

Work-Integrated Learning Policy

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| Approved by | Academic Board |
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| Responsible Officer(s) and Committee(s) | Director of Academic Strategy Coursework Committee |
| Related documents | Curriculum Policy Course Unit Booklet Policy Course Unit Booklet Template Site Field Work Policy TEQSA Guidance Note: Work-Integrated Learning |
| Higher Education Standards (2021) | 1.1 Admission (1.1.3) 1.4. Learning Outcomes and Assessment 2.1 Facilities and Infrastructure (2.1.1) 2.3 Wellbeing and Safety 2.4 Student Grievances and Complaints 3.1 Course Design 5.2 Academic and Research Integrity (5.2.4) 5.4 Delivery with Other Parties |
| National Code (2018) | Standard 1 Marketing Information and Practices Standard 2 Recruitment of an Overseas Student Standard 3 Formalisation of enrolment and written agreements |

1. Purpose

- 1.1 This Policy provides the framework for all workplace learning that occurs at *Sydney College of Divinity* and outlines the necessary requirements that must be met by the Member Institution, Workplace Agency and Student insofar as it relates to units of study and/or a course of study that are classified as *work-integrated learning* (WIL) or contain a workplace component as a required element in the unit and/course of study.
- 1.2 This policy seeks to ensure that in all work-integrated learning units the student, the workplace, and the Member Institution are:
- (a) aware of and accept the SCD's policies and procedures that govern workplace learning; and
 - (b) understand the responsibilities and rights of all parties.

2. Scope

- 2.1 This Policy applies to:
- (a) all units of study that are identified as work-integrated units.
 - (b) students enrolled in work-integrated units or courses of study
 - (c) all staff of SCD and its Member Institutions involved in providing support to students engaged in work-integrated learning units
 - (d) all placement agencies (e.g. Workplace Agency) supporting students undertaking work-integrated study
- 2.2 This Policy **does not** apply to:
- (a) those students who are undertaking volunteer work at an organisation which may in practice relate to their course of study but is not a requirement of their enrolled unit or course of study.
 - (b) those students who are undertaking a 'site fieldwork unit' of study related to a guided study tour (see the SCD Site Fieldwork Policy)

3. Definitions

- 3.1 The Policy Document Glossary applies to this policy.
- 3.2 The following definitions also apply to this policy:

| Term | Definition |
|---------------------------------------|--|
| <i>Course Unit Booklet</i> | <p>As defined in the <i>Course Unit Booklet Policy</i>:</p> <p>A booklet prepared by a teacher within a teaching body. It is a particular interpretation, amplification and extension of the Course Unit Outline that expresses the theological values of the teaching body and meets the needs of its stakeholder, consistent with the SCD Course Unit Outline.</p> |
| <i>Site fieldwork unit</i> | <p>A SCD accredited unit of study where site field-based activities are an integral part of the unit curriculum and where students have the opportunity to include field-based activities in their unit learning under the supervision of accredited staff from one of SCD's Member Institutions.</p> <p>Site field-based activities are off-campus and include guided visits to one or more field locations designed to enhance a student's first-hand experience of sites of historical and/or religious significance.</p> |
| <i>Workplace Agency</i> | <p>The placement agency at which a student undertakes their workplace learning activities.</p> |
| <i>Workplace Agreement</i> | <p>A written agreement that outlines the requirements of the workplace or work-integrated learning activities that will take place. The written agreement also outlines the rights and responsibilities of all parties, identifies necessary OH&S safe work practices and outlines information regarding insurance responsibilities.</p> |
| <i>Work-Integrated Learning (WIL)</i> | <p>As defined in the <i>Higher Education Standards Framework (2021)</i>, work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements.</p> <p>At SCD work-integrated learning practices includes practicums, internships, supervised ministry or placements. This usually takes place at a Workplace Agency but can also include:</p> <ul style="list-style-type: none"> • online or virtual WIL (e.g. telehealth) with real clients or industry input • a simulated work environment with industry input, consultation or assessment, or • work-based project |
| <i>Work-integrated unit</i> | <p>A unit of study designed as a formal learning process that a student undertakes to gain practical experience in an actual ministry setting or clinical placement that includes education, ministry experience, theological reflection, and supervision.</p> |
| <i>Volunteer Work</i> | <p>Any type of work or activity that is conducted solely at the discretion of the student, does not contribute to the student's enrolled unit or course of study, and is not a requirement for the completion of their course of study.</p> |

