Work Integrated Learning Policy

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to authentic learning experiences that provide students with opportunities to learn and develop skills and knowledge through work integrated learning experiences that prepare them for future employment.

(2) The University recognises the importance of partnerships with students and providers in offering work integrated learning experiences and meeting legal obligations.

Section 2 - Purpose

(3) This policy outlines the University's principles for ensuring Work Integrated Learning (WIL) is fit for purpose, embedded in curriculum and supports scaffolded learning along a continuum of experience to enhance student learning and readiness for employment.

Section 3 - Scope

(4) This policy applies to all units in higher education and vocational education and training courses which include a work integrated learning component, including but not limited to:

a. placements (clinical and non-clinical);
b. VET in schools;
c. apprenticeships;
d. simulations (on campus, online/virtual – technology assisted);
e. traineeships;
f. industry partnerships;
g. structured role plays;
h. guest lectures; and
i. case-based, problem-based and project-based learning such as:
    i. interactive case scenarios;
    ii. industry specific scenarios; or
    iii. industry-based projects including industry input, consultation and co-developed assessment.

Section 4 - Policy

Principles

Institutional requirements

(5) The University believes that Work Integrated Learning (WIL) is a valuable opportunity for students to connect

learning to work.

(6) The University is committed to:

a. developing inclusive partnerships with stakeholders and industry providers to ensure work integrated learning meets the needs of students and providers;
b. meeting legal, ethical and safety standards when facilitating work integrated learning for students;
c. providing work integrated learning that is embedded, scaffolded, authentic and connected; and
d. quality assurance and continuous improvement processes.

Student experience

(7) Work integrated learning (WIL) will be designed to support a student experience that:

a. is relevant to students, courses and industry partners;
b. monitors and supports student wellbeing;
c. enhances student learning; and
d. authentically assesses student learning.

Curriculum

(8) Through curriculum design and/or training and assessment strategies, CDU will:

a. embed work integrated learning through a whole-of-course approach;
b. align work integrated learning to training and assessment strategies, learning outcomes and competencies;
c. embed knowledge and skills before, during and after on campus and off campus work integrated learning activities, to ensure scaffolded, authentic and connected work integrated learning experiences;
d. remain up to date and relevant to industry and legislative requirements;
e. ensure work integrated learning is equitable, inclusive and accessible; and
f. incorporate feedback from students, work integrated learning (WIL) providers and industry to improve.

Industry engagement

(9) The University respects the important role industry stakeholders play in providing work integrated learning that enhances and consolidates the learning provided through the course at CDU.

(10) The University will:

a. partner with stakeholders to ensure work integrated learning is relevant to students, industry and professional bodies;
b. enhance student learning and support student wellbeing;
c. guide work integrated learning (WIL) providers in their responsibilities in supporting and assessing students;
d. partner with stakeholders to ensure continued improvement in work integrated learning;
e. ensure adequate administrative systems and processes for compliance with risk-management and legal frameworks are in place to support work integrated learning;
f. provide professional development to CDU staff; and
g. review work integrated learning over time to ensure quality and continuous improvement.

Roles and responsibilities

(11) The University is responsible for:

a. contract management of external/industry work integrated learning (WIL) providers;
b. planning for business continuity;
c. quality assurance and monitoring of:
    i. the student experience;
    ii. course quality,including evidencing the integration of work integrated learning strategies within the curriculum;
    iii. the work integrated learning (WIL) provider experience; and
d. maintaining formal relationships with work integrated learning (WIL) partners, including contract management.

(12) Faculties are responsible for managing all aspects of work integrated learning including:

a. developing faculty or course specific schedules;
b. partnering with stakeholders to provide work integrated learning, including responding to feedback;
c. communication with students and managing student queries;
d. curriculum and assessment design, including scaffolded and embedded preparation for and engagement in on and off campus work integrated learning experiences across the course;
e. ensuring lecturers and course content reflect industry currency;
f. collecting feedback and evaluating course content, competencies, learning outcomes and work integrated learning; and
g. where a course contains a workplace placement:
    i. ensuring students are informed of their responsibilities and the details of their placement in advance;
    ii. ensuring hosts are informed and kept up to date of changes;
    iii. using the CDU-approved system to maintain accurate and accessible records;
    iv. meeting timeframes for allocation and outcomes; and
    v. evaluating the mentoring experience from student and stakeholder perspectives.

(13) Students are responsible for:

a. providing accurate and up to date information to the University;
b. participating actively and taking responsibility for the quality of their learning;
c. engaging in reflective practices;
d. understanding the inherent requirements of the course and of work integrated learning and updating CDU of any changes in their ability to meet these; and
e. where a course contains a workplace placement:
    i. providing accurate and up to date information to the host;
    ii. complying with workplace policies and procedures; and
    iii. gaining and maintaining currency of clearances and prerequisite requirements.

(14) Work integrated learning (WIL) partners are responsible for:

a. working with the University to provide authentic on and off campus work integrated learning for students;
b. assessing the student (if suitably credentialed and if required);
c. maintaining communication with the University including updating contact information, industry needs and providing feedback; and
d. when hosting a student for a workplace placement:
    i. understanding their responsibilities before signing contracts/agreements with CDU;

ii. collaborating with CDU staff including lecturers and faculty placement officers;
iii. providing a safe learning environment for students; and
iv. supervising and mentoring students.

Complaints

(15) A student can submit a complaint in accordance with the Complaints Policy - Students.

Monitoring and review

(16) Work Integrated Learning is subject to ongoing monitoring to ensure the experience and provider remain fit for purpose and relevant.

(17) Work Integrated Learning components are subject to review as part of the Course Review requirements in the Higher Education Course and Unit Accreditation Procedure or the VET Course Registration Procedure.

Reporting

(18) Reporting on the quality of work integrated learning will occur in accordance with the Comprehensive Reporting Framework.

Section 5 - Non-Compliance

(19) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(20) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(21) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

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Responsible Executive	Louise King Provost
Implementation Officer	Laura Fairbrother Associate Director Curriculum Assessment and Teaching Development
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