

Industry Placement /Work-Integrated Learning Policy

Policy Number	AC14
Approving Authority	Academic Board
Date Implemented	25 November 2024
Current Version	1.0
Date of Review	25 November 2026
Contact Officer	Director Learning and Innovation
Related Policies, Procedures and Documents	Industry Placement/Work Integrated Learning Guidelines Industry Placement/Work Integrated Learning Forms Assessment Policy and Procedure Course Regulations Credit Point and Student Workload Policy NIDA Strategic Plan Course Review Schedule Graduate Satisfaction Surveys Misconduct Policy Fitness to Study Policy Student Code of Conduct and Student Charter Academic Integrity and Plagiarism Policy

1. PURPOSE

The purpose of this policy and associated procedures is to ensure that all NIDA's Industry placement (Work-integrated learning) experiences and supervisory arrangements ensure that students have educationally sound opportunities to further develop their knowledge and skills and apply their learning in industry relevant work environments.

The policy also ensures that all Industry placement (work-integrated learning) opportunities help to build industry relationships, safeguard the quality of the student experience and meets the applicable requirements under the HES Framework and other applicable regulations and laws including but not limited to Work Health and Safety and Fair Work, TEQSA and ASQA regulations and the HESA Act.

2. SCOPE OF POLICY

2.1 This policy applies to all students whose courses include placement/work integrated learning:

Undergraduate	Postgraduate	VET
✓	✓	✓

2.2 This policy encompasses any arrangements where NIDA students undertake learning in an Industry context as part of their course requirements. This includes:

- a. Professional Industry placements whether local, inter-state or international.
- b. Industry partnered projects at NIDA or externally that involve industry, community or professional partners.

2.3 This policy does not apply to workplace activity undertaken by a student in the course of their ordinary employment that is used, applied or referenced when undertaking assessable tasks as part of study as a NIDA student.

2.4 All NIDA staff responsible for co-ordinating and/or supporting students on Industry placement/ Industry integrated learning activities.

3. PRINCIPLES

The principles that underpin NIDA's Industry placement (work-integrated learning) are:

- a. The industry experience is aligned to relevant course/subject learning outcomes and associated assessment activities as defined in course subject outlines.
- b. All industry placement (work-integrated learning) experiences support student's career goals through alignment with course learning outcomes and specific individual discipline interests.
- c. All industry placement (work-integrated learning) experiences create opportunities for feedback and reflection.
- d. The criteria determining whether the student has passed are clearly stated, and the rationale for the nature of the assessment is clear.
- e. All industry placement (work-integrated learning) experiences and supervisory arrangements are quality assured.
- f. All industry placement (work- integrated learning) experiences are safe for students.
- g. Students will have been prepared for the undertaking by the course of their studies prior to commencing their placement.
- h. The placement learning opportunity is pitched at an appropriate level, in relation to the student's progression through the course and the level of credit given.
- i. It is everyone's right to be treated with courtesy and respect.

4. POLICY

Requirements

- 4.1 All Industry placement is conceived as part of a course design, is educationally sound, research informed and defined in course proposals and subject outlines.
- 4.2 Where Industry placement forms part of course/subject assessment, there is alignment with the relevant course/ subject learning outcomes, the assessment method and the opportunities provided to the student during the industry placement.
- 4.3 Arrangements for industry placement are considered by curriculum advisory groups as part of NIDA's quality assurance /course approval process. The authority for final approval of the inclusion of Industry placement on all undergraduate, postgraduate and VET courses reside with the NIDA Academic Board.
- 4.4 Course Teams are responsible for ensuring that all Industry placement providers receive effective induction and support to ensure students have a positive industry experience.
- 4.5 In instances where students are invited to take the initiative to find their own Industry placement opportunity, Course Teams remain accountable for ensuring that the placement is educationally sound and that students have access to appropriate support.
- 4.6 The roles and responsibilities of all parties involved in the provision and supervision of Industry placements (including those identified by students) are defined and captured in a formal agreement prior to the industry placement taking place (as defined in NIDA's Industry placement procedure).
- 4.7 Course teams will monitor Industry placement arrangements (including supervisory arrangements) and ensure that information gathering processes are in place to monitor and report on the quality and effectiveness of the placement both from the student and the placement provider perspective (as detailed in NIDA's Industry placement procedure).