4. Statements and Objectives

- 4.1 As identified in the *Higher Education Standards Framework (2021)* work-integrated learning (WIL) encompasses any arrangement where students undertake learning in a work context as part of their course requirements. At SCD work-integrated learning includes practicums, internships, supervised ministry or placements but can also include:
- online or virtual WIL (e.g. telehealth) with real clients or industry input
 - a simulated work environment with industry input, consultation or assessment, or
 - work-based project.
- 4.2 Workplace learning provides opportunity for dialogue between theological reflection and ministry engagement guided by qualified supervision. Workplace learning assists students to integrate academic studies and their practical expression. Workplace learning is an integral part of preparation for, and expression of, Christian service, whether ordained or otherwise. It is an opportunity to engage with public discussion of issues of faith.
- 4.3 SCD makes a distinction between work-integrated learning practices and optional volunteer opportunities that students may choose to participate in but are not required to do so. This *Volunteer Work* is conducted solely at the discretion of the student, does not contribute to the student's enrolled unit or course of study, is not a requirement for the completion of their course of study and is not covered under the parameters of this policy.
- 4.2 Before enrolling in an award of study, a prospective student must be informed in writing of any work-integrated learning requirements included in the award. This information is to be included on all advertising material and the website of SCD and its Member Institutions.
- 4.3 SCD maintains a Register that is regularly updated and clearly lists out all units and courses of study that include requirements for work-integrated learning or site fieldwork. Member Institutions are required to report to SCD for each teaching period which units and courses of study they will operate that are classified as work-integrated practices or site fieldwork activities.
- 4.3 The *Course Unit Booklet* (CUB) for all work-integrated learning units must clearly outline in the 'workload' section of the CUB the requirements in undertaking this unit including:
- (a) Details of the work-integrated activities required
 - (b) Number of hours, days, weeks required
 - (c) If there are additional costs or need for insurance or specific checks (e.g. police or working with children)
 - (d) A sample copy of any 'agreements' to be signed (included as an appendix to the CUB)

- 4.4 The *Course Unit Booklet* for all work-integrated learning units must contain clear and concise statements that set out the rights and responsibilities of students, the Member Institution, and the placement agency.
- 4.5 The *Course Unit Booklet* for all work-integrated learning units will include an appendix in the form of a written *Workplace Agreement* that is signed by the SCD teacher, the student, and a representative of the Workplace Agency. This agreement will include reference to the safety and legal liability arising from student placements involved in workplace learning:
- (a) The Workplace Agency is liable for anything that happens whilst SCD students or staff are acting under the lawful instructions or direction of the Workplace Agency and its officers, employees, servants, agents and contractors.
 - (b) The Member Institution is liable for any breach of the agreement or for any negligent act or omission on the part of the Member Institution, its staff, or the student whilst on the premises of the workplace agency.
 - (c) The Workplace Agency is responsible for all Occupational, Health and Safety issues and to ensure that there is no harassment, discrimination in the workplace.
- 4.6 The Member Institutions are responsible for ensuring the appropriate resourcing, insurance, and infrastructure is in place for work-integrated learning units.
- 4.7 Member Institutions must adequately prepare students before they start at a workplace agency. This preparation will include:
- (a) the rights and responsibilities of the student, workplace agency, and the Member Institution.
 - (b) the SCD's ethics requirements.
 - (c) relevant workplace/professional Codes of Ethics, accompanied by an appropriate level of training.
 - (d) Where the placement involves working with children, substantial training (half day or day) in the associated ethical, legal, and pastoral issues; as well as a compulsory "Working with Children Check", including a criminal history check and a check of disciplinary information from professional boards and police investigative information.
 - (e) the students' responsibility as representatives of the Member Institution.
- 4.8 A Member Institution will not send students to a Workplace Agency, or allow students to continue at a Workplace Agency, where the Member Institution has reasonable grounds to believe the student's performance will be detrimental to the Workplace Agency (and its workers), customers and/or other members of the public, the student and the Member Institution.

