

Academic Policy	
Work Integrated Learning	
1. Policy Statement	SAE Institute Pty Ltd will provide students with the opportunity to develop their skills, knowledge and behaviours through work integrated learning.
2. Purpose	<p>The purpose of this policy is to describe how work integrated learning is used as part of SAE's strategy to ensure learning outcomes, program outcomes and graduate outcomes are met.</p> <p>This policy also provides details of the quality assurance processes in place to manage student experience, wellbeing and safety.</p>
3. Scope	<p>This policy applies in the context of SAE Institute Pty Ltd operations in Australia and its approved offshore delivery sites, and is applicable to all students, whether prospective, deferred current or graduands</p> <p>Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute Pty Ltd who transfer their studies to a campus outside Australia, will have their registration with SAE Institute in Australia terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This procedure is applicable to all students or prospective students of the Institute, irrespective of their place of residence, campus or mode of study.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Student Progression, Exclusion and Graduation Policy ● Academic Credit and Recognition of Prior Learning (RPL) - Policy ● Intellectual Property ● SAE Professional Equivalence Policy ● Academic Quality Assurance and Improvement Policy ● Learning and Teaching Policy ● Assessment Policy ● Learning Environment Policy.
5. Associated Documents	<p>This policy should be read in conjunction with the following documentation:</p> <ul style="list-style-type: none"> ● Work Placement Overview – Students ● Work Placement Overview – Employers ● Work Placement Agreement ● Work Integrated Learning Handbook ● Terms of Reference - Governance
6. Policy	<p>6.1 Introduction</p> <p>SAE aims to provide the opportunity for Work Integrated Learning (WIL) for all students enrolled in its Bachelor Degree programs. As a practice based institution which seeks to develop the professional behaviours of its students, Work Integrated Learning is a key strategy of SAE's approach to curriculum design and delivery. By undertaking WIL, students are presented with multiple opportunities to demonstrate their skills, knowledge and behaviours in professional contexts. Work Integrated Learning provides students with qualitative assessment of the transferables development, in an authentic professional environment.</p>

WIL Providers are selected based on their relevance to the education being delivered to the students. Each campus will source local opportunities in each of the fields for which they have students available. The Industry Liaison Coordinator (ILC) and /or senior academic will assess each training site for appropriateness. During this assessment the SAE will examine the working environment, and both the expected type of work and the opportunity for learning. In this way an educated decision can be made about which student to place and whether the work will match the learning outcomes, program outcomes and graduate outcomes of their course of study.

6.2 Selection and Suitability of Work Integrated Learning Providers

Work Integrated Learning Providers will be quality assured, including assurance of the quality of supervision of student experiences. WIL providers will be deemed as suitable if all of the following conditions are met;

- The WIL opportunity is relevant to the program of study the student is undertaking. This is usually identified by similarity of the WIL opportunity to the career outcomes of the programs as listed in the relevant program statement. Constructive alignment to Learning Outcomes, Program Outcomes and Graduate Outcomes will also be considered.
- WIL providers agree that students may use the work completed during the WIL opportunity for their portfolio, upon completion of the WIL opportunity. (exceptions may be granted by negotiation)
- The WIL opportunity is performed within a legitimate business, which abides by relevant laws and legislation in that particular country or state.
- The WIL provider can commit its own staff and resources to support the WIL opportunity for the student and these staff have have been inducted to the objectives of WIL at SAE, and inducted into the application of the organizations Transferable Skills Framework.

6.3 Student Eligibility

Students are eligible to 'bank' work integrated learning hours upon completion of all Stage I modules. Stage I is defined as the first 80 credit points of their Bachelor Degree studies and must include CIU111 Overview of Industry (or CIM151 for HE Diploma students)

To meet the requirements of SAE's Work Integrated Learning module (CIU310), students must bank a minimum of 80 placement hours. These hours can be completed over any duration, and in as many Work Integrated placements as required, but no less than 40 hours at any one WIL Provider. Students must complete this requirement as well as the assessment requirements of the Work Integrated Learning module in order to be eligible to graduate with a Bachelor Degree.

6.4 Applications for Work Integrated Learning Placements

In order for students to receive the maximum benefit of Work Integrated Learning, they are encouraged to pro-actively source and apply for relevant Work Integrated Learning opportunities which are directly related to their course of study.

By undertaking the exploration, application and interview elements of Work Integrated Learning, students are able to demonstrate the learning outcomes of CIU110 and further apply and develop these skills in a real-world setting.

SAE will seek to provide opportunities and support for students to be placed in Work Integrated Learning, however success in these processes is contingent on the student's capability to demonstrate the required skills, knowledge and behaviours.

If for whatever reason a student is unable to be placed in an appropriate Work Integrated Learning environment, they will have the option to exit with an Associate Degree.

6.5 Supporting Work Integrated Learning

Students are supported in the Work Integrated Learning process by specially appointed Industry Liaison Coordinators. The Industry Liaison Coordinators (ILC's) maintain relationships with local Work Integrated Learning providers, assist students in the process of seeking, applying for and interviewing for Work Integrated Learning Opportunities, Monitor the quality of each Work Integrated Learning Provider and contribute monitoring and pastoral care of students.

