

## 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
  - Fair Work Act 2009

### 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 industry 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 industry placement.
  - 5.1.2 requiring the industry partner to sign a WIL agreement with the student and LCBA to ensure all stakeholders are aware of their responsibilities during a student industry placement.
  - 5.1.3 LCBA maintaining regular electronic and telephone communication with a student on industry placement in accordance with the *National Industry Engagement Communication Plan*.

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- 5.1.4 LCBA conducting welfare visits to students on industry 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 industry placement to provide academic support and assessment feedback.
- 5.2 Co-ordination and management of the WIL program is overseen by LCBA Industry Engagement.
- 5.3 In Australia, student placements (industry placements) are known as 'vocational placements' under the Fair Work Act (FW Act). Placements that meet the definition under the FW Act are lawfully unpaid. Students completing placements are not considered to be employees and therefore are not entitled to the minimum wage or other entitlements provided under the FW Act (Fair Work Act 2009 can be found [www.fairwork.gov.au](http://www.fairwork.gov.au)).
- 5.4 The WIL curriculum is designed to:
- 5.4.1 place primary importance on individual student academic outcomes, with secondary importance placed on student professional career aspirations.
  - 5.4.2 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.
  - 5.4.3 establish that the work undertaken during placement has benefits for both student and industry.
  - 5.4.4 link assessments to both academic theory and measurable workplace learning outcomes.
  - 5.4.5 arrange for the industry placement to be structured, with formal (academic and workplace) direction, supervision and monitoring, providing increasing levels of autonomy for the student.
- 5.5 The WIL engagement process consists of the following components:
- 5.5.1 Preparatory component – the period prior to industry placement where:
    - WIL objectives, intentions, expectations and approaches are established.
    - students are informed of the assessment prior to commencing industry placement.
    - students are supported and advised of suitable industry placement opportunities.
    - students sign the WIL Placement Agreement prior to commencing placement.
  - 5.5.2 Placement component – the industry placement duration where the:
    - approach is applied in practice.
    - outcomes are observed, evaluated and reflected upon.
    - summative assessment(s) are completed.

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- 5.5.3 Retrospective component – following the industry placement where there is an opportunity:
- for debriefing and reflection on the placement.
  - to provide other forms of feedback.
- 5.6 LCBA ensures students are adequately prepared for WIL units:
- 5.6.1 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*).
- 5.6.2 by supporting students to develop communication skills to assist them in sourcing a suitable industry placement through a series of compulsory workshops.
- 5.6.3 by supporting students during the process of sourcing and applying for a suitable industry placement.
- 5.6.4 through the provision by LCBA Student Services of personal or general support for students prior to, and during placement.
- 5.7 Where industry 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.
- 5.8 Students must be actively engaged with LCBA Industry Engagement in the process of sourcing and securing a suitable industry placement.
- 5.8.1 Students must actively engage in the process of sourcing and securing a suitable industry placement, which includes attendance at WIL workshops, applying for suitable roles and completing all paperwork within agreed timeframes.
- 5.8.2 Students who have not been actively involved in sourcing, applying for, or securing a suitable industry placement prior to the unit commencement date, or have not independently sourced a placement, will be deemed not to have commenced the unit.
- 5.8.3 Students may choose to identify and arrange their own industry placement. To ensure the industry placement is suitable for the WIL unit, students are required to request further advice and information from LCBA Industry Engagement before making their choice and/or final decision to accept a position they have been offered.
- 5.8.4 Students who have not submitted the required documentation prior to the course commencement date will be deemed to have not commenced the unit.
- 5.9 Students may complete their WIL unit overseas in accordance with the International WIL Placement Procedure (see WIL Handbook).
- 5.10 LCBA supports students when they are on placement by:
- 5.10.1 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.

