

Work Integrated Learning Policy [WIL]

Purpose

Our focus is to expand the WIL opportunities available to students and to ensure the delivery of quality professionally oriented experiences that bridge the gap between academic theory and practical application. WIL engages students in real-work environments, nurtures the development of crucial practical skills and fosters a deeper understanding of industry-specific practices and expectations.

Scope

WIL is a core part of all programs and is applicable to all students at the Institute. Within this core outcome of the programs, there are two unit-mode-options – experience made up of practicum and practice made up of academic theory and integration – for students to choose from in order to fulfill the requirements of these relevant credit-carrying units.

Related Policies

This policy should be read in conjunction with the following Institute policies:

Academic Integrity Policy
Access and Equity Policy
Assessment Policy
Attendance and Participation Policy
Complaints and Appeals Policy
Course Credit for Recognition of Prior Learning Policy
Misconduct Policy
Monitoring Academic Progression Policy
Reasonable Adjustment Policy
Special Consideration Policy
Student Code of Conduct Policy
Support for Students Policy
Student Safety and Wellbeing Policy

All documents referenced in this policy can be accessed via the Forms & Policies section at the bottom of the homepage of the Institute website.

Related Documents

This policy should be read in conjunction with the following related documents:

- Work Integrated Learning Framework
- Host Organisation Guidelines

Policy Statement

As part of our approach to Work Integrated Learning [WIL] ICAT offers two Industry Experience Units:

1. Industry Experience 1

- 1.1 At the end of the first year of study – T3
- 1.2 Capstone unit at the end of academic year
- 1.3 professional practice/theory alternative of this unit – no placement – Industry Practice 1
- 1.4 Students will be required to produce a log of evidence of all their Industry Experience hours and submit various forms of assessment across the two units to demonstrate the achievement of the Industry Experience Unit Learning Outcomes. This evidence will be in the form of Workplace Culture Analysis, Supervisor Reports, Careers Meetings, Industry Projects, Written Reflections, and the development of a Career Portfolio and Plan.
- 1.5 With 60 hours of Work Integrated Learning, students will engage in industry-specific tasks, gaining valuable insights and practical skills that enhance their understanding of industry demands and dynamics.
- 1.6 The 12 weeks of content will also support an understanding of workplace culture, self-assessment, professional and effective communication skills, collaboration, strategic thinking, and future career planning.
- 1.7 Students are required to attend face-to-face classes in Week 1, Week 4, Week 7, and Week 11 as part of engagement with the process.
- 1.8 Attendance is required in Week 2 for those students who have not completed the required 60 hours of Work Integrated Learning and are not confirmed for an industry placement to ensure the successful progression towards achieving unit learning outcomes and fulfilling the designated hours.

2. Industry Experience 2

- 2.1 In the final year of study – T6
- 2.2 Capstone unit at the end of academic year
- 2.3 professional practice/theory alternative of this unit – no placement – Industry Practice 2
- 2.4 Students will be required to produce a log of evidence of all their Industry Experience hours and submit various forms of assessment across the two units to demonstrate the achievement of the Industry Experience Unit Learning Outcomes. This evidence will be in the form of Workplace Culture Analysis, Supervisor Reports, Careers Meetings, Industry Projects, Written Reflections, and the development of a Career Portfolio and Plan.
- 2.5 Industry Experience 2 enhances practical skills and strategic thinking through 120 hours of Work Integrated Learning. Students emerge adept and ready to navigate, meet industry demands, and contribute effectively.
- 2.6 The 12 weeks of content also supports business acumen, global business dynamics, data analytics, event planning, personal branding, project management, job applications, interviews, and workplace responsibilities. This cultivates future-ready graduates with a comprehensive skill set for success.

- 2.7 Students are required to attend face-to-face classes in Week 1 and Week 12 and a minimum of one Careers Meeting with the ICAT Careers Team before the end of Week 9. Weeks 2 – 11 are designed as self-directed study.
- 2.8 Attendance is required at the scheduled class in Week 2 for those students who have not completed the required 60 hours of Work Integrated Learning and are not confirmed for an industry placement to ensure the successful progression towards achieving unit learning outcomes and fulfilling the designated hours.
- 2.9 Optional drop-in sessions with the Careers Team are available throughout the trimester and are highly recommended.

In both units, students will actively engage in Work Integrated Learning [WIL] directly relevant to their field of study. These can be arranged at any of the following

- Work site
- Work-from-home arrangement
- Approved virtual setting

Criteria

- Eligibility for enrolment is contingent upon factors such as location and previously logged hours of completed Industry Experience [WIL] in the relevant academic year.
- Logged hours of Industry Experience cannot be carried from Year 1 to Year 2.
- For regional students without access to a pool of industry opportunities, those with limited logged experience or students not wishing to pursue the Industry Experience units, can instead enrol in the alternative Capstone units of Industry Practice 1 and Industry Practice 2

3. Industry Practice 1

- 3.1 Capstone unit, theory version
- 3.2 Unit equips students with a practical understanding of workplace dynamics, effectively bridging the gap between academic knowledge and its real-world professional practice.
- 3.3 Students will delve into industry-specific tasks, acquiring invaluable insights and practical skills that elevate their grasp of industry demands and dynamics.
- 3.4 The curriculum focuses on fostering comprehension of workplace culture, self-assessment, professional communication, collaboration, strategic thinking, and future career planning.

4. Industry Practice 2

- 4.1 Capstone unit, theory version
- 4.2 students will advance their comprehension of business acumen, global business dynamics, data analytics, event planning, personal branding, project management, job applications, interviews, and workplace responsibilities.
- 4.3 This comprehensive exploration equips students with heightened proficiency, enabling them to adeptly navigate industry demands and contribute effectively.
- 4.4 The unit incorporates practical exercises, including interview role plays, presentation critiques,

and career planning reflections.

4.5 Through simulated workplace teams, students will execute a final project proposal, showcasing their ability to design, implement, and deliver real-world solutions. This demonstration reflects their profound understanding of addressing practical industry challenges for relevant clients, ultimately preparing them to be job-ready graduates.

Principles

The differentiation between Industry Experience 1 and Industry Experience 2, beyond the variance in mandated logged hours of WIL, lies in the evolution of assessments.

- While Industry Experience 1 incorporates a workplace culture analysis and work-integrated learning reflection,
- Industry Experience 2 transitions to a Career Plan and Portfolio and Personal Industry Project.
- Additionally, Industry Experience 2 places a lesser emphasis on facilitated learning, encouraging students to take a more independent and self-directed approach to their experiential learning journey.

Related Legislation

- Fair Work Act 2009
- Higher Education Standards Framework 2021 [Threshold Standards]
- Education Services for Overseas Students Act 2000 [ESOS Act]
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 [National Code]
- The Privacy Act 1988
- Work Health and Safety Act 2011 [NSW]

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0 02112023	30 Nov 2023	Director of Operations and Compliance // Director of Education	Academic Board	New policy for ICAT

Policy Information

Author:	Director of Operations and Compliance
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This has been authored with consideration of the Work Integrated Learning framework at Charles Sturt University and with context on best practice from TEQSA's guidance note on Work-Integrated Learning.

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