot demonstrate the documented inherent requirements for undertaking the activity (see clause 28 of the [WIL General Procedure](#))
  - health related concerns
  - student conduct concerns
  - public safety concerns
2. Unless the matter is urgent, concerns regarding a student's fitness to undertake a WIL activity will be referred initially to the relevant Program Director/Course Coordinator or Research supervisor. Urgent matters must be referred directly to the relevant Dean (or delegate) to be considered in accordance with clause 6 below.
3. The process for responding to concerns about student fitness for WIL activities will normally commence with discussion between the student and the Program Director/Course Coordinator or Research Supervisor, with assistance from the Student Engagement Unit where appropriate. The purpose of this discussion is to determine whether the concerns can be resolved through strategies such as:
  - providing increased academic support
  - engagement with support services
  - development of an Access Plan
  - taking a period of leave from study

Such discussions, including their outcomes, must be documented and a copy provided to the student. A copy must also be provided to Campus Central or UniSA partner administration office to be retained on the student's record.

4. In cases where the concerns that have been raised are either unfounded or are able to be appropriately managed, the student will not be prevented from commencing or continuing the WIL activity if they wish to remain enrolled in the relevant course, although a delay may be the strategy that is agreed for managing the concern.
5. In cases where the concerns raised are not able to be resolved and there is a risk of harm occurring to the student, members of the public and/or others if the student is permitted to commence or continue the WIL activity, the matter must be referred to the relevant Dean (or delegate).
6. On receipt of a referral regarding a student's fitness to undertake WIL activities, the relevant Dean (or delegate) will consider the information provided, along with advice from key areas of the University (such as Student and Academic Services or the Student Engagement Unit) where relevant, and will determine whether:
  - no further action is required and the student may commence or continue the WIL activity; or
  - documentary evidence (such as a medical certificate or a discipline specific form completed by a medical practitioner) must be provided by the student to confirm the student's capacity to undertake the WIL activity; or
  - a Fitness for WIL Panel should be convened (see section C).

Note that it may be necessary to convene the Fitness for WIL Panel whilst another University process is concurrently considering issues related to the student. It may also be necessary for a mandatory notification to be made (see section B).

7. The relevant Dean (or delegate) is authorised to prevent or discontinue the student's participation in the WIL activity, with immediate effect, prior to the finalisation of a formal process if it is considered that the level of risk of harm to the student, members of the public and/or others is sufficiently high to warrant this determination. In such cases the student will be notified in writing within 5 working days of the determination being made.

## **B. Mandatory notification**

8. Relevant staff must comply with any regulatory and/or legislative requirements for mandatory notification regarding a student's participation in a WIL activity (for example requirements to make notifications about identified impairments to the Australian Health Practitioner Registration Agency).
9. Where a mandatory notification about a student has been made, the student must be informed in writing that the notification has been made. The student will not be permitted to commence or continue in the relevant WIL activity whilst the notification is being considered. The Provost and Chief Academic Officer must be advised if a mandatory notification has been made and a copy of all relevant documentation must be placed on the student's record.
10. An internal University process may proceed concurrently with an external notification process (see Section C). Irrespective of the outcome of an external process, the University may determine that a student is not permitted to participate in a WIL activity.

11. If the outcome of an external process is that the student does not hold a required registration, the University will cancel the student's enrolment in the relevant course.

### C. Fitness for WIL Panel

12. The composition of a Fitness for WIL Panel is:
  - the relevant Dean of Programs or Dean of Research (chair)
  - the relevant Program Director
  - the Students and Research Registrar, or nominee
  - a member of the USASA Board, or nominee

The Chair may determine that additional relevant staff need to attend the Panel meeting to provide advice regarding the matter. Examples include an Access and Inclusion Adviser, a Student Advisor (International), or the Manager, Counselling.

13. The Chair will appoint an Executive Officer for the Panel to coordinate the arrangements for the Panel meeting. The student will be invited to attend the meeting and will be provided with relevant documentation.
14. The student must be given at least 5 working days notice of the meeting and will be advised that they may be assisted at the meeting by:
  - a USASA Advocacy Officer, or
  - a representative of the UniSA partner institution if the student is studying offshore, or
  - any UniSA staff member or student.

The Panel meeting may proceed whether or not the student responds or attends.

15. The possible outcomes of a Fitness for WIL Panel process are:
  - that no issue has been found to prevent the student's commencement or continuation of the WIL activity
  - that the student may commence or continue with the WIL activity subject to specified conditions, such as provision of documents certifying fitness
  - that the student may not commence or continue with the WIL activity for a specified period of time and must meet specified conditions before undertaking the WIL activity after that period of time.

The Fitness for WIL Panel may also refer the matter to be dealt with under another University process, for example the Code of Conduct for Students, an academic misconduct inquiry, or as a Statute 7, Student Misconduct matter.

16. The student will be advised in writing of the Panel's determination within 5 working days. The student must also be advised of their right to appeal the decision (see section D below).
17. A record of the Panel meeting and any associated documentation and correspondence must be maintained in accordance with the University's [Records Management Policy](#) and a copy retained on the student's record.

## D. Appeals

18. A student may appeal the outcome of a Fitness for WIL Panel process by lodging a written request for review with the relevant Executive Dean within 20 working days of receiving notification of the outcome. An appeal may only be lodged on the following grounds:
  - a. the University's policies and procedures were not correctly followed, and/or
  - b. information has become available that is relevant to the Panel's determination but was not available at the time of the Panel's deliberations.
19. The Executive Dean must make a determination within 10 working days of receipt of the request for review. The response must be in writing and a copy of the request and the Executive Dean's response must be placed on the student's record.
20. A student has the right to lodge a complaint with a relevant external agency about the outcome of their appeal to the Executive Dean. The purpose of the external complaints process is generally to consider whether the University has followed its policies and procedures, rather than make a decision in place of the University. Contact details for relevant external agencies can be found on the [University website](#).

## Further Assistance

[Student and Academic Services Policy Team](#)

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### Related Documentation:

[Work Integrated Learning Policy](#)

[Work Integrated Learning General Procedure](#)

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

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