

Work-integrated Learning Policy (V2.0)

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.

This policy should be read in conjunction with the:

- WIL Student Handbook
- WIL Partner Handbook
- WIL Risk Assessment
- Intellectual Property Policy
- Student Complaints and Appeals 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:

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



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

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.

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.

Each academic program that includes work-integrated learning subjects will have a Work-Integrated Learning Handbook specific to that program. The Handbook is developed as part of the course development process and provides students with the information they need before commencing a placement, including pre-placement requirements, how placements are sourced and confirmed, conduct and confidentiality expectations, and any requirements specific to the industry or professional context of that program. The Handbook is provided to students prior to the commencement of their WIL subject and is maintained and updated as required by the Course Director, in consultation with the WIL Coordinator (where appointed) and the Executive Dean.

Nexus Institute is committed to ensuring that work-integrated learning experiences are accessible to all students. Where a student has a disability or other circumstance that may affect their capacity to undertake placement in a standard format, the Course Director and the student will work together to identify reasonable adjustments to the placement arrangement. This may include modifications to the placement site, hours, mode of participation, or supervision

² Refer to the templates in Attachments 1 and 2.

arrangements, consistent with Nexus Institute's obligations under the Disability Discrimination Act 1992 and the Higher Education Standards Framework (Threshold Standards) 2021.

Where a host organisation has an existing contractual arrangement or industrial award that entitles a student to receive payment for specific work performed during the placement, Nexus Institute does not prohibit the student from receiving such payment. However, Nexus Institute does not require, negotiate or administer payment arrangements on behalf of students or host organisations. Any such arrangement is solely between the student and the host organisation, and Nexus Institute accepts no responsibility for any employment-related disputes, entitlements or obligations arising from it. Any paid arrangement must comply with the requirements of the Fair Work Act 2009 and all other applicable legislation. The existence of a paid arrangement does not alter the student's obligations under this policy or their WIL agreements, nor does it alter the academic requirements of the WIL subject.

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 WIL 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

- 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	14 July 2026
Date of next review	1 July 2029
Change log	Version 1.0. Original version created on 30 November 2023.
	Version 1.1. Feedback from Academic Board incorporated on 23 Jan 2024.
	Version 1.2. Expanded comment on IP in Section 5 added on 14 July 2024.
	Version 2.0. Additions to Section 5: WIL Handbook reference; accessibility and reasonable adjustments; paid placement arrangements. Cross-reference to Student Complaints and Appeals Policy added to Section 1. Corrections to Section 6 (WIL Coordinator) and Attachment 1 (signature block).

Attachment 1

Work-Integrated Learning Agreement

Between Nexus Institute of Higher Education Pty Ltd and (the host organisation)

This agreement is made on 20..., between:

- Nexus Institute of Higher Education Pty Ltd, ABN 71 666 816 039 (Nexus Institute); and
- [Name of the organisation described in Item 1 of the Schedule] (the Organisation).

Background

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 of Nexus Institute (the Students) 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 record their agreement in writing.

1. Term of this agreement

1.1 The term of this agreement is 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 the 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 in accordance with this agreement.

4.3 The Organisation will provide suitable workplace accommodation for the Students, 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 Work Health and Safety Act 2011 (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 this 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 iCare/SafeWork 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 for the purposes of this agreement.

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

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. If a Student or staff member of Nexus Institute breaches a rule, regulation or by-law of the Organisation, the Organisation may direct that person to leave the Organisation's premises and will notify Nexus Institute of that direction.

8. Dispute resolution

8.1 If Nexus Institute and the Organisation disagree about any action of the Organisation, a committee will be established to consider the matter and make recommendations to the Organisation. The Organisation's 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 term of this agreement must be in writing and signed by both parties.

10. Termination

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

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

11. Notices

11.1 A notice or other communication given under this agreement:

- (a) must be in writing and addressed as set out in Item 6 of the Schedule for each party, or to any other address a party notifies to the sender;
- (b) must be signed by an officer of the sender;
- (c) is taken to be given by the sender and received by the addressee:
 - (i) if delivered in person, when delivered to the addressee;
 - (ii) if sent by post, three business days from and including the date of postage; or
 - (iii) if sent by email, when received by the addressee,

but if delivery or receipt occurs on a day that is not a business day, or after 4.00pm (addressee's time), it is taken to be given on the next business day.

Execution

The parties have executed this agreement as a deed on the date first written above.

Nexus Institute of Higher Education	The Organisation
Signed for and on behalf of Nexus Institute of Higher Education by a duly authorised officer:	Signed for and on behalf of the Organisation by a duly authorised officer:
Signature:	Signature:
Name and title:	Name and title:
Date:	Date:

Nexus Institute of Higher Education	The Organisation
In the presence of (witness signature):	In the presence of (witness signature):
Witness name and address:	Witness name and address:

Schedule

Item	Details
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	
Item 6 — Contact details, Organisation	

Attachment 2

Work-Integrated Learning Supervision Agreement

Between Nexus Institute of Higher Education, the host organisation and the student

This agreement is made on 20..., between:

- Nexus Institute of Higher Education (Nexus Institute); and
- [Name of the organisation] (the Organisation); and
- [Name of student or students] (the Student).

Background

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 is enrolled in [course].

1. Academic supervisor

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 matters as required, evaluates the presentation and the report, and recommends the final grade.

2. Industry supervisor

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 is responsible for supervising the Student in the workplace for the agreed period, providing feedback to the Student on areas of strength and areas for further development, maintaining contact with the academic supervisor, and providing an evaluation of the Student's work.

3. Student undertakings

The Student agrees to:

- comply with the Nexus Institute rules and the Organisation's code of conduct;
- understand and adhere to the practices of the Organisation;
- follow 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; and
- maintain regular contact with the academic supervisor during the work-integrated learning.

4. Duration

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. Project details

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

Execution

Each party confirms their agreement to the above by signing below.

Academic supervisor	Industry supervisor	Student
Name: 	Name: 	Name:
Signature: 	Signature: 	Signature:
Date: 	Date: 	Date:
Phone: 	Phone: 	Phone:
Email: 	Email: 	Email:



Schedule

Details of the work-integrated learning project.

Project details