

WORK INTEGRATED LEARNING POLICY AND PROCEDURE

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1.0 Purpose

This policy provides a framework and principles for Work Integrated Learning (WIL) at EIT to ensure that students are provided with an effective and constructive learning experience integral to a course of study by:

- Embedding WIL into the course syllabus
- Ensuring each WIL activity meets the needs of students, host organisations and EIT

This policy aligns with the Australian Qualifications Framework (AQF), the Higher Education Standards Framework (Threshold Standards), and relevant professional accreditation requirements, including Engineers Australia.

2.0 Scope

This policy applies to staff of EIT, host organisations, and third-party providers involved in the design, delivery and supervision of WIL experiences. The policy also applies to students participating in approved WIL as part of their Associate degree, Bachelor's and Master's programs, including both paid and unpaid industry placements, to fulfil the requirements for compulsory 0-credit units.

This policy does not apply to work-related activities undertaken independently by students that Are not required, assessed, or formally approved as part of an EIT course or program.

3.0 Objectives

The objectives of this policy are to:

- Support students in engaging with approved WIL experiences.
- Facilitate smooth transition of graduates into the workforce.
- Provide authentic, meaningful tasks integrating theory with practice.
- Ensure compliance with EIT policies, procedures, and legislative requirements.

4.0 Policy Principles

4.1 EIT Commitments

EIT will:

- Offer high-quality WIL opportunities and will partner with industry, business, government and or/ community organisations, as applicable.
- Clearly articulate learning outcomes and associate requirements surrounding assessments to support these outcomes.
- Ensure supervision, mentoring, accessibility, and inclusion.

4.2 Student Responsibilities

EIT students must:

- Engage in approved WIL processes and opportunities made available by EIT or third-party providers as part of their program requirements.
- Engage actively in assigned tasks to gain meaningful experience.
- Notify EIT in a timely manner if they are unable to participate in a specific WIL opportunity and , where required, discuss alternative approved arrangements.
- Consistently manage their WIL placements by providing relevant feedback to EIT and/or third parties.
- Maintain clear records of their placements using the provided format for the Industrial OR Professional Experience Report assessment.
- Approach placements with professionalism, representing EIT with high standards, which includes demonstrating punctuality, respect, and a strong work ethic, as well as maintaining a positive and proactive attitude throughout the placement.
- Adhere to industry standards, communicate effectively with supervisors and colleagues, and uphold the values and expectations of both EIT and the host organisation.

4.3 Governance

- WIL provided in conjunction with an external party will be governed by a formal agreement between EIT, the student and the external party, and will comply with relevant EIT policies, procedures and legislative requirements.

5.0 Procedure

5.1 Eligibility & Participation

EIT students will be able to participate in the WIL program if they meet the following requirements:

- Bachelor's students must have completed at least 1 year of their degree
- Master's students must have completed at least 6 months of their degree
- Meet class attendance requirements and maintain a pass average

Students will be deemed ineligible if they:

- Have been identified as “at risk” in accordance with EIT’s Students at Risk Policy
- Are failing one or multiple units of study
- Are not maintaining adequate attendance in classes
- Have been granted Recognition of Prior Learning (RPL) that is deemed equivalent to the WIL or Industrial/Professional Experience requirements in accordance with EIT’s RPL policy.

5.2 Types of WIL Activities

WIL encompasses various approaches that integrate academic learning with practical workplace experiences. Common types of WIL include:

- **Internships:** Structured, supervised work experiences related to a student's field of study.
- **Industry Projects:** Collaborative initiatives with external organisations or businesses, where students engage with real-world problems or assignments as part of their coursework. All Industrial or Professional Experience Projects and associated reports must be completed independently by each student and submitted separately for individual assessment and recordkeeping.
- **Simulations and Case Studies:** Structured virtual or simulated scenarios that replicate real-world workplace situations, offering a controlled environment for skill development, learning, and problem-solving. This includes EIT-organised and facilitated workshops.

WIL can refer to paid or unpaid work.

5.3 Assessment & Academic Credit

- Although WIL is a non-credit requirement, it constitutes a formally assessed component of the course and is aligned with Course Learning Outcomes, relevant AQF level descriptors, and Engineers Australia Stage 1 Competencies.
- Completion of 240 hours of industry placement (internship), documented in the EIT Student Logbook
- Submission of a placement report by the student
- Completion of a supervisor report, signed and dated by the supervisor or employer
- Completion of required EIT-organised and facilitated workshops.
- Assessment of WIL will be conducted using published assessment criteria and rubrics to ensure consistency, fairness, and academic integrity.

5.3.1 Adherence to and Demonstration of Engineers Australia Stage 1 Competencies

All students are required to comply with the standards set by Engineers Australia by evidencing attainment of the Stage 1 Competencies. Bachelor’s degree students must demonstrate competencies at the [Engineering Technologist level](#), while Master’s degree students must demonstrate competencies at the [Engineering Professional level](#).

Evidence of competency attainment will be assessed through placement documentation, student reflections, and supervisor feedback.

5.4 Insurance & Risk Management

In accepting EIT students for professional experience work placements, a Memorandum of Understanding must be established between the host company and EIT for the duration of the placement.

