

Work-integrated Learning Policy Version 1.2

1. Purpose

Nexus Institute of Higher Education is committed to providing high-quality education that integrates theory and practice, preparing students for successful careers. This policy outlines the principles, procedures and standards governing the incorporation of work-integrated learning experiences into academic programs at Nexus Institute

- WIL Student Handbook
- WIL Partner Handbook
- WIL Risk Assessment
- Intellectual Property Policy

2. Scope

This policy applies to all academic programs and courses at Nexus Institute that incorporate work-integrated learning components and to all staff involved in design, delivery and supervision of work-integrated learning.

3. Definitions

Work-integrated learning (WIL). Work-integrated learning encompasses a range of experiences that integrate academic learning with practical, industry-relevant experiences, enabling students to apply and deepen their knowledge in real-world contexts. These experiences may include:

- professional workplace placements (also known as internships, clinical placements, fieldwork, practicums) whether local, interstate or international
- online or virtual WIL (e.g. telehealth) with real clients or industry input
- industry-partnered projects in the classroom (e.g. hackathons, incubators/start-ups) that involve industry, community or professional partners
- a simulated work environment with industry input, consultation or assessment, or
- activities in other contexts involving industry or community partners.¹

4. Policy statement

WIL is an integral component of a course designed to:

- Provide students with opportunities to apply theoretical knowledge to practical situations
- Develop students' professional and employability skills
- Foster collaboration between the university and industry partners
- Enhance students' understanding of workplace cultures and expectations
- Facilitate the transition from education to employment.

¹ TEQSA Guidance note: Work-integrated learning (4 May 2022).

The intended learning outcomes of work-integrated learning experiences will be clearly articulated and aligned to the course learning outcomes.

All work-integrated learning opportunities will be quality-assured in accordance with this policy. Ongoing monitoring and evaluation of work-integrated learning experiences will be conducted to ensure their alignment with academic standards and industry relevance.

Nexus Institute will provide support to assist students in securing, preparing for and reflecting on their work-integrated learning experiences.

The Institute remains responsible for the wellbeing and learning outcomes of a student while undertaking activities with any third party as part of their course.

5. Procedures

The design of WIL subjects will pay attention to:

- appropriate student preparation, supervision, monitoring and feedback before, during and after the WIL experience
- the learning environment, whether physical or virtual, and associated learning activities
- opportunities for students to interact with each other and with staff
- ethical practice including the requirements of the Fair Work Act 2009
- relevant health and safety legislation
- mitigation of potential risks and safety hazards
- intellectual property rights
- the quality of the student experience.

WIL partners must comply with all relevant legislative obligations and Nexus Institute policies. The facilities where WIL experiences are undertaken must be fit for their educational purposes and able to accommodate the numbers and activities of the students and staff who use them. The WIL Coordinator will visit the WIL partner to confirm that the facilities and supervision in the workplace are appropriate to support the placement. Site visits will be conducted every two years to ensure that the facilities remain fit-for-purpose. WIL partners will be encouraged to provide feedback to Nexus Institute.

Arrangements for work integrated learning activities are formalised in agreements that set out the roles and expectations for all parties involved (student, Nexus Institute and industry partner).² The agreement formalises

- liaison between Nexus Institute and the Host Organisation
- expectations for the internship experience
- training for supervisors
- insurance and mechanisms for reviewing the quality of the internship program.

Where appropriate, intellectual property considerations will be addressed in agreements in accordance with the Intellectual Property Policy, recognising the contributions of the Institute, staff and student creators and the industry partner.

² Refer to the templates in Attachments 1 and 2.

For each work-integrated learning project, an academic supervisor and a workplace supervisor are appointed.

- The academic supervisor has overall responsibility for the quality of the learning experience, advises the student on the project and its assessment and on other issues as required, evaluates the outcomes and recommends a final grade. Students must maintain regular contact with their academic supervisor.
- The workplace supervisor works with and communicates regularly with the academic supervisor and has responsibility for supervising the student in the workplace and providing an evaluation of the student's work in the industry context.

Nexus Institute will ensure that students receive a formal induction to the work-integrated learning project. The workplace supervisor will provide induction in work health and safety requirements in the workplace.

Online tools are used to maintain contact between the student and the academic supervisor, facilitate group collaboration and assist students in keeping a reflective journal.

6. Roles and responsibilities

The Executive Dean is responsible for implementation and oversight of this policy and approving industry partners.

The WIL Coordinator is responsible for identifying and establishing partnerships with industry and community organisations for work-integrated learning opportunities and maintaining the database of approved partners. The Will Coordinator will provide information for partner organisations about WIL activities at Nexus Institute and consult frequently with partner organisations about the performance of students during placements. The WIL Coordinator will liaise with students engaged in WIL activities, monitor assessment and record outcomes from the placement.

