

WORK INTEGRATED LEARNING PROGRAM GUIDELINES

These Work Integrated Learning Program Guidelines are designed to ensure successful operation of the Work Integrated Learning Program (also referred to in this document as "Work Integrated Learning" or "WIL") conducted by WIL staff in the Centre for Work Integrated Learning and Teaching (also referred to as "the Centre") in the College of Business. These Guidelines should be considered as additional guidelines alongside existing University regulations and are designed to protect the interests of all three work integrated learning partners, i.e. (1) the University and College of Business through staff of the Centre, (2) supporting host organisations and (3) Victoria University Business students.

These guidelines are applicable only to the process of securing appropriate and relevant industry-based workplace activities which underpin enrolments in the units listed below, and which therefore meet the enrolment hurdle requirements for these units. Approved WIL units for 2013 are:

*BBB3001 Co-operative Education 1 ("Co-op 1"),
BBB3002 Co-operative Education 2 ("Co-op 2"), and
BBB3100 Business Integrated Learning ("BIL").*

1. RESPONSIBILITIES OF THE STUDENT

A. Work Integrated Learning Preparation Program

All students participating in the Work Integrated Learning Program and intending to enrol into one of the three Work Integrated Learning units offered by the College of Business agree to comply with the following guidelines and responsibilities relating to Centre supported and approved workplace-based activities:

- 1.1 Registration via the on-line WIL Student Registration System, using the appropriate link on the Centre for Work Integrated Learning website (see www.vu.edu.au/wil) and submission of a professional resume at the appropriate standard as requested.
- 1.2 Attend all relevant Preparation Program activities including seminars, careers expos and workshops organised specifically for the program, where practical.
- 1.3 Liaise with an appropriate WIL Co-ordinator on a regular basis throughout the preparation period.
- 1.4 Provide, maintain and regularly review a Victoria University e-mail address to receive WIL position and program communications, according to the Centre's "Communications with WIL" document provided in the Work Integrated Learning Registration Kit and on-line.
- 1.5 Students must verify their eligibility to enrol in WIL units within their course structure as an elective or substituted unit/s by consulting with their Course Co-ordinator, **except where Co-op 1 and 2 or BIL are mandatory in a students' course.**
- 1.6 Students wishing to independently seek employment or workplace based activities intended to underpin subsequent WIL enrolments are **strongly advised** to seek the support and prior advice of their WIL Co-ordinator to ensure that any resulting professional activities or employment meet the appropriate WIL position criteria. (Refer to the document/page "Obtaining an Authorised WIL Position" in the WIL Registration Kit or available on the WIL website.)

B. The Recruitment Process - Applications and Interviews; Employment Offers

The following guidelines are in reference to positions sourced, negotiated, secured and distributed by WIL staff.

- 1.7 Applications for work integrated learning positions arising from negotiations by, and which are distributed and promoted by staff of the Centre **are reserved exclusively for students registered in the Program.**
- 1.8 Once a student has applied for an approved WIL position **sourced, negotiated, secured and distributed by** a WIL Co-ordinator, it is expected that the applicant is willing and able to proceed with an interview, and will accept a subsequent offer which may be made according to the position description, terms and conditions or specifications provided. A student should not refuse an interview or offer once an application is submitted. Upon appropriate consultations, Co-ordinators may make an exception where a legitimate personal or professional reason exists and where sufficient notice is provided.
- 1.9 If an arranged interview cannot be kept, students must inform their Co-ordinator in advance of the scheduled interview time.
- 1.10 Negotiation of salaries (where applicable) during or after interviews is not permitted without reference to a WIL Co-ordinator. This applies whether or not a salary is stated on the position description or during an interview.
- 1.11 Students must not directly contact host organisations/employers without prior approval of their Co-ordinator. All communications, written and verbal must be channelled through the respective WIL Co-ordinator.
- 1.12 All WIL employment offers must be responded to within two business days.
- 1.13 Students are expected to accept the first offer received for any positions **sourced, negotiated, secured and distributed by** the Centre.
- 1.14 Students should be cautious and discreet in communicating with peers as to the outcome of an interview as all applicants may not be notified of the outcome of their own application simultaneously.
- 1.15 Students having accepted an offer of employment are bound by that acceptance. No further offers may be considered once an acceptance is given. All outstanding applications submitted to the Centre will be withdrawn by the respective WIL Co-ordinator. All direct student-sourced position applications (either in the "Open" market or "Pro-actively" targeted) must also be withdrawn by the student in order to maintain the integrity of the WIL position offer and acceptance.
- 1.16 If a WIL position offer is made directly to a student by an employer/host organisation without the prior knowledge of their WIL Co-ordinator, the student must notify their WIL Co-ordinator immediately.
- 1.17 All written offers must be responded to in writing. An acceptance should state the student's understanding of the terms of the offer as they relate to commencement and completion dates, key duties and responsibilities and any compensation (where applicable). Alternately, a copy of a signed contract of employment may also be submitted upon commencement.
- 1.18 In all cases, including where a verbal offer has been made, copies of offer letters, responses, signed employment agreements and/or contracts and any official correspondence relating to a student's status, as employee or volunteer, must be forwarded to the student's WIL Co-ordinator.
- 1.19 Students travelling overseas must lodge copies of all official correspondence relating to their visa application, insurance arrangements etc, with their WIL Co-ordinator.

