

WORK INTEGRATED LEARNING (WIL) POLICY

1. Purpose and Objectives

- 1.1 The purpose of this policy is to provide a management framework for Le Cordon Bleu Australia's (LCBA) delivery and support of Work-Integrated-Learning (WIL) components of a program.
- 1.2 The objectives of this policy are to clearly set out the process for the delivery of WIL units, so that no student will be disadvantaged due to misunderstanding and to ensure that all lecturers, academic and industry engagement staff and host organisation partners have clear instruction on the approved process for WIL at LCBA.

2. Scope

- 2.1 This policy applies to all WIL activities for both WIL units offered in the Post-graduate, Undergraduate and Vocational Education programs.
- 2.2 This policy applies to students of LCBA's courses, all employees of LCBA, adjunct staff, delivery partner staff, industry partners, and professional and community organisations involved in WIL partnerships or associations with LCBA.
- 2.3 This policy applies to all the academic activities connected to WIL units in which students engage, in including but not limited to workshops, sourcing placement and assessments.

3. Related Policies

- Academic Progress Policy
- Critical Incident Policy
- Attendance Policy (VET)
- Assessment Policy (VET)
- Assessment Policy
- Assessment Policy and Procedures Manual (Post-graduate)
- Academic Integrity Policy
- Student Code of Conduct
- Student Dress Code Policy

4. Definitions

'Host Organisation' The entity where students may undertake a role during their WIL placement.

'Work Experience' Any paid or unpaid extra-curricular work voluntarily undertaken by students outside of the designated terms of study in which WIL is delivered, whether in the hospitality industry or in any other professional context.

'Work-Integrated-Learning (WIL)': WIL is the umbrella term adopted by LCBA to describe the complement of theoretical and practical learning a student undertakes, providing students with an opportunity to gain academic credit to recognise the learning undertaken. Examples of WIL at LCBA include:

- Industry placement: Work that a student engages in that is connected to their discipline or career goals. Work may be paid or unpaid, full-time, part-

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time or casual. It may be comprised of multiple placements and WIL experiences in industry, or comprised of single placements. Examples of industry placement activities include paid work, internships, observation of industry events, mentorship programs, and voluntary work placements. Industry placement combines both class-based learning and structured and supported workplace opportunities, where students reflect on their learning and receive feedback on their workplace performance, including formal assessments.

- Industry simulations: Aspects of the workplace are integrated with classroom learning. Examples include: applied research projects, workshops, case studies, role plays, simulation-based learning, gaming, virtual business learning, project-based learning or work-related problem-solving projects.
- Industry interactions: Students are provided with opportunities to interact with industry to gain an insight into work practices. Examples include: field trips, site visits, guest lecturers from industry, practical or work experience, mentoring.

‘WIL unit’- refers to any unit/unit of competency within a LCBA academic program which provides students with an opportunity to combine theoretical and practical learning in a host organisation.

5. Policy

5.1 LCBA commits to quality provision of its WIL program to all eligible students.

5.2 Co-ordination and management of the WIL program is overseen by the Industry Engagement Discipline.

5.3 The WIL program provides students with an opportunity to:

- apply theory and newly gained skills in workplace contexts,
- clarify or determine career directions,
- apply and further develop graduate qualities in workplace contexts,
- enhance skills that will increase employability,
- focus on the transition from being a student to being a professional industry representative.

5.4 WIL provides industry with the following opportunities:

- to assist in workforce development so that students can apply and transfer their knowledge and skills in workplace contexts to become ‘work-ready’ at graduation,
- knowledge transfer: students are encouraged to explore and share their classroom learning in workplaces and critically reflect on it in light of everyday practice. The aim in this regard is for LCBA students and industry members to learn and change equally,
- collaborative research partnerships, shared curriculum development and innovation.

