

## Work Integrated Learning

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# 1 Introduction

## 1.1 Purpose

This policy provides a framework to support the development and operation of Work Integrated Learning at Ara Institute of Canterbury Ltd<sup>1</sup>.

## 1.2 Scope and Application

This policy applies to all Work Integrated Learning (WIL) which forms a formal assessed credit-bearing component of a programme in which a learner is enrolled.

NB: It does not apply to work experience that learners secure which is outside of the curriculum (non-credit-bearing), provider responsibilities.

It does not apply if the learner is using their current employment and the WIL does not change the nature of the work usually undertaken by the worker.

It does not apply to clinical placements or managed apprenticeships.

## 1.3 Formal Delegations

- a Heads of Department are responsible for ensuring:
  - i There is a sign-off delegation register held centrally in the AIR Division.
  - ii WIL agreements are signed off.
  - iii If an additional requirement schedule is necessary in addition to the WIL Agreement and/or the agreement contains financial details, these must be forwarded to the DCE – Chief Operating Officer (COO) for signing.

## 1.4 Definitions

- a **WIL Provider:** The entity, which has responsibility for ensuring that appropriate provisions are made for learners while on WIL.  
NB: in some instances, this could be Ara.
- b **Work Integrated Learning (WIL):** A purposeful, organised, supervised and assessed educational activity that integrates theoretical learning with its applications in the workplace.
- c **Workplace Supervisor:** The person responsible for the learner in the workplace.

<sup>1</sup> From herein referred to as Ara

d **Ara Liaison:** Ara personnel responsible for WIL.

<b>Related Ara Procedures and Forms</b> <ul style="list-style-type: none"><li>• APP301a Learner Responsibilities and Rights</li><li>• APP513a Work Integrated Learning Agreement</li></ul>	<b>Related Ara Policies</b> <ul style="list-style-type: none"><li>• APP301 Learner Responsibilities and Rights</li><li>• APP505 Assessment</li><li>• CPP501 Health and Safety</li><li>• CPP221 Protection of Children, Young Persons and Vulnerable Adults</li></ul>
<b>Related Legislation or Other Documentation</b> <ul style="list-style-type: none"><li>• Privacy Act 1993</li><li>• Health and Safety at Work Act 2015</li><li>• Vulnerable Children’s Act 2014</li><li>• Criminal Records (Clean Slate) Act 2004</li></ul>	<b>Good Practice Guidelines</b>
<b>References</b>	
<b>Notes</b> <p>Dec-2018 – Restructure of Te Kāhui Manukura. Change reference from Student Code of Conduct to APP301a Student Rights and Responsibilities.</p> <p>2020 – NZIST changes – Academic Board becomes Ara Academic Committee; Ara Council becomes Ara Board. Added “Ltd” to end of full Ara name. APP301 – Rights and Responsibilities changed to Responsibilities and Rights. Changing ‘student’ to learner’.</p>	

## 2 Principles

- 2.1 Ara is committed to the provision of purposeful WIL for learners.
- 2.2 Ara values community engagement through WIL based partnerships with industry, and professional and community organisations.
- 2.3 WIL is to provide experiential learning opportunities within an industry related to the qualification.

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### 3 Associated procedures for Ara Academic Policy on: Work Integrated Learning

Contents:	3.1	Work Integrated Learning at Ara
	3.2	Roles and Responsibilities
	3.3	Agreements
	3.4	Reconsideration and Appeals involving Work Integrated Learning

#### 3.1 Work Integrated Learning at Ara

- a Work experience, work-based training, clinical/practical components, degree research projects, field education, project-based learning, internships and co-operative education projects are subject to the same approval and other quality assurance processes as any other aspect of the programme.
- b As part of programme approval process, the AIR Division keeps a register of programmes with WIL.
- c The respective responsibilities and accountabilities of staff, learners and workplace supervisors are clearly defined in writing. A standard Ara WIL Agreement is to be used (*APP513a Work Integrated Learning Agreement*).
- d An additional schedule of requirements can be attached. The Head of Department, or delegate, will sign this off. In addition, this schedule must also to be signed off by the DCE – Chief Operating Officer.
- e Where formal assessment is included, assessment strategies and responsibilities are fully documented, and assessment results moderated. See *APP505 Assessment* for further information.
- f Where the professional accreditation of a programme requires that learners complete a form of WIL, such placements will be provided.
- g WIL, placed or not placed by Ara, must be accompanied by written agreements. Conditions of placement must be designed to ensure learners are able to achieve the desired educational outcomes.
- h Learners need to be aware that for some workplaces, additional checks and conditions may be required before they are accepted on placement (e.g. health and police checks).
- i The Ara Liaison person is responsible for risk management (including ethics, confidentiality, privacy, insurance, and health and safety (H&S)) in relation to the operation of WIL placements within their respective departments.
- j For profile placement providers where inherent risk is involved, confirm they have controls in place (e.g. H&S Management Plan, Policies and Procedures, Emergency Response Plan, Risk Report, etc) as part of the consultation for the placement.
- k Intellectual property of assessment material belongs to Ara. Work produced for the sole purpose of the WIL Provider remains the intellectual property of the workplace.
- l Neither the learner nor Ara have any liability for a WIL provider's use of the learners work. When the learner is acting on the advice of the employer, the employer is liable.
- m One WIL Agreement per WIL Provider will be required per annum.

