

WORK INTEGRATED LEARNING 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 LCBA approved process for WIL.

2. Scope

- 2.1 This policy applies to all WIL activities within WIL units offered in the Postgraduate, Undergraduate and Vocational Education programs.
- 2.2 This policy applies to students of LCBA courses, all employees of LCBA, adjunct staff, Co-Delivery Partner staff, industry partners, and professional and Host 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 placements and assessments.

3. Legislative Context

- 3.1 The WIL policy and its associated procedures are committed to the compliance of the following legislative requirements:
 - Higher Educations Standards Framework (Threshold Standards) 2021
 - National Code 2018
 - Standards for Registered Training Organisations (RTOs) 2015

4. Policy Statement

- 4.1 LCBA ensures clearly defined requirements in the roles and responsibilities of WIL unit delivery and placement arrangements.

5. Policy

- 5.1 LCBA commits to quality provision of the WIL unit to all eligible students. This will be achieved by:
 - 5.1.1 inspecting and completing a workplace site visit checklist to ensure the work placement site is a suitable and a safe work environment to host a student for WIL, and meets the learning requirements prior to the student commencing their WIL placement.
 - 5.1.2 requiring the industry partner to sign a WIL placement agreement with the student and LCBA to ensure all stakeholders are aware of their responsibilities during a student WIL placement.
 - 5.1.3 LCBA maintaining regular electronic and telephone communication with a student on WIL placement in accordance with the *National Industry Engagement Communication Plan*.

WORK INTEGRATED LEARNING POLICY

- 5.1.4 LCBA conducting welfare visits to students on WIL placement to discuss any personal safety or welfare concerns, workplace issues, as well as learning and general support needs.
- 5.1.5 LCBA academics (VET and HE) communicating with students on WIL placement to provide academic support and assessment feedback.
- 5.2 Co-ordination and management of the WIL program is overseen by the LCBA Industry Engagement Discipline.
- 5.3 The WIL unit provides students with an opportunity to:
 - 5.3.1 apply theory and newly gained skills in workplace contexts.
 - 5.3.2 clarify or determine career directions.
 - 5.3.3 apply and further develop graduate qualities in workplace contexts.
 - 5.3.4 enhance skills that will increase employability.
 - 5.3.5 focus on the transition from student to a professional industry representative.
- 5.4 WIL provides industry with the following opportunities:
 - 5.4.1 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.
 - 5.4.2 knowledge transfer where students are encouraged to explore and share their classroom learning in workplaces and critically reflect on it in light of everyday practice. The aim is for LCBA students and industry members to learn together.
 - 5.4.3 collaborative partnerships, shared curriculum development and innovation.
- 5.5 WIL courses are designed to ensure all students have the opportunity to undertake a variety of WIL experiences within Australia and/or internationally.
- 5.6 The WIL curriculum is designed to:
 - 5.6.1 place primary importance on individual student academic outcomes, with secondary importance placed on student professional career aspirations.
 - 5.6.2 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.
 - 5.6.3 establish that the work undertaken during placement has benefits for both student and industry.
 - 5.6.4 link assessments to both academic theory and measurable workplace learning outcomes.
 - 5.6.5 arrange for the WIL placement to be structured, with formal (academic and workplace) direction, supervision and monitoring, providing increasing levels of autonomy for the student.
 - 5.6.6 ensure that required learning outcomes link academic theory and practical skills and are aligned to industry and/or professional standards and knowledge.

