

### 1. Purpose

The purpose of this Policy is to provide information on the work-integrated learning (WIL) arrangements that give opportunities for Australian School of Accounting (ASA) students to gain practical learning experience in industry in the last quadmester of their course through internships to be 'work ready graduates.

### 2. Principles

ASA values community engagement through WIL with industry partners and the professional accounting and business community.

### 3. Scope

This policy applies to WIL arrangements that form part of the ASA course of study for which industry partners have agreed to take students into an internship program.

The internship programs will be arranged and/or approved by the ASA Academic Board and the Board of Directors.

### 4. Definitions

Term	Definition
Work-integrated learning (WIL)	Encompasses any arrangement where students undertake learning in a workplace outside of their higher education provider (or one operated jointly with an external partner) as a part of their course of study.
Placement	Students will be assigned to an appropriate organisation where they will be immersed in a workplace environment related to their study discipline, course and/or career goals. The placements will be combined with learning, which is structured and supported by workplace activities, and will include opportunities to reflect on their learning and seek timely feedback on their performance.
Industry component	Industry partners will show students relevant and suitable aspects or components of the workplaces. These applied learning situations for students will integrate work-based learning activities with classroom learning to provide exposure to solving problems in the workforce. There will be no cost to students in undertaking this work-integrated learning activity with an industry partner. The industry

	component enables students to address the application of knowledge and skills they have learnt in their course.
Formal arrangement	ASA and industry partner will have formal arrangements (memorandum of understanding) to provide students with the opportunity for work-integrated learning with host partners.
Industry partner	Organisation suitable for ASA student internships. They must meet the criteria on the selection and approval of work placement sites.
Host partners	The industry partner finds the host partner that meets the criteria on the selection and approval of work placement sites

## 5. Policy

A key element of ASA's commitment to student's work-integrated learning is BUS301 Internship, which is a unit in our courses.

The following is the rationale for this unit:

- The internship will give added value to the degree but at no extra cost.
- The internship is offered over a quadmester. As there will be only one other unit to be studied during this time, the student will be able to concentrate on their internship and get the most from the experience.
- The duration of the degree is not extended by the inclusion of the internship, which means that students can still complete their bachelor degrees in the required time.
- The internship positions are found by ASA in collaboration with our industry partner, Red 6 Recruitment.
- The student will need to have undertaken the relevant prerequisite units, completion of which will ensure that they have the knowledge to succeed in an Australian working environment.

### i. Work-integrated learning opportunities

ASA is committed to providing opportunities for students to undertake WIL as part of the internship program in their course. WIL introduces students to the environments and requirements of professional practice and provides them with:

- exposure to the competencies necessary for professional practice
- awareness of workplace culture and expectations
- an understanding of the proficiencies required for professional practice
- the opportunity to demonstrate their capabilities for professional practice

### ii. Work integrated learning compliance

WIL is provided by ASA, consistent with requirements and guidelines contained within relevant legislation. WIL arrangements must be consistent with the guidance available from Fair Work Australia on work experience and internships. For students on overseas

placements, workplace arrangements must be in conformity with local employment and workplace legislation, including safety.

ASA will ensure that the work placement meets government requirements by undertaking the following:

- Organising and approving the student placement according to the School's policies and procedures, including this document;
- Providing ongoing supervision of the students undertaking their internships;
- Monitoring the students' safety, wellbeing, work and academic progress; and
- Assessing students' internship performances according the criteria of BUS301 Internship with a credit average weighting relevant to the course undertaken.

The industry partners must find host partners that comply to the criteria on which the selection and approval of work placements is based on:

- The workplace must be fit for purpose; and
- The partner must meet all the necessary Work Health and Safety (WHS) requirements.

ASA's quality assurance mechanisms will demonstrate that the WIL placement meets the requirements of the relevant Standards in the HES Framework (as applicable to the particular context).

ASA will require students to provide feedback after they have completed their internship. ASA will use that information to improve or make changes for any future WIL placements.