7. Related information

List any relevant legislation or standards, key related documents, forms, or website links.

- Higher Education Standards Framework (Threshold Standards) 2021
- TEQSA Guidance note: Work-integrated learning (4 May 2022)
<https://www.teqsa.gov.au/guides-resources/resources/guidance-notes/guidance-note-work-integrated-learning>

8. Document control

Category	Academic
HESF Standard	1.4, 2.3, 2.4, 3.1, 5.4.1
Policy name	Work-integrated Learning Policy
Policy owner	Executive Dean
Policy approver	Academic Board
Date of approval	26 July 2024
Date of next review	1 February 2027
Change log	Version 0. Original version created on 30 November 2023.
	Version 1. Feedback from Academic Board incorporated on 23 Jan 2024.
	Expanded comment on IP in Section 5 added on 14 July 2024.

Attachment 1

WORK-INTEGRATED LEARNING AGREEMENT
BETWEEN
NEXUS INSTITUTE OF HIGHER EDUCATION PTY LTD
AND
[ORGANISATION]

THIS AGREEMENT is made on 2024

BETWEEN

NEXUS INSTITUTE OF HIGHER EDUCATION PTY LTD, ABN 71 666 816 039

AND

[Name of the Organisation described in Item 1 of the Schedule (Organisation)]

WHEREAS

A. Nexus Institute provides higher education courses accredited by the Tertiary Education Quality and Standards Agency (TEQSA) and is accountable to TEQSA for all its teaching and learning activities.

B. The parties wish to arrange for students (the Students) of Nexus Institute to receive training in the discipline described in Item 2 of the Schedule (the Discipline) as part of the Nexus Institute program described in Item 3 of the Schedule (the Program) and wish to set their agreement out in writing.

1. TERM OF THIS AGREEMENT

1.1. The term of this Agreement will be from the date of this Agreement for the period set out in Item 4 of the Schedule.

1.2 This Agreement may be reviewed at the request of either party.

2. INTERPRETATION

2.1 In this Agreement, unless the context otherwise requires:

- (a) headings are for convenience only and do not affect the interpretation of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any other gender.

3. RESPONSIBILITIES OF NEXUS INSTITUTE

3.1 Nexus Institute will nominate a person to liaise with the Organisation in matters concerning the Program and the assessment of the Student's achievement of the competencies in the Discipline.

3.2 Nexus Institute will arrange for a person to visit the Organisation to confirm that the facilities and supervision in the workplace are appropriate to support the placement. A site visit will be conducted at least every two years.

4. RESPONSIBILITIES OF [ORGANISATION]

4.1 The Organisation will provide appropriate experience in the Discipline for the Students of the Program as agreed between Nexus Institute and the Organisation on a regular basis during the period of this Agreement.

4.2 The Organisation will nominate a person or persons to liaise with Nexus Institute in matters concerning the Program and the assessment of the Students' achievement of the competencies in the Discipline. The name or names of this person or persons is set out in Item 5 of this Agreement and may be varied by the Organisation giving notice to Nexus Institute according to this Agreement.

4.3 The Organisation will provide suitable workplace accommodation for the Students and a secure location for their personal belongings and access to relevant staff and facilities required to carry out the agreed project for the duration of the work-integrated learning.

4.4 The Organisation will ensure that in its dealings with Students and in providing a working environment it complies with all legislation in place during the term of this Agreement including the Occupational Health and Safety Act (NSW), equal opportunity legislation and privacy legislation.

5. JOINT RESPONSIBILITIES

5.1 Nexus Institute and the Organisation will, by mutual Agreement, provide adequate trained staff to ensure that the Students are given the required level of instruction and supervision.

5.2 Nexus Institute and the Organisation will, by mutual Agreement, provide a work-integrated learning experience consistent with the objectives of the Program.

5.3 Nexus Institute and the Organisation agree that Nexus Institute staff may intervene to rectify any default under the agreement without liability or prejudice to ensure compliance with the responsibilities of Nexus Institute as a higher education provider.

5.4 The parties acknowledge that industrial disputation may affect the functioning of the Organisation which may necessitate amendment to the planned work-integrated learning project.

6. INSURANCE

6.1 Nexus Institute will be responsible for WorkCover for Institute staff on the Organisation's premises.

6.2 The Organisation will ensure that it has in place adequate public liability and professional indemnity insurance under this Agreement.

6.3 Nexus Institute carries insurance for students in unpaid, supervised work-integrated learnings for public liability, professional indemnity and personal accident. Only students undertaking approved work-integrated learnings are covered by this insurance. All documentation must be completed and certified by the CEO before the commencement of work-integrated learning.