WORK INTEGRATED LEARNING POLICY

- 5.7 Teaching, learning and assessment components are incorporated into the curriculum to support students before, during and after their WIL placement. The three (3) components are:
- 5.7.1 Preparatory component – the period prior to WIL placement where:
- WIL objectives, intentions, expectations and approaches are established.
 - students are informed of the assessment prior to commencing WIL placement.
 - students are supported and advised of suitable WIL placement opportunities.
 - students sign the WIL Placement Agreement prior to commencing placement.
- 5.7.2 Placement component – the WIL placement duration where the:
- approach is applied in practice.
 - outcomes are observed, evaluated and reflected upon.
 - summative assessment(s) are completed.
- 5.7.3 Retrospective component – following the WIL placement where there is an opportunity:
- for debriefing and reflection on the placement.
 - to provide other forms of feedback.
- 5.8 LCBA ensures students are adequately prepared for WIL units:
- 5.8.1 through the provision of learning support prior to and during placement by the WIL lecturers and/or assessors or delivery partners (see *Learning Support Policy*).
- 5.8.2 by supporting students to develop communication skills to assist them in sourcing a suitable WIL placement through a series of compulsory workshops.
- 5.8.3 by supporting students during the process of sourcing and applying for a suitable WIL placement.
- 5.8.4 through the provision by LCBA Student Services of personal or general support for students prior to, and during placement.
- 5.9 Where WIL placements require students to meet regulatory or compliance requirements (for instance, by obtaining a Responsible Service of Alcohol (RSA) certificate), LCBA will cover all reasonable costs in meeting such requirements.
- 5.10 Students must be actively engaged with the Industry Engagement team in the process of sourcing and securing a suitable WIL placement.
- 5.10.1 Students must actively engage in the process of sourcing and securing a suitable WIL placement, which includes attendance at WIL workshops, applying for suitable roles and completing all paperwork within agreed timeframes.
- 5.10.2 Students who have not been actively engaged in the process of sourcing and securing a suitable WIL placement prior to the unit commencement date, will be deemed responsible for sourcing their own WIL placement.

WORK INTEGRATED LEARNING POLICY

- 5.10.3 Students may choose to identify and arrange their own WIL placement. To ensure the WIL placement is suitable for the WIL unit, students are required 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.
- 5.10.4 Students who have not been actively involved in the process of sourcing, applying and securing a suitable WIL placement, and have not independently sourced a WIL placement by the course commencement date, will be deemed to have not commenced the unit.
- 5.10.5 Students who have not submitted the required documentation prior to the course commencement date will be deemed to have not commenced the unit.
- 5.11 Students may complete their WIL unit overseas in accordance with the International WIL Placement Procedure (see WIL Handbook).
- 5.12 LCBA supports students when they are on placement by:
- 5.12.1 providing academic support to students, including one-on-one support through meetings which may be face-to-face, video call (e.g. Zoom/Teams), or telephone.
 - 5.12.2 communicating with the Host Organisation to ensure the WIL placement provides adequate supervision and opportunity for the student to complete their academic requirements of the WIL unit.
 - 5.12.3 the Industry Engagement team working with the student and the Host Organisation to resolve any difficulties related to the WIL placement.
 - 5.12.4 providing personal or general support for students prior to and during placement through LCBA Student Services.
- 5.13 Requirements for successfully completing each WIL unit.
- 5.13.1 VET: Students are required to undertake a WIL placement completing a minimum of 400 hours, for an average of 20 hours per week within a six-month period.
- 5.13.2 HE: Students are required to undertake a WIL placement completing a minimum of:
- 300 hours, for an average of 23 hours per week, for HE units of a duration of one trimester (13-week period) or
 - 400 hours, for an average of 20 hours per week, for HE units of a duration of one semester (6-month period).
- 5.13.3 Assessments must be completed as directed and assessment and academic integrity policies associated with students' course of study will apply. (See: *Assessment Policies and Procedures Manual MIHM; Assessment Policy HE; Assessment Policy VET; Academic Integrity Policy*).
- 5.13.4 LCBA recognises that placements may not align with study periods. To provide more flexibility to students and Host Organisations, students may commence their WIL placement prior to a study period start date and finish after the study period end date, subject to the relevant census date and end date occurring during the WIL placement, and to the relevant Industry Engagement Manager's approval.

