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# Work Integrated Learning (WIL)

## Guidelines for Students

### Regarding Equitable Learning Services

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**For students living with disability, long term illness and/or mental health conditions, or primary carer of someone with a disability.**

RMIT is committed to supporting diversity and inclusion. RMIT will support students with a disability, long term illness and/or mental health condition and primary carers of someone with a disability by making reasonable adjustments to its teaching and learning, assessment, professional experience and WIL activities to enable students to participate fully in their program.

All students benefit from early planning for WIL activities. However, if you are living with a disability, long term illness and/ or mental health condition, or primary carer of someone with a disability, that may impact upon your WIL activity, this is particularly important, as some time may be required to organise appropriate supports (or reasonable adjustments) for your WIL activity. If you have not already done so, it is recommended that you register with Equitable Learning Services (ELS) as ELS can assist you to work out 'reasonable adjustments' for your WIL activity.

If you have registered with ELS, but have not discussed WIL and believe you may require support, please make a further appointment with ELS to discuss.

Reasonable adjustments are determined based upon your individual circumstances. Some examples of reasonable adjustments for WIL activities include: part time attendance; provision of specialised equipment or software and alternative formatting of print material

# WIL Guidelines for students Regarding Equitable Learning Services

## Sharing of personal health related information and confidentiality

In order to organise reasonable adjustments, the University requires that you provide appropriate supporting documentation to ELS who can communicate the impact (not the diagnosis) of your condition and the recommended supports to the WIL Practitioner via the ELS Plan.

You are under no legal obligation to share the nature of your condition with any other staff within the University. However it is recommended that if you believe your condition could create a risk to yourself or to others during the WIL activity, you should discuss this potential impact with ELS and / or if you are comfortable, the WIL Practitioner/ Coordinator.

If you do decide to share personal health related information with the WIL Practitioner/ Coordinator in order to discuss the impact of your condition on a WIL activity, this information should not be released to WIL partner organisations without your written consent.

Sharing of health related information is a personal decision. ELS can provide you with information about the pros and cons of sharing personal and health related information.

## WIL Activity Planning Meeting

You may be asked to attend a WIL Activity Planning meeting with the WIL Practitioner / Co-ordinator prior to commencement of WIL to clarify your supports and / or ensure your reasonable adjustments can be implemented for your WIL activity.

If you have specific concerns about the impact of your condition on your WIL activity, you can organise this meeting and the meeting can also be attended by an ELS representative (on request) if that is something you consider will be helpful to you.

## Alternatives to WIL activities

If reasonable adjustments are not able to be established or implemented, consideration can be given to exploring alternative WIL activities or alternatives to WIL. However, WIL alternatives should only be considered after a WIL Activity Planning Meeting has concluded that the regular WIL activity cannot be supported even with reasonable adjustments in place.

## Organising your own WIL activity

If your program requires you to organise your own WIL activity and you wish to negotiate reasonable adjustments with the WIL activity provider / workplace, it may be beneficial to meet with ELS to discuss your needs and formulate a plan for what adjustments may be useful.

## What to do if things go wrong during WIL?

Sometimes, despite good planning and support, it is possible that you may still have difficulties during WIL. You may become ill or unwell; your condition may deteriorate, or unforeseen impacts of your condition may arise in the WIL activity.

If this happens, it's really important to notify your WIL Practitioner / Coordinator as soon as possible. In this circumstance, your options include:

- Discontinuing WIL activity
- Deferring WIL activity
- Arranging further reasonable adjustments to support completion of WIL e.g. change attendance pattern from full-time to part-time
- If you wish to discontinue a WIL activity due to the impact of disability, long term illness and / or mental health condition or primary carer responsibilities, the following RMIT processes should be used:
- Special Consideration
- Late Course Withdrawal without Academic Penalty.

For further information contact Equitable Learning Services (ELS).