



WIL Central

Roles and Responsibilities for Work Integrated Learning at UNSW

The UNSW Work Integrated Learning (WIL) Procedure sets out the roles and responsibilities of everyone involved in the design and delivery of WIL, including UNSW staff, students, and partner organisations. Each has a role to play in making WIL a safe, effective and fulfilling learning experience.

UNSW Staff Responsibilities

At UNSW, WIL staff are responsible for WIL courses and/or program accreditation, this includes both academic and professional staff.

The Program Authority is responsible for ensuring the overall quality of WIL within a degree program and of the quality of supervision of student experiences.

Program Authorities and Course Authorities are responsible for developing and managing WIL courses and program accreditation requirements that are designed and delivered by UNSW, as well by approved UNSW Third Party Providers. They also designate WIL staff, that is one or more staff members who are responsible for WIL.

More generally, WIL staff are responsible for:

- making sure students and partner organisations are prepared for the WIL activity;
- being the primary UNSW contact for the student and supervisor during the WIL activity;
- where applicable, assigning students to and approving appropriate WIL activities.

In some circumstances WIL staff will be responsible for making alternative arrangements for WIL in situations where a WIL activity must be changed or cancelled for reasons beyond the student's control.

UNSW Student responsibilities

Students also have responsibilities to ensure the safe and smooth operation of their WIL activity. This is true whether students find their own placement or are placed by their Faculty or School (e.g. in an internship or WIL project).

Firstly, students must prepare for their WIL activity. This includes:

- reading all materials provided by WIL staff to ensure that the requirements of the WIL activity, especially any time commitments and travel involved, are fully understood.
- making whatever arrangements are necessary to meet all time commitments e.g. considering caring responsibilities (for children or others), or travel and accommodation where necessary.
- reading and signing the WIL Agreement and any other documents required (see Course Outline and other relevant course materials for details).
- submitting any required documentation such as police checks, working with children checks, and health checks by the deadlines set by WIL staff. Not all WIL activities require these checks. If they are information will be provided in the Course Outline.

- completing any pre-WIL activity training designated by WIL staff and/or the partner organisation.

If the WIL activity is a placement (e.g. cadetships, clinicals, internships, practicums) a **workplace induction** must be undertaken within the first few days and a **risk assessment** of the WIL activity completed and submitted. WIL staff will provide details of how and where to submit these documents.

Throughout the WIL activity students are also responsible for:

- complying with the WIL Agreement, with reasonable directions of WIL staff, as well as with UNSW policies and procedures e.g. [Student Code of Conduct](#).
- meeting all the requirements associated with the WIL activity, the WIL course as a whole, and the program of study. This includes class-based and/or online learning activities and assessment tasks.

The Student Code of Conduct also sets out expectations that students will:

- treat all University staff, other students, and visitors to the University with courtesy, tolerance and respect. This extends to teaching staff in venues off-campus and online, and supervisors and others involved in workplace or clinical placements, fieldwork or other forms of a WIL practicum.
- conduct themselves in an appropriate manner while on workplace or clinical placements, fieldwork or other forms of a WIL practicum.
- ensure their actions or inactions as a student do not harm, or bring into disrepute, the University's reputation or good standing.

Partner Organisation Responsibilities

Partner organisations are responsible for:

- preparing for the arrival and supervision of UNSW WIL students;
- providing a fit-for-purpose workplace;
- inducting students into the workplace, including informing them of required health and safety policies and procedures, ensuring that potential risks, such as workplace hazards, are identified prior to a student commencing any WIL activity and that risk mitigations are put in place to comply with all Work Health and Safety (WHS) requirements;
- allocating tasks and providing ongoing supervision of students to enable and foster student learning;
- communicating as required with WIL staff;
- contacting WIL staff promptly should an incident or issue relating to a student's performance or wellbeing in undertaking the WIL activity occur.