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- 5.5 WIL courses are designed to ensure all students have the opportunity to undertake a variety of WIL experiences within Australia and internationally.
- 5.6 The WIL curriculum is designed to:
- place primary importance on an individual student's academic outcomes, with secondary importance placed on a student's professional career aspirations,
 - identify workplace tasks that are underpinned by relevant academic theory and practical skills and knowledge which have linkages to the knowledge and skills base of the tourism and hospitality industries,
 - establish that the work undertaken during placement has benefits for both student and industry,
 - link assessments to both academic theory and measurable workplace learning outcomes,
 - arrange for the work placement to be structured, with formal (academic and workplace) direction, supervision and monitoring, providing increasing levels of autonomy for the student,
 - ensure that required learning outcomes link academic theory and practical skills and are aligned to industry and/or professional standards and knowledge.
- 5.7 Teaching, learning and assessment components are incorporated into the curriculum to support students before, during and after their industry placement. The three components are:
- Preparatory component – the period prior to industry placement where:
 - WIL objectives, intentions and approaches are established,
 - students are informed of the assessment requirements during industry placement,
 - students are supported to source suitable industry placements,
 - Placement component - the industry placement duration where the:
 - approach is applied in practice;
 - outcomes are observed, evaluated and reflected upon;
 - summative assessment(s) are completed.
 - Retrospective component - following the industry placement where there is an opportunity:
 - for debriefing and reflection on action;
 - to provide other forms of feedback.

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- 5.8 LCBA ensures students are adequately prepared for WIL units:
- through the provision of learning support prior to and during placement by the WIL lecturers and/or assessors or by delivery partners (see *Learning Support Policy*),
 - by supporting students to develop career communication skills to assist them in sourcing a suitable industry placement,
 - by supporting students during the process of sourcing and applying for a suitable industry placement,
 - through the provision by LCBA Student Services of personal or general support for students prior to and during placement.
- 5.9 Students must be actively engaged in the process of sourcing a suitable industry placement.
- 5.9.1 Active engagement in the process of sourcing a suitable industry placement includes: attendance at WIL workshops, applying for suitable roles and completing all paperwork within agreed timeframes.
- 5.9.2 Students who have not been actively engaged in the process of sourcing a suitable industry placement prior to the unit commencement date, will be deemed responsible for sourcing their own industry placement.
- 5.9.3 Students may choose to identify and arrange their own industry placement. To ensure the industry placement is suitable for the WIL unit, students are encouraged to request further advice and information from the industry engagement team before making their choice and/or final decision to accept a position they have been offered.
- 5.9.4 Students who have not been actively involved in the process of sourcing and applying for a suitable industry placement, and have not independently sourced an industry placement by the course commencement date, will be deemed to have not commenced the unit.
- 5.9.5 Students who have not submitted the required paperwork including the Formal Contract prior to the course commencement date will be deemed to have not commenced the unit.
- 5.10 Students may complete their WIL unit overseas subject to the following:
- Host organisations must be reputable organisations who maintain international work standards,
 - students must seek approval from their Industry Engagement Manager/Officer prior to accepting the role. Prior to granting approval the Industry Engagement Manager/Officer will contact the organisation to discuss WIL unit requirements and may request further information to ensure the host organisation and industry placement role is suitable for the WIL unit,

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- all paperwork, including a Formal Contract, WHS form and any other forms as directed by the Industry Engagement Manager/Officer, must be submitted to Engage by the student prior to commencing the placement. Students who have not submitted the required paperwork by the census date, and have not received written approval for late submission of paperwork, will be recorded as a non-commencement,
- students are responsible for obtaining any visas necessary to work in the destination where the work placement will be undertaken,
- students are responsible for ensuring they have adequate internet access to maintain contact with Le Cordon Bleu Australia via Engage, email and telephone,
- students are responsible to pay all associated placement costs including arranging payment for all flights and accommodation to and from the destination where the work placement will be undertaken,
- students are responsible for official translation of any documentation provided by the host organisation.

