Work Integrated Learning - the necessary basics

Work Integrated Learning (WIL) integrates academic learning with practical workplace experiences. Requirements exist for all WIL activities involving an industry or community partner organisation; project or placement, on or off campus.

There are different actions required for different WIL activities across the disciplines. However, there are some legal requirements and necessary knowledge required for all staff involved in WIL activities covered in this document.

‘WIL Practitioner’ refers to a University appointed staff member involved in managing and administering WIL. This includes both academic and professional staff. The responsibility for completing the necessary WIL tasks varies across Schools. For discipline specific matters, refer to your College/School’s WIL Champion.

WIL at RMIT

WIL may take the form of a practical placement, practicum, co-operative education, clinical placement, fieldwork, industry or community project, service learning, work-based learning or other activities involving an industry or community partner organisation. It may also take place online or in simulated workplace environments.

All coursework award programs at AQF level 3 or equivalent and above, except one year honours programs, include a WIL experience.

The following types of program include, as core courses in which WIL activities compose 50% or more of the assessment, at least the following minimums:

- certificate III, certificate IV, diploma or advanced diploma: one unit of competency or cluster of units (apprenticeships and traineeships are exempt from this requirement, since these by their very nature involve direct engagement with community and industry.)
- associate degree, graduate diploma, masters by coursework: 12 credit points
- bachelor degree, four year bachelor honours degree: 24 credit points
- double degrees comprising bachelor degrees and/or bachelor honours degrees, 24 credit points. The WIL courses in double degrees must, however, provide the learning outcomes of the core WIL courses of both component RMIT single degrees.

In programs where WIL activities are spread across more than two courses, at least two core courses must have the WIL activity as 50% or more of their assessment.

For requirements for delivery of WIL, and responsibilities of staff and students in relation to WIL, see the WIL Procedure.

Prerequisites

Refer to the specific program and course guides to view the academic and non-academic requirements for courses containing the WIL activity in question.

It is the School’s responsibility to ensure students have met all requirements before commencing WIL activities. Prerequisites differ depending on discipline and WIL activity type and may include:

- Prior completion of specific course/s
- Satisfactory police check
- Working with children (WWC) check
- Immunisations

Students must be informed that they are responsible for all costs associated with any checks and meeting any police, immunisation or health requirements.

Sourcing WIL Activities

Program and course guides stipulate whether the student should secure their own WIL activity or RMIT provides them with one.

All WIL activities must be approved (confirmed to be appropriate) by the WIL Practitioner before the student can commence.
Intellectual property (IP)

All WIL activities involving a partner organisation must agree on IP ownership.

If the student is a paid employee of the partner organisation for the WIL activity, the partner organisation owns any IP created by the student (unless otherwise agreed between the partner organisation and student).

If the student is unpaid for the WIL activity, the student owns any IP created (unless otherwise agreed between partner organisation and student).

WIL Agreements

All students undertaking a WIL activity on or off campus with a partner organisation must be covered by insurance. To ensure this, an appropriate WIL Agreement and associated schedule must be completed for each student undertaking each WIL activity involving a partner organisation.

Dependent upon the IP ownership, the appropriate agreement must be used. If a relationship agreement is not already in use with the partner organisation, the up to date documentation must be downloaded from RMIT Legal Services Group.

Preparing for WIL

All students must be prepared for their WIL activity, to ensure they are clear about their roles and responsibilities. The WIL Practitioner will provide any relevant Occupational Health and Safety advice and emergency procedure information prior to any WIL activity commencement.

Monitoring WIL

All students undertaking a WIL activity must have their progress monitored by the WIL Practitioner. As stipulated on the WIL Agreement schedule, the WIL Practitioner and student will determine the monitoring method/s (such as face-to-face meeting/Skype/Google Hangout) and duration of contact (for example, 'student will attend fortnightly Google Hangout sessions').

The WIL Practitioner will have contact with all students' partner organisations whilst students are undertaking WIL activities. For more information on monitoring, refer to the WIL Procedure.

InPlace

The InPlace enterprise WIL System is an integrated management system that supports the administration of WIL processes. Every WIL activity involving a partner organisation must be recorded by the WIL Practitioner on the system. Different specific details are recorded for different disciplines/WIL activities. However, each student's WIL activity type and the details of the partner organisation must be recorded.

Other details may be required for particular WIL activities, e.g. working hours recorded for nursing students. For discipline specific matters, refer to the relevant College/School’s WIL Champion.

Students with disabilities undertaking WIL activities

If the student informs the WIL Practitioner that they have a disability, long term illness or mental health condition that may impact their WIL activity, the WIL Practitioner will refer the student to RMIT Disability Liaison Unit (DLU) to determine reasonable adjustments. To comply with legislation, RMIT must implement reasonable adjustments for students registered with DLU.

Information about a student’s disability/medical status should not be disclosed to partner organisations without written consent from the student.

For further information refer to RMIT DLU.

Students undertaking WIL activities overseas

Some WIL activities may be undertaken overseas. Students must register with Global Mobility before heading overseas.

The WIL Practitioner will instruct the student to register with Global Mobility by clicking ‘Apply now’ to submit a Self-sourced program - mobility registration form.

Staff Checklist

The checklist below should be used by WIL Practitioners to ensure each required task is completed for all WIL activities.

☐ WIL Practitioner supplied student with pre-approved WIL activity OR Student-sourced WIL Activity approved by WIL Practitioner

☐ WIL Practitioner ensures student meets all prerequisites:
  ☐ academic requirements
  ☐ satisfactory police check
  ☐ WWC check
  ☐ immunisations

☐ WIL Practitioner records student’s WIL activity in InPlace

☐ WIL Agreement and Schedule fully completed and stored correctly

☐ WIL Practitioner informs student to register with Global Mobility (if applicable)

☐ WIL Practitioner provides student with any relevant preparatory and OH&S information

☐ WIL Practitioner carries out monitoring of student and liaises with partner organisation during WIL activity

☐ WIL Practitioner ensures any discipline/WIL activity specific requirements/tasks have been satisfied/completed.

Your WIL Coordinator:

See the Staff WIL Information Sheet for your School for area specific details on WIL and contact details.