C. Confirming a Suitable Position

Once successful in gaining a suitable WIL position whether sourced, negotiated, secured and distributed by WIL staff or gained independently, students must:

- 1.20 notify their WIL Co-ordinator immediately;
- 1.21 notify their WIL Co-ordinator if they have any concerns about the nature or details of a proposed position or voluntary activity;
- 1.22 keep copies of all documentation and correspondence relating to their employment status or voluntary position;
- 1.23 keep their WIL Co-ordinator informed of any changes to their employment status or with the terms and conditions of their employment, paid or voluntary;
- 1.24 complete the current Work Integrated Learning (WIL) Schedule & Agreement and provide this document to the appropriate Host Organisation representative to review and complete before returning it to their Work Integrated Learning Co-ordinator;
- 1.25 **comply with** the conditions set out in the WIL Schedule & Agreement, including those relating to the Authorised Work Integrated Learning Period (Section 4), WIL Unit of Study Enrolment (Section 4), Academic Requirements (Section 5) and the Agreement details (Section 6) which set out the terms agreed to by Victoria University, the Host Organisation and the student for the WIL activities.

- 1.26 keep their WIL Co-ordinator informed of any changes to the information contained within their WIL reports (eg the Work Integrated Learning Schedule & Agreement) as soon as possible. This includes contact information relating to their workplace supervisor, their home address and phone etc.
- 1.27 keep copies of all WIL documents submitted, including the WIL Schedule & Agreement;
- 1.28 function as an employee for the full period as specified in the WIL Schedule & Agreement.

C. Enrolment and Assessment Hurdle Requirements

- 1.29 Students wishing to undertake one of the WIL units of study should be aware of the following completion hurdle requirements:
For BBB 3001 Co-operative Education 1, and BBB 3002 Co-operative Education 2:
 Students are required to undertake workplace-based activities of a minimum of 5 months full-time approved discipline-related industry experience (for *each* of the above units of study).
For BBB 3100 Business Integrated Learning:
 Students are required to undertake a minimum of 150 hours of approved industry experience (unless an explicit exception has been approved by the Work Integrated Learning Co-ordinator.)
- 1.30 WIL Co-ordinators *are responsible for the approval* of the appropriate relevant industry/professional activity and to ensure that any workplace based employment or activities meet established criteria. Evidence confirming the students ability to meet this requirement (eg a signed letter of employment) must be presented to a WIL Co-ordinator *prior to students' enrolment* in the relevant unit of study.
- 1.31 Upon provision of appropriate documentation, students are required to obtain a WIL Re-enrolment Authorisation Letter from their WIL Co-ordinator to enable enrolment in the appropriate WIL Unit of Study, and attend a WIL Commencement Briefing.
- 1.32 Students are required to remain enrolled in the appropriate WIL Unit of Study for the semester/s which coincide with the duration of their approved WIL employment period.
- 1.33 In addition to the prescribed assessment tasks, prior to successful completion of the unit of study students *must also submit* appropriate documentation from the employer or host organisation *demonstrating successful completion* of the stipulated workplace based activities.
- 1.34 Students wishing to undertake concurrent class-room studies whilst employed in a full-time Co-operative Education position must consult with their WIL Co-ordinator to verify applicable policies and procedures.
- 1.35 Students should be aware that the co-ordination of the academic curriculum and assessment are the responsibility of the Academic Unit Co-ordinator (details to be advised within the WIL Re-enrolment Authorisation Letter). All WIL Unit of Study assessment and communications take place via Blackboard.