- 4.8 NIDA has clear student grievance processes capable of resolving issues students may have with the Industry placement aspects of their course, as well as managing critical incidents should they arise (as detailed in NIDA's Industry placement procedure).
- 4.9 NIDA will ensure that where students undertake an international Industry placement, students are briefed on relevant local workplace legislation including wellbeing, Health and Safety.
- 4.10 Students must have access to support while undertaking the professional experience including, at a minimum:
- a. information on and access to responsible staff by email or by telephone during normal working hours,
 - b. information on the processes to be followed in the event of a critical incident arising during the professional experience.
 - c. by negotiation, access to responsible staff while undertaking the professional experience outside of normal working hours; and
 - d. information on the ongoing availability of student support services for students while undertaking the professional experience.

Remuneration

- 4.11 Under the [Fair Work Act 2009](#), unpaid work experience may be unlawful if it gives rise to an employment relationship between the worker and the employer. An exemption exists if the unpaid work experience is a vocational placement undertaken as a requirement of an education or training course for which there is no entitlement to pay for the work the student undertakes and in which the primary purpose is student learning and development.
- 4.12 Host Organisations may remunerate students undertaking a professional experience provided that any remuneration offered to the student is consistent with the employment provisions governed by the [Fair Work Act 2009](#) and [Fair Work Regulations 2009](#).
- 4.13 Any student who is remunerated while undertaking a professional experience is deemed to be the employee of the Host Organisation and will not be covered by the University's insurance cover. Any student who is not remunerated will be covered by NIDA's insurance.
- 4.14 Finance must receive notice of each student to be covered by the NIDA's insurance cover prior to the student commencing a professional experience.

Students with a Disability

- 4.15 NIDA encourages students with a disability to disclose the nature and extent of their disability as part of a Study Access Plan. It is the responsibility of the student to establish a Study Access Plan as soon as they are aware of their disability and in a timely manner that allows NIDA to best support their needs.
- 4.16 Information in relation to the particulars of a disability, provided by a student shall remain confidential and shall be restricted to those persons with a legitimate need to know, including staff in the Host Organisation, in accordance with the Privacy Policy, the NIDA Code of Conduct and other relevant privacy legislation.

4.17 NIDA is not required to provide an adjustment to the extent that it would impose unreasonable hardship on NIDA or the Host Organisation.

4.18 NIDA cannot compromise the academic standards of a course, subject or other requirements or components that are inherent in or essential to the nature of the course or subject.

4.19 NIDA reserves the right to isolate or discriminate against a student with a disability, where it is reasonably necessary to protect the health or welfare of the student or other people.

Grounds for Exclusion or Cancellation

4.20 NIDA may preclude a student from undertaking industry placement in an external organisation when a student's:

- a. conduct whilst at NIDA has been such that there are genuine concerns around their ability to maintain appropriate standards of conduct in an external work environment; or
- b. health is such that they are not considered "fit to study" in an external environment where supervision and support may not be as easily maintained.

4.21 NIDA or the Host Organisation may determine that a student should be excluded from continuing in an industry placement because of:

- a. the student's failure to perform satisfactorily while undertaking an industry placement,
- b. alleged student misconduct
- c. repeated absence and lateness
- d. breach of an agreed non-disclosure agreement
- e. behaviour that brings either NIDA or the host organisation into disrepute

Appeals and Complaints

4.21 A student may make a complaint about any decision to preclude or exclude them from undertaking a professional experience under the Academic Complaints and Appeals Policy and Procedure.

