Work Integrated Learning (WIL) Life Cycle – Process Overview

PRE – WIL

1. Define WIL activity

2. Introduce students to WIL

STAFF SOURCED

3. Source and promote WIL activity externally

STUDENT SOURCED

4. Student sources WIL activity

5. Assign student to WIL activity and approve

6. Perform due diligence on WIL Activity

7. Complete WIL Agreements

- Non-academic/Academic requirements
- Insurance
- Overseas WIL
- 2 way (RMIT as partner organisation)
- 3 way
- Relationship agreements
- Intellectual property ownership

DURING WIL

8.0 Monitor WIL activity

8.1 Report an incident

8.2 Change or terminate WIL activity

POST – WIL

9. Check completion of WIL activity

10.0 WIL activity feedback from partner

10.1 Process WIL invoices

10.2 Report on WIL activities

March 2016
1. Define WIL Activity

**START WIL LIFE CYCLE**

- **WIL for new program or course:**
  - Program design procedure
  - Course design procedure

1. Refer to the WIL procedure

1.1 Refer to the WIL procedure

- **RMIT policies and procedures:**
  - WIL procedure

Examples of a WIL Activity:
- Practical placement
- Practicum
- Co-operative education
- Industry or community project
- Clinical placement
- Fieldwork
- Service learning

Programs excluded from WIL Procedure:
- Higher degree by research programs
- One-year honours programs
- Apprenticeship and traineeships
- Foundation Studies and programs that are preparatory in nature, including VCE, VCAL, ESL
- Short courses and non-award courses
- RMIT quality assured programs for enterprise clients

**Is WIL required?**

- NO
  - Do not apply the WIL Procedure
  - **END WIL LIFE CYCLE**

- YES

1.2 Determine if program/course requires a minimum WIL component

- NO
  - **Programs excluded from WIL Procedure**

- YES

- **Simulated workplace environment guidelines and checklist**

2. Introduce Students to WIL

5. Assign Student to WIL Activity and Approve

8. Monitor WIL Activity

9. Check Completion of WIL Activity
2. Introduce Students to WIL

1. Define WIL Activity

   1.1 Inform students that program/course includes WIL

   InPlace activity

   2.2 Log-in to InPlace system

   2.3 Contact InPlace Support team for InPlace induction and registration

   Is this your first time using InPlace?

   YES

   2.4 Introduce students to the InPlace system

   2.5 Advise student of any pre-requisite academic or non-academic requirements

   2.6 If required, request student to complete WIL activity information form

   Multi-channel communications:
   - Program/Course guides
   - Lectures
   - Online
   - Other

   Refer to InPlace Quick Reference Guide(s):
   - Introduction to InPlace

   Possible requirements (configurable in InPlace)
   - Academic results
   - Police check
   - Student disclosure
   - Immunisations
   - Working with children check
   - Social media policy
   - Risk assessment

   OR

   3. Source and Promote WIL Activity Externally

   4. Student Sources WIL Activity

Contact points:
- Email: inplace.support@rmit.edu.au
- Phone: 03 9925 5111
- VSM (ITS): servicemanager.rmit.edu.au
3. Source and Promote WIL Activity Externally

2. Introduce Students to WIL

3.1 Partner org. approaches RMIT with a potential WIL activity

3.2 RMIT approaches partner org. to source a WIL activity

InPlace activity

Does WIL activity meet academic/non academic reqs?

Can it be amended?

YES

NO

YES

NO

Send the opportunity to RMIT Careers & Employability for further business development

3.5 Send the opportunity to RMIT Careers & Employability for further business development

END WIL LIFE CYCLE

3.3 Follow discipline specific InPlace steps and consult with WIL Champion(s)

InPlace activity

Does student meet academic/non academic reqs?

YES

NO

8.2 Change or Terminate WIL Activity

Contact points:
- Email: careers@rmit.edu.au
- Phone: 03 9925 3901

5. Assign Student to WIL Activity and Approve
4. Student Sources WIL Activity

2. Introduce Students to WIL (STUDENT SOURCED)

4.1 Student submits Self Placement

Does the WIL activity meet academic/non academic reqs?

YES

CAN THE ACTIVITY BE AMENDED?

YES

NO

4.2. Student amends submission

4.3 Student resubmits Self Placement

4.4. Change or Terminate WIL Activity

5. Assign Student to WIL Activity and Approve

Refer to InPlace Quick Reference Guide(s):
- Self Placement
5. Assign Student to WIL Activity and Approve

1. Assign Student to WIL Activity and Approve

   - InPlace activity

2. WIL Practitioner generates placement for student

3. WIL Practitioner approves WIL activity using Self Placement Wizard

4. Ensure that any additional WIL information is communicated to student

5. Communicate WIL activity information to relevant stakeholders if necessary

6. Perform Due Diligence on WIL Activity

Refer to InPlace Quick Reference Guide(s):
- Placement manager
- Placement
6. Perform Due Diligence on WIL Activity