ASA's arrangements for WIL will be formalised in a written agreement, setting out the expectations of the parties involved and the outcomes sought for students. ASA will monitor the placement to demonstrate compliance with the written agreement, and make a periodic on-site or electronic contact with a student in the workplace and their supervisor. Any staff providing academic input into WIL will need to meet the HES Framework Standards on Staffing or otherwise be supervised by those who do meet the regulation.

If professional accreditation of an ASA course requires students to complete a form of Work-Integrated Learning placement, the satisfactory completion of a placement component will be a compulsory requirement to complete the course.

### **iii. Associated risks with work-integrated learning**

The Principal is responsible for reducing risks associated with WIL through actions consistent with ASA's risk management policy, managing formal memoranda of understanding with the industry partners for written agreements with host partners, students' orientation to the WIL activity, keeping an accurate record, and keeping and maintaining regular supervision. It is essential that students, in collaboration with their ASA academic supervisor:

- are monitored whilst engaged in WIL;

- manage their wellbeing;
- are provided with educational and other support as required; and
- manage critical incidents should they eventuate.

## 6. Responsibilities for work-integrated learning

### Principal

Is responsible for

- approving all Work Integrated Learning agreements, and for risk management of Work Integrated Learning internships as mentioned above.
- for issuing, monitoring, approving and signing off on all WIL agreements with host partners under the MOU with the industry partner.

### Academic Dean

Is responsible for

- negotiating arrangement for WIL internships where these are formal components of ASA's accredited courses
- arranging appropriate professional development for staff to assist them with the incorporation of WIL activities into the teaching; and
- Implementing, monitoring and reviewing the quality and effectiveness of supervision arrangements in general.

### Course Coordinator

Is responsible for

- Supporting academic teaching staff with the implementation for WIL internships and
- Preparing students for their placement and to be aware of the Host Organisation's requirements that are specified to their organisation
- Once students have reached the required level in the course, which usually would mean the completion of their first eleven quadesters, and completed the necessary units,
- signing off that the student is ready for WIL and organise the WIL.
- A supporting academic who will be assigned to supervise the student.

The **Teaching and Learning Committee** will collect and analyse the feedback from students, supervisors and industry partners to ensure that the quality of the placements is maintained to a satisfactory standard for the benefit of students.

## **7. Related Documents**

*Course Structure Policy*  
*Course Design Development Review and Approval Policy*  
*Grievance Complaints and Appeals Policy*  
*Student Assessment Policy*  
*Work Integrated Learning Procedure*  
*Workplace Health and Safety Policy*

## **8. Specific Related Documents**

*Student Placement Form*  
[\*Fair Work Ombudsman: 'Work experience and internships'\*](#)  
*Teaching and Learning Plan*  
*Development of Work Integrated Learning that includes the WIL agreement between host partner, ASA and student, surveys for student and host*  
*Memorandum of Understanding with industry partner*  
*Quality Assurance Framework*  
*Risk Management Framework*

## **9. Relevant Legislation**

*Disability Discrimination Act 1992 (Cth)*  
*Higher Education Support Act 2003 (Cth)*  
*Higher Education Standards Framework (Threshold Standards) 2021*  
*TEQSA guideline on Internship*  
*Workplace Health and Safety Policy*  
*Work Health and Safety Act 2011 (NSW)*  
*Work Health and Safety Regulation 2011 (NSW)*

## 10. Version Control

Document		Work Integrated Learning Policy			
Approved by		Academic Board		Date: 20 April 2021	
				Next review	2024
Version #	3.1	Replaces Version #	3.0	Update to TEQSA standards	
	3.0		2.3-2.0	Academic Board approval Course Accreditation	
	2.0		1.6	Academic Board approval	
	1.6		1.5	Governance change review	
	1.5		1.4	Work-based training review	
	1.4		1.3	Work-based training review	
	1.3		1.2	Style review	
	1.2		1.1	Academic Board Review Styling Next Review	2021
	1.1		1.0	Academic Board review	
	1.0		0.1	Academic Board review	