6.6 Expectations and Quality Assurance of Work Integrated Learning Providers

The WIL provider is expected to provide the following;

- A safe and supportive environment, considerate of the needs of learners
- A mentor from the discipline group in which the student is studying who has been appropriately inducted into the objectives of SAE WIL and can accurately perform the assessment requirements of the Transferable Skills Framework.
- Clear, accurate and timely communication with SAE Institute Pty Ltd staff and faculty as required.
- Evidence as SAE deems fit to satisfy the quality assurance requirements of Work Integrated Learning.

SAE Industry Liaison Coordinators will undertake appropriate monitoring of these items to ensure the quality of Work Integrated Learning providers and those providing direct supervision to SAE students.

The Learning and Teaching Committee will be provided the outcomes of this monitoring to inform the quality and continuous improvement of Work Integrated Learning at SAE.

6.7 Expectations of Students Whilst Undertaking WIL

Students in WIL are expected to abide by the policies of both the WIL provider and SAE Institute. During the WIL opportunity, students are expected to demonstrate effective professional behaviours as outlined in SAE's Transferable Skills Framework and abide by all reasonable expectations and policies of the Work Integrated Learning Provider.

Students should also pay close attention to SAE's policy regarding academic integrity and ensure that they abide by this policy whilst undertaking all work at the WIL provider.

6.8 Workplace Visits

The relevant Industry Liaison or nominated senior academic will visit the intern onsite during the trimester to ensure that the student is receiving appropriate mentoring and suitable work. During this visit, the nominated academic will talk privately with the intern employer to discuss how the student is performing and any areas where they could need further guidance.

In addition to this, and if required, on notice of any issues by either the student or the employer, or at the discretion of the course coordinator or Academic Coordinator, the Academic Coordinator, relevant Senior Lecturer or a nominated senior academic will revisit the workplace to reassess the appropriateness of the placement.

6.9 Recognition of Prior Learning for Work Integrated Learning

Recognition of Prior Learning is defined in the “Academic Credit and Recognition of Prior Learning (RPL) Policy”. Students will not normally be granted RPL for Work Integrated Learning Modules at SAE due to the role that WIL plays in meeting the program outcomes and graduate attributes of SAE’s Degree Programs.

6.10 Intellectual Property

As per SAE’s intellectual property policy, SAE Institute Pty Ltd makes no claim of ownership of intellectual property created by students as part of their course of studies, but retains the right to use student work for educational and/or promotional purposes through appropriate license agreements.

Students are advised not to waive this right and to notify SAE immediately if a Work Integrated Learning Provider asks students formally or informally to waive their ownership of intellectual property.

SAE may seek to cancel a WIL placement prior to placing students when a WIL provider’s intellectual property rules prevent a student from using material created during the placement. Any conditions such as embargoes or non-disclosure agreements which may prevent and / or impede a student’s ability to use materials must be discussed prior to the placement with any outcomes formally agreed upon. Changes to Intellectual Property rules during a placement must be agreed upon by all parties.

6.11 Support During Work Integrated Learning

The SAE Industry Liaison Coordinator must be consulted in relation to all student placement matters. Contact details of the relevant Industry Liaison Coordinator are provided to the WIL provider and Students as part of the placement process.

6.12 Breaches of this Policy

SAE has the right to investigate any suspected breaches of this policy. Such investigations will be conducted with procedural fairness and allow all parties the right to natural justice.

6.12.1 Student breaches

Students may be removed from a WIL placement at anytime a serious breach is suspected or alleged. Serious breaches include;

- Breaches of the Academic Integrity Policy whilst undertaking WIL
- Breaches of the code of conduct whilst undertaking WIL
- Breaches of this policy whilst undertaking WIL

Allegations of breaches will first be investigated by the SAE Industry Liaison Coordinators. A student may be removed from WIL whilst this investigation is performed. SAE will apply the principles of natural justice as outlined in the Student Grievance, Complaints and Appeals - Policy & Procedure to such cases.

A student who is removed from WIL learning on the basis of policy breaches will fail the module and need to retake the module at such time that they have remedied the underlying issues leading to the breach. Such re-takes will be at SAE’s discretion but subject to the Student Grievance, Complaints and Appeals - Policy & Procedure.

	<p>In some cases, serious breaches may lead to a student being ineligible to undertake WIL opportunities and as such, prevent a student from meeting the award requirements of the SAE Bachelor Programs.</p> <p>6.12.2 WIL Provider Breaches</p> <p>All placements are supported by a binding agreement between SAE and the WIL Provider. SAE may remove all students from a WIL provider where it has been observed or claimed that a WIL provider has breached either the letter or spirit of this policy or the formal agreement. In serious cases, SAE may undertake further actions commensurate with their duty of care. These actions may include but not limited to;</p> <ul style="list-style-type: none"> • Cancellation of any current and future WIL opportunities with the provider.
<p>7. References</p>	<p>TEQSA, 2016. TEQSA Guidance Note – Work-Integrated Learning (Beta v 1.0 at 19 August 2016) Retrieved from TEQSA website: http://www.teqsa.gov.au/sites/default/files/GuidanceNote_WorkIntegratedLearning%201.0.pdf</p>

Administrative Information and Version Control

Date	Summary of Changes	Approved by
7 September 2012	Policy implemented	Prof. Z. Klich, Chair, Academic Board
1 December 2017	Major revisions	Academic Board
1 April 2018	Minor updates	Pending
25 September 2018	Minor Updates	Academic Board by Flying Minute