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### **3.2 Roles and Responsibilities**

The following outlines the roles and responsibilities of the four parties involved in WIL: Ara, Ara Liaison, WIL Provider and learner.

#### **Responsibilities of Ara are to:**

- a Implement and maintain a department process for managing WIL.
- b Heads of Department are responsible for ensuring the Ara Liaison person fully understands the WIL Policy and Procedures.
- c Heads of Departments are responsible for ensuring the department risk register includes WIL and any associated risks.

#### **Responsibilities of Ara Liaison are to:**

- a Ensure the WIL Agreement (APP513a) and the associated schedule(s) (if necessary), are completed and signed and that the learner and provider understand and comply with the contract's requirements.
- b Engage with industry partners and community organisations to identify and support the allocation of WIL opportunities.
- c Undertake administration agreements specific to each placement.
- d Provide the WIL Provider with necessary course information relevant to the learner(s) on placement.
- e Provide adequate pre-preparation for the learner and WIL Provider (e.g. briefing, training and resources). Learners must be fully informed of assessment requirements and whether any additional costs are associated with the undertaking the placement.
- f Prior to placement, ensure learners are made aware of the necessity to declare any conflict of interest and that for some workplaces, additional checks and conditions may be required before they are accepted on placement (e.g. health and police checks).
- g Liaise and maintain contact to support both the learner and the WIL organisation whilst the placement is undertaken.
- h If necessary, withdraw the learner from work experience upon request of the provider, after due consultation. The Ara Assessment policy will be enacted at this stage.
- i The privacy of the personal information of a WIL Provider's clients or patients will be respected and no confidential information from the WIL provider will be used or disclosed by Ara except as required to complete internal course-related documentation.
- j Follow up with the WIL provider any unresolved H&S concerns regarding the placement raised by the learner.

#### **WIL Provider Responsibilities are to:**

- a Complete and sign the WIL Agreement and any additional requirement schedules.
- b Confirm acceptance of all relevant policies and procedures specific to the workplace and working environment, including workplace H&S requirements and ethical guidelines to Ara and the learner.

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- c Accept responsibilities and obligations in relation to the learner, as if they were a worker.
- d Implement a service plan for any learner with a disability, injury, or health condition.
- e Provide suitable induction and training for the role the learner is undertaking.
- f Provide the learner with supervision, guidance, and mentoring.
- g If required, participate in the assessment of learner progress, and supply written assessments of the learner's performance.
- h Consult with Ara regarding any issue concerning the learner's ability to meet WIL outcomes.

**The Learner Responsibilities are to:**

- a Complete and sign the WIL Agreement and any additional requirement schedules.
- b Complete a police check if required by the WIL Provider.
- c Notify Ara of any conflict of interest with the WIL Provider.
- d Comply with all relevant legislation policies and requirements inclusive of the:
  - *Privacy Act 1993*
  - *Health and Safety at Work Act 2015*

Any other industry specific legislation will be specified in the individual schedule.
- e Comply with responsibilities as outlined in the *APP301a Learner Responsibilities and Rights* document, respecting confidentiality, and adhering to intellectual property and ethical guidelines.
- f The privacy of the personal information of a WIL Provider's clients or patients will be respected and no confidential information from the WIL provider will be used or disclosed by an Ara learner except as required to complete internal course-related documentation.
- g Comply with employer's lawful instructions and business procedures and policies.
- h Attend work for the agreed hours/times regularly and punctually, wearing specified / required clothing and personal protection equipment (PPE).
- i Inform in advance the workplace if unable to attend because of sickness, bereavement, or similar circumstances.
- j Take responsibility for learning by participating fully in the learning process.
- k Respect the property, practices, and personnel of the workplace provider.
- l Work in a professional and ethical manner at all times.
- m Seek advice regarding disclosure about their personal circumstances or any disability, injury, or health condition.
- n Communicate with Ara if issues arise that cannot be resolved.
- o Report to the employer on any H&S matters that occur, including injury to themselves, and advise Ara of the matters raised.

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### **3.3 Agreements**

Departments are required to:

- a Save a final copy of the agreement in the AIR Division shared drive.
- b Retain a copy of the signed WIL agreement on departmental record.

### **3.4 Reconsideration and Appeals Involving Work Integrated Learning**

If a learner considers the mark/result/outcome of an assessment related to WIL is incorrect or unfair, they must follow the steps outlined in the Reconsideration and Appeals section of the *APP505 Assessment Policy*.

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