5. Assign Student to WIL Activity and Approve

- Is this an overseas WIL activity?
  - YES
  - NO

  6.1 Request student to submit relevant Global Mobility form(s)

Global Mobility form(s):
- MOBI (Self Sourced - Mobility Registration)

- Is this a new partner org. or WIL activity?
  - YES
  - NO

8.2. Change or Terminate WIL Activity

- Can WIL activity continue?
  - YES
  - NO

- 6.2 Identify any potential risk management issues

- 7. Complete WIL Agreements

- WIL Activity Risk Assessment Template
- Contact Health, Safety and Wellbeing Team (hr.assist@rmit.edu.au)
7. Complete WIL Agreements

6. Perform Due Diligence on WIL Activity

- Is RMIT the partner organisation?
  - YES
    - Will student own IP?
      - YES
        - Use 2-way IP WIL agreement
      - NO
        - Use 2-way non-IP WIL agreement
  - NO
    - InPlace activity
      - Does a relationship agreement exist?
        - YES
          - Use 2-way non-IP WIL agreement
        - NO
          - Use 2-way IP WIL agreement

- Does partner org agree to using RMIT WIL agreement?
  - YES
    - Will student own IP?
      - YES
        - Use 3-way IP WIL agreement
      - NO
        - Use 3-way non-IP WIL agreement
  - NO
    - InPlace activity
      - Does a relationship agreement exist?
        - YES
          - Use 3-way non-IP WIL agreement
        - NO
          - Use 3-way IP WIL agreement

- Does partner org agree to relationship agreement?
  - YES
    - Will student own IP?
      - YES
        - Use 3-way IP WIL agreement
      - NO
        - Use 3-way non-IP WIL agreement
  - NO
    - InPlace activity
      - Does a relationship agreement exist?
        - YES
          - Use 3-way non-IP WIL agreement
        - NO
          - Use 3-way IP WIL agreement

- Will student own IP?
  - YES
    - Use 3-way IP WIL agreement
  - NO
    - Use 3-way non-IP WIL agreement

7. Consult with other schools that may have a relationship agreement with partner org.

7.12 Consult with other schools that are also in contract with the partner organisation.

7.13 Complete and submit Legal Services Group request form(s).

7.14 Amend RMIT agreement template in consultation with partner org.

7.11 Obtain partner organisation’s WIL contract.

Legal Services Group form(s):
- Request Form

7.5 Obtain signatures of all relevant parties.

7.6 Store documents in an RMIT approved/managed system.

8. Monitor WIL Activity.

Parties to contract:
- Partner organisation
- Student/parent/guardian if under 18
- RMIT - refer to RMIT Delegations/Signatory policy
- WIL Agreements FAQs
8.0 Monitor WIL Activity

7. Complete WIL Agreements

- 8.0.1 Confirm that student has commenced WIL activity

- 8.0.2 Communicate with student and partner org, as stipulated in WIL Agreement Schedule

INCIDENT

- 8.1 Report an Incident

ACADEMIC RISK/ISSUE

- 8.0.3 Consult with academic/teacher

- Issue resolved between parties?

- YES
  - 8.0.4 Document resolution in an RMIT approved/manged system

- NO

9. Check Completion of WIL Activity

- 8.0.2 Communicate with student and partner org, as stipulated in WIL Agreement Schedule

- 8.0.3 Consult with academic/teacher

- Issue resolved between parties?

- YES
  - 8.0.4 Document resolution in an RMIT approved/manged system

- NO

- 8.0.2 Communicate with student and partner org, as stipulated in WIL Agreement Schedule

- 8.0.3 Consult with academic/teacher

- Issue resolved between parties?

- YES
  - 8.0.4 Document resolution in an RMIT approved/manged system

- NO

- 8.0.2 Communicate with student and partner org, as stipulated in WIL Agreement Schedule

- 8.0.3 Consult with academic/teacher

- Issue resolved between parties?

- YES
  - 8.0.4 Document resolution in an RMIT approved/manged system

- NO

- 8.0.2 Communicate with student and partner org, as stipulated in WIL Agreement Schedule

- 8.0.3 Consult with academic/teacher

- Issue resolved between parties?

- YES
  - 8.0.4 Document resolution in an RMIT approved/manged system

- NO

8.2 Change or Terminate WIL Activity

8.0 Monitor WIL Activity
8.1 Report an Incident

8.0. Monitor WIL activity

8.1. Receive notification of a WIL related incident

8.1.2 Inform partner organisation if appropriate

8.1.3 Consult with RMIT Health, Safety and Wellbeing Specialist and if necessary Legal Services Group

8.1.4 Act on advice from RMIT Health, Safety and Wellbeing specialist

8.1.5 Complete RMIT Incident/Hazard Report Form

8.1.6 Complete partner organisation incident form, if required

8.1.7 Refer student to RMIT Connect

Does student require support services?

YES

Student can raise an RMIT Connect enquiry if support services are needed

NO

Can WIL activity continue?