D. Additional Notes:

- 1.36 WIL units are typically undertaken after a students' third study semester of their degree, or equivalent (ie after 12 units/exemptions completed). However, students with at least 10 units and/or exemptions completed, and the Unit BFP 1001 (PD 1) can, if successful in obtaining an authorised position, enrol in the appropriate WIL unit. Students are not able to undertake Co-op units in their final semester of enrolment. (BIL may be undertaken concurrently with other final Units in a last Semester of study.)
- 1.37 International students (those without Australian "permanent resident" - PR - status or Australian citizenship) should liaise with their respective WIL Co-ordinator about appropriate WIL options in their course. **International students may ONLY undertake full-time Co-operative Education employment in Australia during semester where WIL units are mandatory components in their degree course.** International students may wish to undertake their WIL employment in Australia (when mandatory), in their home country or in any other country (depending on local visa regulations). Where WIL units are not a mandatory course component, employment greater than 40 hrs per fortnight during Semester in Australia is not permitted.
- 1.38 Students should not have an expectation that Centre staff will provide professional, personal or academic references to support job applications.
- 1.39 Students may refer to the VU website for details on all WIL units of study. (WIL units are accessible by the respective unit of study code.) Details shown include information on unit content, class contact, prerequisites, assessment, readings and other relevant information.

2. RESPONSIBILITIES OF THE WORK INTEGRATED LEARNING PROGRAM CO-ORDINATOR

The College of Business is represented by WIL Co-ordinators in matters relating to the College's Work Integrated Learning Programs. For students registered in the Work Integrated Learning Preparation Program, WIL Co-ordinators will:

- 2.1 conduct and/or make available appropriate preparation activities or on-line references and/or tools each year to equip students with resume writing, job search, application and interview preparation skills;
- 2.2 assist students to gain suitable workplace based experience that meets the specified criteria for each WIL unit;
- 2.3 where positions are **sourced, negotiated, secured and distributed by WIL staff** provide background information on potential host organisations interested in recruiting or hosting students, or referrals to an appropriate website or source for such information;
- 2.4 notify employers/host organisations of key student recruitment periods taking into account semester and examination timetables, to ensure employers are aware of students' University commitments;
- 2.5 assist students who demonstrate a capacity to target their own suitable Co-op or Business Integrated Learning positions;
- 2.6 ensure that all prospective positions meet the appropriate objectives and criteria of the various WIL Units, including salary and terms & conditions of employment (where applicable) and learning opportunities;
- 2.7 be available to review an employer's offer letter, employment or host organisation's 'agreement' or any official documentation relating to an approved WIL position;
- 2.8 provide students who have obtained an approved WIL position with the necessary Re-enrolment Authorisation Letter to enable appropriate enrolment in the applicable College unit/s;
- 2.9 provide all students with an appropriate Work Integrated Learning Commencement Kit, which includes the current Work Integrated Learning Schedule & Agreement and various general orientation materials;
- 2.10 act promptly to address any concerns about the safety of the workplace and well-being of the students; and,
- 2.11 provide all students with a copy of these guidelines.

3. RESPONSIBILITIES OF THE EMPLOYER

The Centre recommends that prospective WIL Program employers and host organisations comply with the following actions:

Recruitment

- 3.1 Make available to WIL Co-ordinators and students a description of any position(s) being offered, including selection criteria.
- 3.2 Specify appropriate follow-up procedures to applicants at the conclusion of each recruitment activity eg. further interviews, the timing and method of notification of offers etc.
- 3.3 Advise the outcome, where possible in writing, to all students who have been unsuccessful in their interview, and provide appropriate feedback by telephone where possible.
- 3.4 Confirm, in writing, all offers of employment to students and WIL Co-ordinators including the following information, as soon as it becomes available:
 - a job description;
 - name(s) of student(s) employed;
 - salary and superannuation details (where applicable);
 - the agreed period of employment/activity;
 - expected hours of work;
 - direct supervisor of the student(s);
 - leave entitlements (where applicable);
 - information on any applicable probationary periods (where applicable).

During Approved WIL Employment

Employers are asked to provide students with:

- 3.5 experience relevant to and at a standard commensurate with their course and/or discipline that will consolidate, challenge and extend the skills and learning gained through their tertiary studies;
- 3.6 an appropriate orientation to the organisation and its work culture;
- 3.7 relevant training for the duties and responsibilities of the WIL position;
- 3.8 a suitably trained workplace supervisor;
- 3.9 constructive and supportive performance feedback through the completion of appropriate appraisals; and
- 3.10 a safe working environment with appropriate Occupational Health & Safety and Equal Employment Opportunity safeguards.