WORK INTEGRATED LEARNING POLICY

- 5.14 During the WIL placement, students are required to:
- 5.14.1 provide evidence of their hours of continuous work activity in the form of a completed Proof of Hours log and communicate a potential shortfall in hours to the Industry Engagement officer at the earliest opportunity.
 - 5.14.2 honour the terms and conditions of the employment contract or agreement including reference to specific start and finish dates.
 - 5.14.3 not undertake a WIL placement concurrently with employment by the one Host Organisation within the same department.
 - 5.14.4 be available for all shifts as rostered and make themselves as completely available to their Host Organisation as is practicable during their WIL placement.
 - 5.14.5 acknowledge that holidays are not normally permitted during the course of a WIL placement period, unless the Host Organisation requires/requests the student to take leave and conditions of leave of absence from programs apply.
 - 5.14.6 comply with the Host Organisation leave policies and procedures in the case of illness or inability to work. For extended periods of absence students are required to refer to the LCBA *Enrolment Policy*.
- 5.15 Students having any difficulties or issues related to their WIL placement experience or the academic requirements of the unit, must contact their Industry Engagement Manager, Officer or Lecturer/Assessor.
- 5.16 Students who resign from their WIL placement position without prior agreement from the Industry Engagement Manager, or are dismissed due to performance/behavioural issues, will be in breach of the *Student Code of Conduct* and the procedure detailed within the *Student Code of Conduct* will be followed.
- 5.16.1 Unless the student has a compassionate or compelling reason for resigning from the WIL placement role, the Industry Engagement Manager or delegate will source an alternative WIL Placement which a student must attend for the remainder of the WIL unit.
 - 5.16.2 In the first instance, an attempt to resolve the misconduct at the local stage level, as per the *Student Code of Conduct*, will be undertaken by the Industry Engagement Manager.
- 5.17 Students may be eligible to apply for advanced standing, credit transfer, or recognition of prior learning (RPL) for WIL units.
- 5.17.1 Students enrolled in a VET program can apply for credit in accordance with the *Credit Transfer and Recognition of Prior Learning (RPL) Policy VET*.
 - 5.17.2 Students enrolled in a Higher Education program may apply for advanced standing for a WIL unit in accordance with the *Advanced Standing Policy HE*.
 - 5.17.3 Industry placements, internships and other WIL-related activities associated with different units in a program may lead to recognition of prior learning granted in the form of satisfying part, or all, of WIL placement duration requirements provided

WORK INTEGRATED LEARNING POLICY

that these activities qualify as industry experience and contribute to the attainment of the learning outcomes, or requirements, of the WIL unit.

- 5.17.4 Industry experiences conducted outside of a program of study must be validated, and supporting information verified, for students to be eligible for advanced standing, credit transfer, or recognition of prior learning.

5.18 Academic progress (Vocational Education)

- 5.18.1 Prior to commencing the WIL unit, students must complete all pre-requisite units required within their academic program.
- 5.18.2 Students who do not achieve 400 hours WIL will be interviewed by the Industry Engagement Manager and VET Assessor. The documented narrative will be presented at an Academic Committee Meeting (ACM) to outline why a student has not completed the required hours and will include the LCBA staff assessment/recommendation as to whether the student needs further industry experience.
- 5.18.3 If at the ACM it is determined a student is required to return to industry to complete the assessment tasks, the period will be negotiated in hours and not time (e.g., a student is to complete 20 hours in industry, opposed to 1-month in industry)
- 5.18.4 Students who fail a WIL unit will only be provided with one further attempt to complete the unit, or will be deemed to have unsatisfactory academic progress. (see *Academic Progress Policy VET*).

5.19 Academic progress (Higher Education)

- 5.19.1 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 HE*), are not permitted to undertake a WIL Placement the following study period.
- 5.19.2 Students who fail or are not successful in the academic component of a WIL unit are required to enrol in the relevant repeat unit in the following study period.
- 5.19.3 The Academic Committee will determine if students are required to complete further work placement hours during the repeat unit. The full unit fee will be charged.
- 5.19.4 Students who do not complete the required hours during their placement must make up those hours during the study period immediately following their return to campus or as agreed with their Industry Engagement Manager.
- 5.19.5 Students who fail a WIL unit will only be provided with one further attempt to complete the unit or will be deemed to have unsatisfactory academic progress. (see *Academic Progress Policy HE*)
- 5.19.6 The student's Graduation will be deferred until the following semester to allow time to complete all academic work and required work placement hours.
- 5.19.7 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.