5. Related Procedures and Forms

| Templates/Forms | |
|-----------------|---------------------|
| Appendix A | Workplace Agreement |

Workplace Agreement

[INSERT NAME OF MEMBER INSTITUTION]

Thank you for agreeing to take a student from the [INSERT NAME OF UNIT/COURSE], [INSERT NAME OF MEMBER INSTITUTION] into your workplace at [INSERT NAME OF WORKPLACE AGENCY] for a workplace learning placement.

- [The Member Institution may wish to enter additional details here regarding the structure or content of the placement]
- [Member Institutions should also consider to what degree they wish to personalise the introduction].

This agreement sets out the details of the workplace learning placement between [INSERT NAME OF MEMBER INSTITUTION] and [INSERT NAME OF WORKPLACE AGENCY] on the conditions of the placement.

The person signing this agreement on behalf of the [INSERT NAME OF MEMBER INSTITUTION] will be the primary contact for the placement. The person signing the agreement on behalf of [INSERT NAME OF WORKPLACE AGENCY] will be the primary contact for the placement in your organisation. Please retain a copy of this agreement for your records.

The [INSERT NAME OF MEMBER INSTITUTION] contact is available to discuss the placement and answer any further questions you might have.

Timing of Placement

This section should specify the dates between which the placement is to occur, whether it will be for a concentrated period, for example, full-time for a certain number of weeks or certain days a week over the period of the placement.

The workplace agency is expected to provide students with orientation to their workplace (including any special conditions) and provide the required level of supervision and guidance for students on placements.

Scope of Study

This section should set out the scope of the learning requirements for the placement and the following information:

- what types of information and knowledge staff members share with students;
- what, if any, form of report will be required on completion of the placement; and/or
- any confidentiality requirements from the students].

The [INSERT NAME OF MEMBER INSTITUTION] will provide academic and other support to the student over the course of the work placement. The Member Institution contact will be available to provide advice to the student or the workplace agency over the course of the placement. [An initial discussion between the Member Institution and Workplace Agency contact is advisable prior to the commencement of the placement.]

Insurance and Related Issues

[INSERT NAME OF MEMBER INSTITUTION] provides public liability, death and accident and malpractice insurance cover for our work placement students.

The [INSERT NAME OF WORKPLACE AGENCY] is liable for anything that happens whilst [INSERT NAME OF MEMBER INSTITUTION] students or staff are acting under the lawful instructions or direction of the [INSERT NAME OF WORKPLACE AGENCY] and its officers, employees, servants, agents and contractors.

The [INSERT NAME OF MEMBER INSTITUTION CONTACT] is liable for any breach of the agreement or for any negligent act or omission on the part of the [INSERT NAME OF MEMBER INSTITUTION], its staff, or the student whilst on the premises of the [INSERT NAME OF WORKPLACE AGENCY].

The [INSERT NAME OF WORKPLACE AGENCY] is responsible for all Occupational, Health and Safety issues and to ensure that there is no harassment, discrimination in the workplace.

Thank you for hosting a [INSERT NAME OF MEMBER INSTITUTION] work placement student. I hope the experience is a positive one for you and your organisation. Please feel free to contact me with any questions or clarifications.

Signed

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|--|--|---------------------------------|
| (insert Name of Member Institution) | (insert Name of Workplace Agency) | (insert Name of Student) |
| (insert Name of representative) | (insert Name of representative) | |
| Signature | Signature | Signature |
| Date | Date | Date |