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- 5.10.2 communicating with the Host Organisation to ensure the industry placement provides adequate supervision and opportunity for the student to complete their academic requirements of the WIL unit.
- 5.10.3 LCBA Industry Engagement working with the student and the Host Organisation to resolve any difficulties related to the industry placement.
- 5.10.4 providing personal or general support for students prior to and during placement through LCBA Student Services.
- 5.11 Requirements for successfully completing each WIL unit.
- 5.11.1 VET: Students are required to undertake an industry placement completing a minimum of 400 hours of industry placement, with a minimum of 20 hours per week, within two-consecutive academic terms. All industry placement hours must align with the learning outcomes of the WIL unit.
- 5.11.2 HE: Students are required to undertake a industry 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.
- 5.11.3 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*).
- 5.11.4 Students may commence their industry placement outside of standard study periods subject to approval by the Industry Engagement Manager.
- 5.12 During the industry placement, students are required to:
- 5.12.1 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 representative at the earliest opportunity.
- 5.12.2 honour the terms and conditions of the WIL agreement including reference to specific start and finish dates.
- 5.12.3 not undertake additional subjects simultaneously with the WIL subjects without prior approval obtained during the Academic Committee Meeting (ACM), in consultation with both the Program Manager and Industry Engagement Manager.
- 5.12.4 not undertake a industry placement concurrently with employment by the one Host Organisation within the same department.
- 5.12.5 be available for all shifts as rostered and make themselves as completely available to their Host Organisation as is practicable during their industry placement.
- 5.12.6 not undertaking excessive working hours during industry placement, as it cannot be a valid reason for non-completion of assessments, as industry placement is recognised as an academic subject within the curriculum.

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- 5.12.7 acknowledge that holidays are not permitted during the course of an industry placement period, unless the Host Organisation requires/requests the student to take leave and conditions of leave of absence from programs apply.
- 5.12.8 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*.
- 5.13 Students having any difficulties or issues related to their industry placement experience or the academic requirements of the unit, must contact their Industry Engagement representative, or Lecturer/Assessor.
- 5.14 Students who resign from their industry 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.
- 5.14.1 Unless the student has a compassionate or compelling reason for resigning from the industry 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.
- 5.14.2 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.
- 5.15 Students may be eligible to apply for advanced standing, credit transfer, or recognition of prior learning (RPL) for WIL units in accordance with the *Credit Transfer and Recognition of Prior Learning (RPL) Policy VET and Advanced Standing Policy HE*.

### **5.16 Academic progress (Vocational Education)**

- 5.16.1 Prior to commencing the WIL unit, students must complete all pre-requisite units required within their academic program.
- 5.16.2 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.
- 5.16.3 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)
- 5.16.4 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*).
- 5.16.5 Further details on academic progress can be found in the *Academic Progress Policy VET*.

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### 5.17 Academic progress (Higher Education)

- 5.17.1 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, unless otherwise agreed between the IE Manager and the Program Manager.
- 5.17.2 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, unless otherwise advised by the Program Manager
- 5.17.3 The Academic Committee will assess if students need additional work placement hours when repeating a unit. Students who only need to repeat the WIL academic component will be charged an adjusted fee.
- 5.17.4 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.
- 5.17.5 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*)
- 5.17.6 The student's Graduation may be deferred to allow time to complete all academic work and required work placement hours.
- 5.17.7 Further details on academic progress can be found in the *Academic Progress Policy HE*.

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### 6. Roles and Responsibilities

Roles	Responsibilities
Head of Industry Engagement with Legal and Compliance Manager	Inform compliance of changes that would affect LCBA CRICOS registry information.
Industry Engagement representative	Supervise and support students during their industry 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 industry placements. Approve industry placement start/ end dates falling outside set study periods
Industry Engagement Manager	Ensure the delivery of WIL units (VET and HE) aligns with LCB's strategy, policies, and procedures. Resolve any issues related to the practical components of the WIL units.
Lecturers / Assessors	Support students to achieve satisfactory academic progress.
Program Manager	Oversee creation and implementation of study plans and learning agreements
Compliance Delegate	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 industry placement.

'Internship' is defined as an industry 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.

'Industry Placement' is the successful completion of industry hours by a student who completes their industry placement in an organisation. Industry placements that meet the definition

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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 industry placement activities include paid work/employment, internships, observation of industry events, mentorship programs, and voluntary placements. Industry 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 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 agreement has been signed by all stakeholders and submitted back to the Industry Engagement representative.

*Other applicable definitions may be found in LCBA 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



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### 9. Summary of changes since last review

Authored by	Description
Head of School of Culinary Arts and Sciences	Editorial updates Academic Credit - Revised section referring students to the relevant academic credit policy for (VET and HE) and moved some elements to relevant policies. Removal of Implementation section Terminology updates to ensure consistency