WORK INTEGRATED LEARNING POLICY

6. Roles and Responsibilities

Roles	Responsibilities
Head of Industry Engagement	Inform Compliance of changes that would affect LCBA's CRICOS registry information.
Industry Engagement Manager/Officer	Supervise and support students during their WIL placement. Liaise with host organisation and industry partners. Notify students where they have not achieved satisfactory academic progress and manage misconduct issues and variances to WIL placements. Approve WIL placement start/ end dates falling outside set study periods
Lecturers	Support students to achieve satisfactory academic progress.
Program Manager	Oversee creation and implementation of study plans and learning agreements
Compliance	Instigate changes on the Regulatory authority pages
Academic Committee	Make determinations on further WIL hours

7. Definitions

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

'Internship' is defined as a WIL placement that can be completed in Australia or overseas. An international internship offered by a Host Organisation may include a token monthly allowance, some meals and lodging as part of the internship conditions. Internship is a term used globally and conditions will vary across countries. An internship in Australia is defined by Fair Work Act 2009 as when a person works for a business to gain experience in a particular occupation or industry. An unpaid internship can be lawful if it is a vocational placement or if there is no employment relationship found to exist. In particular:

- the person must not be doing "productive" work.
- the main benefit of the arrangement should be to the student doing the placement.
- it must be clear that the person/student is receiving a meaningful learning experience, training or skill development.

'WIL Placement' is the successful completion of industry hours by a student who completes their industry placement in an organisation. WIL placements that meet the definition under the Fair Work Act 2009 are lawfully unpaid. However, a Host Organisation may elect to provide payment(s) in the form of an allowance at their discretion and under no obligation.

'Work Integrated Learning (WIL) unit' 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. It may be comprised of multiple placements and WIL experiences in industry or, a single placement. Examples of WIL placement activities include paid work/employment,

WORK INTEGRATED LEARNING POLICY

internships, observation of industry events, mentorship programs, and voluntary work placements. WIL placements combine 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. Examples of WIL at LCBA include: Industry Interactions; Industry Placement; Industry Simulations.

‘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.

‘WIL Placement Agreement’ is the formal document signed between the student, LCBA and Host organisation prior to a student commencing placement that outlines the responsibilities of each stakeholder. A student cannot commence placement until the WIL placement agreement has been signed by all stakeholders and submitted back to the Industry Engagement representative.

Other applicable definitions may be found in LCBA’s Glossary of Policy Terms on the LCBA website.

8. Related Documents

- Academic Integrity Policy
- Academic Progress Policy HE
- Academic Progress Policy VET
- Advanced Standing Policy HE
- Assessment Policy and Procedures Manual MIHM
- Assessment Policy HE
- Assessment Policy VET
- Attendance Policy HE
- Attendance Policy VET
- Credit Transfer and Recognition of Prior Learning (RPL) Policy VET
- Enrolment Policy
- Learning Support Policy HE
- Learning Support Policy VET
- International WIL Placement Procedure
- Student Code of Conduct
- Student Critical Incident Policy
- WIL Handbook

9. Implementation

- 9.1 Head of Industry Engagement and Alumni is responsible for ensuring that major changes to this policy are accompanied by a completed Implementation Plan, and presented with the policy to the Academic Board.
- 9.2 The Implementation Plan includes a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

WORK INTEGRATED LEARNING POLICY

10. Summary of changes since last review

Authored by	Description
Head of Industry Engagement	Specifying minimum work placement hour requirements according to the duration of the unit (i.e., trimester or semester) Addition of requirement to seek the IE Manager's approval to start a work placement outside of a study period's start and end dates.