4.22 All appeals will be managed in line with the Academic Complaints and Appeals Policy and Procedure.

4.23 Complaints regarding a student's conduct whilst on placement will be managed in line with NIDA's Student Misconduct Policy

Record Keeping

4.24 All industry placement records relating to a specific student will be saved in the student's file in Content Manager

4.25 All industry placement records relating to a specific industry provider will be saved into a designated Edushare file.

4.26 All Course Leaders will log the details of each industry placement into the Industry Placement register.

4.27 For the purposes of insurance Finance is to be provided with details of each industry placement.

Governance

4.26 At least once a year the Director Learning and Innovation, or their appointed delegate will prepare and present a report on industry placements for the Academic Board.

4.27 Industry Placement Reports for the Board will include at least the minimum data as follows:

- a. placement host name,
- b. placement locations,
- b. industry type,
- c. numbers of students per course who undertook placements,
- d. Student per host,
- d. roles undertaken,
- e. any offers of employment arising from the placement, and
- f. complaints or grievances arising from placements.

5. DEFINITIONS

Term	Definition
Critical incident	<p>A Critical Incident is a traumatic event or situation (within or outside Australia), the threat of a traumatic event, or a series of escalating events, which affects, or has the potential to affect a student, his/her family members and/or other persons including staff and friends, in a traumatic way, including extreme stress, fear, injury or death or that may have impact on NIDA's people business operations, assets or reputation. Student Critical Incidents include any situation deemed to be a "critical incident" under the provisions of the National Code.</p> <p>Critical Incidents can include, but are not limited to:</p> <ul style="list-style-type: none">- serious injury or serious threat of these- Death of a student- Missing student- Attempted suicide- Serious injury or health problem which prevents the student from continuing with or completing the course- Medical emergencies involving a student or staff- Mental health episode requiring hospitalisation- Natural disaster located at or away from NIDA- Student arrested or detained- Assault, including sexual assault, domestic violence or robbery, severe verbal or psychological aggression

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	<ul style="list-style-type: none">- Drug or alcohol abuse o Campus disturbance- Other serious events
DFAT	DFAT Department of Foreign Affairs and Trade
HES Framework	Higher Education Standards Framework (Threshold Standards) 2021.
Industry Placement/ Work-Integrated Learning	A planned and agreed period of learning conducted within another organisation which contributes towards the students' learning experience and has an assessable component.
Industry Placement Provider (Host)	Organisations approved for the provision of student placements,
Industry Placement Host Supervisor	A named individual employed by the Placement Provider (host) who will supervise the student whilst on placement.
Industry Placement Coordinator	A named individual employed by NIDA who has oversight of arrangements for the placement and who supports students undertaking the placement. This could be the Course Leader or a designated member of the Course Team.
NIDA Student Charter	A document that establishes the expectations for student conduct for the duration of their enrolment. It includes the NIDA Code of Conduct.

6. CHANGE HISTORY

Date	Change Description	Reason for Change	Author	Version
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September 2024	New Policy	Required policy framework to underpin the guidelines that have existed for some time	Learning and Innovation	draft
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7. CONSULTATION/BENCHMARKING

Relevant policy documents and statements from the following are gratefully acknowledged:

- Western Sydney University
- TAFE NSW
- Canberra Institute of Technology (CIT)
- University of Wollongong

Legislation and Regulatory Frameworks	HE Threshold Standards 2021 Australian Qualifications Framework TEQSA Guidance Notes on Course Design National Code of Practice HESA Act Work Health and Safety Act (2011) (Federal) Fair Work Act and Regulations (2009) Standards for Registered Training Organisations 2015 ASQA Guidance for Providers Disability Discrimination Act 1992 Disability Standards for Education 2005 Equality Act 2010 Australian Human Rights Commission Act 1986 Racial Discrimination Act 1975 Sex Discrimination Act 1984
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