5.11 LCBA supports students when they are on placement by:

- providing academic support to students including one-on-one support through meetings which may be face-to-face or via SKYPE or telephone,
- communicating with the host organisation to ensure the industry placement provides adequate supervision and opportunity for the student to complete their academic unit,
- the Industry Engagement team working with the student and the host organisation to resolve any difficulties related to the industry placement; ,
- providing personal or general support for students prior to and during placement through LCBA Student Services.

5.12 Requirements for successfully completing WIL units.

- 5.12.1 Students are required to undertake industry placements completing a minimum of 600 hours, an average of 25 hours per week, within a six month period.
- 5.12.2 Assessments must be completed as directed; assessment and academic integrity policies associated with students' course of study apply (*See: Assessment Policies and Procedures Manual (Post Graduate); Assessment Policy; Assessment Policy (VET); Academic Integrity Policy.*

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- 5.13 During the industry placement, regardless of whether the position is paid or unpaid, students must:
- monitor the hours completed and must communicate a potential shortfall in hours to the Industry Engagement officer at the earliest opportunity,
 - honour the terms and conditions of the employment contract or agreement including reference to specific start and finish dates,
 - be available for all shifts as rostered and make themselves as completely available to their host employers as is practicable during their work placement,
 - provide evidence of their hours of continuous employment in the form of a completed Proof of Hours log,
 - acknowledge that holidays are not normally permitted during the course of a work placement period, unless the host employer requires/requests the student to take leave and conditions of leave of absence from programs apply,
 - in the case of illness or inability to work, comply with the host employer's absence/personal leave policies and procedures. For extended periods of absence refer to the *Enrolment Policy*.
- 5.14 Students who are having any difficulties during their industry placement related to their placement role or academic requirements of the unit must contact their Industry Engagement Manager, Officer or Lecturer/Assessor.
- 5.15 Students who resign from an industry placement position without prior agreement from the Industry Engagement Manager will be in breach of the *Student Code of Conduct* and the procedure detailed within the *Student Code of Conduct* will be followed.
- 5.15.1 As per the *Student Code of Conduct* in the first instance, an attempt to resolve the misconduct at the local stage level will be undertaken by the Industry Engagement Manager. Unless the student has a compassionate or compelling reason for resigning from the industry placement role, the Industry Engagement Manager may require the student to undertake a volunteer work placement for the remainder of the WIL unit.
- 5.16 Academic progress
- 5.16.1 Students deemed at risk of unsatisfactory academic progress, or deemed to have unsatisfactory academic progress, at an Academic Committee Meeting (ACM) (see *Academic Progress Policy*), are not permitted to undertake an Industry Placement the following study period.
- 5.16.2 Prior to commencing the WIL unit, students must complete pre-requisite units required within their academic program.
- 5.16.3 Students who are not successful in/fail the academic component of WIL units are required to enrol in the relevant repeat unit in the following study period. The Academic Committee will determine if students are required to complete a further 600 hours during the repeat unit. The full unit fee is charged.

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- 5.16.4 Students completing units named WIL 101 or 201, who do not complete 600 hours during their industry placement, are required to make up those hours during the semester immediately following their return to campus.
- 5.16.5 Without verified medical or compassionate grounds for exemption, students who fail a repeat WIL unit are required to complete the whole Unit, including the placement hours.
- 5.17 Students may apply for Recognised Prior Learning (RPL) for WIL units. Students who are considering applying for RPL are initially requested to speak to a WIL Lecturer.
- 5.18 Within the bachelor's program students may apply for RPL for WIL101 only.

6. Change and Version Control

Version	Authored by	Description
1.0	Academic Director - Development	New Policy
2.0	Head of Discipline – Industry Engagement	Amalgamation of three policies to one WIL policy.
2.1	National Academic Quality Manager	Editorial review Change to form of evidence of continuous employment to be provided by students, formerly 'pay slips' now 'completed Proof of Hours log'. Change policy owner to Head of Discipline Industry Engagement