5.4.1 Insurance

- While working under a host company, in a paid capacity, the student is to be covered by the host company's insurance for accidents, compensation and public liability.
- While working under a host company, in a non-paid capacity, the student is to be covered by EITs insurance for accidents, compensation and public liability.
- While undertaking a placement with a host company arranged by a third-party provider, students will be covered by the insurance of either the third-party organisation or the host organisation.

5.4.2 Risk Management

Hosts must:

- Assess the workplace to determine which activities can be safely managed. Students should be assigned tasks that are engaging and provide insight into your business while ensuring they are not exposed to any risk.
- Provide WHS induction to students as a matter of priority on the first day of placement.
- Provide supervision at all times.
- Share all relevant risk assessment results with EIT and the student
- Implement any necessary reasonable adjustments.

Students must:

- Adhere to all workplace policies, procedures, and safety guidelines.
- Follow instructions provided by their supervisor and seek clarification if unsure about any task.
- Report any hazards, incidents, or concerns to their supervisor immediately.
- Maintain confidentiality regarding any sensitive business information.

5.5 Required Documentation

Prior to commencing an internship or an industry project, students must provide the full contact information of the hiring manager and/or supervisor to the WIL coordinator to coordinate official documentation.

All parties (host organisation, student and WIL coordinator) must sign off on the following:

- Memorandum of Understanding
- OHS Checklist
- Relevant insurance policies

5.6 Monitoring & Evaluation of WIL Program

The WIL Program will be continuously monitored and adapted by the WIL Coordinator, in consultation with the Higher Education Manager. Ongoing evaluation of the program will be conducted using the following methods:

- Student feedback on their WIL experience.
- Feedback from third-party providers and industry partners.
- Reflections and insights from the Dean or academics.
- Reflections and insights from the WIL Coordinator.

Outcomes of WIL monitoring and evaluation will be reviewed annually and reported to the Academic Board, and will inform course review, continuous improvement activities, and accreditation processes.

6.0 Definitions

Please refer to the EIT Glossary that can be found [here](#) for all definitions used in this document.

7.0 Related Documents

- Academic Board Terms of Reference.DS
- Assessment Moderation and Student Progress Policy.HE
- Assessment Moderation and Student Progress Procedure.HE
- Board of Studies Terms of Reference.HE
- Credit and Recognition of Prior Learning Policy.HE
- Course Development Policy and Procedure.HE
- Course Review and Quality Assurance Policy.HE
- Course Review and Quality Assurance Procedure.HE
- Diversity, Fair Treatment and Equal Opportunity Policy.DS
- Duration of Study Policy.HE
- Emergency and Critical Incident Policy & Procedure.DS
- Ethics Statement.DS
- Freedom of Speech and Academic Freedom Policy.DS
- Governance Board Terms of Reference.DS
- Health and Wellbeing Policy and Procedure.DS
- Information Management and Security Policy and Procedure.DS
- Learning and Teaching Policy.HE
- Learning and Teaching Plan.HE
- Learning and Teaching Resources Policy.DS
- Privacy Policy.DS
- Records Management Policy.DS
- Risk Management Policy.DS
- Student Code of Conduct.DS
- Students at Risk Policy.HE

- Students at Risk Procedure.HE
- Student Complaints, Grievances and Appeals Policy.HE
- Student Complaints, Grievances and Appeals Procedure.HE
- Student Support Policy.DS
- Student Support Procedure.DS
- Work Health and Safety and Occupational Health and Safety Policy.DS

8.0 Related Legislation

- [Age Discrimination Act 2004 \(Cwth.\)](#)
- [Anti-Discrimination Act 1991 \(QLD\)](#)
- [Australian Human Rights Commission Act 1986 \(Cwth.\)](#)
- [Charter of Human Rights and Responsibilities Act 2006 \(VIC\)](#)
- [Disability Discrimination Act 1992 \(Cwth.\)](#)
- [Education Services for Overseas Students Act 2000](#)
- [Education \(Work Experience\) Act 1996 \(QLD\)](#)
- [Equal Opportunity Act 1984 \(WA\)](#)
- [Equal Opportunity Act 2010 \(VIC\)](#)
- [Fair Work Act 2009 \(Cwth.\)](#)
- [Fair Work Regulations 2009 \(Cwth.\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#)
- [Human Rights Act 2019 \(QLD\)](#)
- [Occupational Health and Safety Act 2004 \(VIC\)](#)
- [Privacy Act 1988 \(Cwth.\)](#)
- [Racial Discrimination Act 1975 \(Cwth.\)](#)
- [Sex Discrimination Act 1984 \(Cwth.\)](#)
- [Tertiary Education Quality and Standards Agency Act 2011](#)
- [Work Health and Safety Act 2011 \(Cwth.\)](#)
- [Work Health and Safety Act 2011 \(QLD\)](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [Workers' Compensation and Rehabilitation Act 2003 \(QLD\)](#)
- [Workplace Injury Rehabilitation and Compensation Act 2013 \(VIC\)](#)

9.0 Accountabilities

The Governance Board is responsible for the review and approval of this policy, with input from the Academic Board.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.