7. DISCIPLINE

7.1 While on the Organisation's premises, the Students and staff of Nexus Institute will be subject to the rules, regulations and by-laws of the Organisation. In the event of any breach of a rule, regulation or by-law of the Organisation by the Student or staff member of Nexus Institute, the Organisation may direct that the Student or staff member leave the Organisation premises and will notify Nexus Institute of the direction.

8. DISPUTE RESOLUTION

8.1 In the event of any disagreement between Nexus Institute and the Organisation concerning any action of the Organisation a committee will be established to consider the matter and make such recommendations as it may consider appropriate to the Organisation whose decision on the matter will be final.

8.2 The committee will comprise two members appointed by Nexus Institute and two members appointed by the Organisation.

9. VARIATION

9.1 Variation of any of the terms of this Agreement must be in writing and signed by both of the parties.

10. TERMINATION

10.1 Either party may give the other party written notice, in the manner prescribed by this Agreement, of its desire to terminate this Agreement.

10.2 This Agreement will terminate at the end of the study period in which the notice under 10.1 is received.

11. NOTICES

11.1 Any notice or other communication made pursuant to this Agreement

(a) must be in writing addressed as set out in Item 6 of the Schedule for each party or to any other address specified by any party to the sender by notice;

(b) must be signed by an officer of the sender;

(c) is deemed to be given by the sender and received by the addressee;

(i) if by delivery in person, when delivered to the addressee;

(ii) if by post, three (3) business days from and including the date of postage and on delivery to the addressee;

(iii) if by facsimile transmission, when received by the addressee. but if the delivery or receipt is on a day which is not a business day or is after 4.00 p.m. (addressee's time) it is deemed to be given on the succeeding business day.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year above mentioned.

SIGNED for and on behalf of NEXUS INSTITUTE OF HIGHER EDUCATION by a duly authorised officer

..... Signature

Name and Title

in the presence of:

.....

Witness Signature

.....

Name and Address of Witness

SIGNED for and on behalf of ORGANISATION by a duly authorised officer

.....Signature

Name and Title

in the presence of:

.....

Witness Signature

.....

Name and Address of Witness

SCHEDULES

Item 1 : Organisation

Item 2 : Discipline or area of Training

Item 3 : Program/Course

Item 4 : Period of Agreement

Item 5 : Organisation Contact

Item 6 : Contact Details

Nexus Institute:

Organisation:

Attachment 2**WORK-INTEGRATED LEARNING SUPERVISION AGREEMENT****BETWEEN****NEXUS INSTITUTE OF HIGHER EDUCATION****AND****[ORGANISATION]****AND****[STUDENT]**

THIS AGREEMENT is made on2024

BETWEEN

NEXUS INSTITUTE OF HIGHER EDUCATION

AND

[Name of the Organisation]

AND

[Name of Student or Students]

WHEREAS

A. Nexus Institute and the Organisation have agreed on the terms and conditions for providing work-integrated learning placements to Students enrolled in programs of study at Nexus Institute.

B. The Student (s) is enrolled in the [Course].

1. The academic supervisor for the work-integrated learning is

The academic supervisor is a staff member of Nexus Institute. The academic supervisor has overall responsibility for the quality of the learning experience, advises the student on the project and research report and on other issues as required, evaluates the presentation and the report, and recommends the final grade.

1. The industry supervisor for the work-integrated learning is

The industry supervisor is employed by the Organisation and has voluntarily agreed to undertake the work-integrated learning supervision. The industry supervisor agrees to work with the academic supervisor and has responsibility for supervising the student in the workplace for the agreed period, providing feedback to the student to identify areas of strength and areas for further development, maintaining contact with the academic supervisor and providing an evaluation of the student's work.

3. The student(s) agrees to:

Ensure that he/she complies with the Nexus Institute Rules and the Organisation's Code of Conduct

Ensure that he/she understands and adheres to the practices of the Organisation
Ensure that he/she follows agreed processes in accordance with insurance requirements
Keep a work-integrated learning journal recording activities and reflections during the work-integrated learning (to be available for discussion with the academic and industry supervisors from time to time)
Maintain regular contact with the academic supervisor during the work-integrated learning.

4. The duration of the work-integrated learning is and the Student is expected to be on site during the hours
The work-integrated learning will commence on and will conclude on

5. Details of the work-integrated learning project are contained in the Schedule.

Academic Supervisor:

Name:

Signature: Date:

Contact details. Telephone: email:

Industry Supervisor:

Name:

Signature: Date:

Contact details. Telephone: email:

Student:

Name:

Signature: Date:

Contact details. Telephone: email:

SCHEDULE

Details of the work-integrated learning project.