YES

NO

8.0. Monitor WIL Activity

8.2 Change or Terminate WIL Activity
Change or Terminate WIL Activity

1. InPlace activity

2. ALTERNATIVE WIL ACTIVITY

3. EARLY TERMINATION

4. Does an alternative WIL activity exist?
   - YES
   - NO

5. Can an alternative WIL activity be sourced?
   - YES
   - NO

6. Can the WIL activity be simulated?
   - YES
   - NO

7. Is it appropriate to defer WIL activity?
   - YES
   - NO

8. 8.2.1 Student informed in writing to attend meeting with Program Manager and WIL Practitioner to discuss events leading to termination

9. 8.2.2 Provide details to student, in writing about Students Group support services

10. 8.2.3 Partner organisation submits report detailing termination reasons

11. 8.2.4 Meeting held, notes taken and stored in confidential part of student file

12. 8.2.5 Organise and conduct second meeting with WIL Practitioner, Program Manager and Head of School

13. 8.2.6 Head of School provides student with a written account of early termination

14. Have early termination arrangements impacted student’s enrolment?
   - YES
   - NO

15. Student can raise an RMIT Connect enquiry if support services are needed

16. If appropriate, advise student to take special consideration and/or student can raise an RMIT Connect enquiry if support services are needed

17. 3. Source and Promote WIL Activity Externally

18. 4. Student Sources WIL Activity

19. 5. Assign Student to WIL Activity and Approve

20. 6. Perform Due Diligence on WIL Activity

21. 8.0 Monitor WIL Activity

22. END WIL LIFE CYCLE

If appropriate, advise student to take special consideration and/or student can raise an RMIT Connect enquiry if support services are needed

Student can raise an RMIT Connect enquiry if support services are needed

Have early termination arrangements impacted student’s enrolment?

End WIL LIFE CYCLE

If appropriate, advise student to take special consideration and/or student can raise an RMIT Connect enquiry if support services are needed

Student can raise an RMIT Connect enquiry if support services are needed

Have early termination arrangements impacted student’s enrolment?
9. Check Completion of WIL Activity

6.0 Monitor WIL Activity

9.1 Check that student has submitted all academic components of WIL activity

End student meeting min. WIL attendance requirements

Has student met the learning outcomes of the WIL activity?

Is reason for non-attendance evidenced and approved?

9.2 Consult with College/School’s Academic Advisor

9.3 Advise student to seek special consideration and consult with Academic Progress team

9.4 Mark activity as completed in InPlace

10.0 WIL Activity Feedback from Partner

8.0 Monitor WIL Activity

End WIL Life Cycle

Student can raise an RMIT Connect enquiry if support services are needed
10.0 WIL Activity Feedback from Partner

9. Check Completion of WIL Activity

10.0.1 Gather formal/informal feedback from partner org.

- Identify source of opportunity (e.g. alumni)
- Opportunities for improvement
- Possible leverage from other Colleges/Schools

Refer to InPlace Quick Reference Guide(s):
- Agency Maintenance

Community of Practice:
- WIL Skills

Record feedback against agency or agency contact in InPlace

Share notable accounts/feedback across WIL CoP

END WIL LIFE CYCLE

10.1 Process WIL Invoices

10.2 Report on WIL Activity
10.1 Process WIL Invoices

10.1.1 Set up a purchase order with partner

10.1.2 Receive partner's WIL invoice

10.1.3 Query discrepancy with partner and re-check RMIT record

10.1.4 Record partner's invoice number and invoice details

10.1.5 Assign a purchase order number (PO#)

10.1.6 Send invoice with PO# to finance head office

10.1.7 Contact RMIT finance head office to obtain invoice status using PO#

10.1.8 Record invoice payment status for reference

10.1.9 Send invoice with PO# to finance head office

10.1.10 Itemised charge request sent to partner

10.1.11 Receive/Obtain partner WIL invoice

10.1.12 Discuss with partner

10.1.13 Complete payment approvals (WIL practitioner, finance officer, and finance manager)

10.1.14 Record partner's invoice number and invoice details

10.1.15 Assign a purchase order number (PO#)

10.1.16 Send invoice with PO# to finance head office

Follow up if invoice payment required?

YES

10.1.17 Contact RMIT finance head office to obtain invoice status using PO#

NO

10.1.18 Record invoice payment status for reference

YES

9. Gather Feedback and Report on WIL Activity

YES

Gather Feedback and Report on WIL Activity

NO

10.2 Report on WIL Activity

Does invoice match RMIT records?

NO

10.1.14 Record partner's invoice number and invoice details

YES

10.1.15 Assign a purchase order number (PO#)

10.1.16 Send invoice with PO# to finance head office

Follow up if invoice payment required?

YES

10.1.17 Contact RMIT finance head office to obtain invoice status using PO#

NO

10.1.18 Record invoice payment status for reference

YES

Gather Feedback and Report on WIL Activity

NO

10.2 Report on WIL Activity