CAIT Hi - Ed Work Integrated Learning and Placement Policy and Procedure

1. Purpose

1.1. The purpose of this policy is to ensure that all Work Integrated Learning (WIL) activities – including placements, internships, professional experiences, and simulated learning - at Central Australian Institute of Technology Higher Education (CAIT Hi-Ed) are designed, delivered, monitored, and evaluated in a way that maintains the highest standards of academic integrity, promotes student wellbeing, ensures workplace health and safety, and complies with all relevant legislative, regulatory, and professional requirements.

1.2. Through structured, supervised, and assessable work-based learning experiences, this policy aims to enhance students' employability, practical skills, professional attributes, and industry knowledge. WIL activities are embedded into academic programs to foster real-world application of theoretical learning, encourage reflective practice, build networks within industry sectors, and support the transition of students from education into the workforce.

1.3. The policy also underlines CAIT Hi-Ed's commitment to fostering equitable access to quality WIL opportunities, ensuring all students are provided with safe, inclusive, and supportive learning environments, both on and off campus.

2. Scope

2.1. This policy applies to all individuals and entities involved in the planning, delivery, supervision, participation, and evaluation of WIL activities at CAIT Hi-Ed. Specifically, it applies to:

- All CAIT Hi-Ed students who are undertaking WIL activities, including but not limited to professional experience, placements, internships, practicums, clinical placements, fieldwork, community projects, simulated work environment, or any industry-based learning embedded within a course of study.

- All CAIT Hi-Ed academic and professional staff responsible for the design, management, administration, supervision, and assessment of WIL activities, ensuring that academic standards, student support, risk management, and compliance obligations are met.

- All third-party host organisations (including companies, not-for-profit organisations, government agencies, schools, and healthcare providers) that formally partner with CAIT Hi-Ed to provide supervised work-based learning experiences for students under mutually agreed terms and conditions.

- This policy also applies to student-sourced placements, ensuring that all WIL activities meet CAIT Hi-Ed's academic, safety, and quality standards, regardless of how they are sourced.

3. Policy Statement

3.1 CAIT Hi-Ed is committed to the integration of high-quality, structured, and meaningful WIL opportunities within its academic programs as a vital component of student learning and professional preparation. WIL experiences are recognised as essential for developing students' employability skills, deepening their disciplinary knowledge, enhancing their personal and professional growth, and fostering life-long learning capabilities.

3.2 The institution is dedicated to ensuring that all WIL activities are designed and delivered in ways that are safe, inclusive, accessible, equitable, and educationally valuable. WIL experiences will align with curriculum requirements, industry standards, and relevant professional expectations, providing authentic learning contexts where students can apply theoretical knowledge in practical, real-world settings.

3.3 CAIT Hi-Ed will actively support the success of students undertaking WIL by ensuring they have access to strong academic, administrative, and wellbeing support services before, during, and after their placement. The institution will work collaboratively with host organisations to maintain high standards of workplace supervision, risk management, student safety, and compliance with relevant regulatory and legislative requirements.

3.4 In pursuing these goals, CAIT Hi-Ed reaffirms its commitment to maintaining the integrity, quality, and continuous improvement of its WIL offerings, contributing to positive outcomes for students, industry partners, and the broader community.

4. Principles

4.1. WIL activities must be intentionally embedded into academic curricula and directly aligned with specified learning outcomes. They must contribute meaningfully to the academic standards and overall educational objectives of the student's program of study, ensuring appropriate academic rigour, supervision, and assessment mechanisms are in place.

4.2. All students undertaking WIL must be supported by appropriately qualified and experienced supervisors who are clearly briefed on their responsibilities. Both academic and workplace supervisors must provide structured guidance, mentoring, and regular feedback to students throughout the placement.

4.3. Comprehensive risk assessments must be conducted prior to the commencement of any new external partnerships off campus or course simulation WIL offerings. These assessments must consider health and safety risks, workplace practices, insurance arrangements, and any location-specific concerns, ensuring that all reasonable steps are taken to protect students' physical, emotional, and legal wellbeing.

4.4. CAIT Hi-Ed will maintain systems to monitor and support the physical, mental, and emotional wellbeing of students during WIL placements. Compliance requirements, including Working with Children Checks and completion of mandatory Department of Education Protect Module training (where applicable), must be ensured prior to relevant placements.

4.5. All placements must be formalised through written agreements between CAIT Hi-Ed and the host organisation. These agreements must clearly outline the respective roles, responsibilities, workplace conditions, student entitlements, supervision arrangements, insurance coverage, and procedures for dispute resolution.

4.6. WIL opportunities must be accessible to all students, including those from underrepresented, disadvantaged, or diverse backgrounds. Reasonable adjustments must be provided where required to enable participation by students with disabilities, caregiving responsibilities, or other needs, ensuring an inclusive learning environment.

4.7. CAIT Hi-Ed is committed to the ongoing enhancement of its WIL offerings. Feedback must be systematically gathered from students, supervisors, staff, and industry partners at the conclusion of each placement. This feedback will be used to evaluate the effectiveness of WIL experiences and inform improvements to placement practices, curricula integration, and student support services.

5. Procedure

5.1. WIL Planning and Approval

5.1.1. Course Design and Approval.

- Academic staff must ensure that each WIL activity is explicitly linked to course-level and program-level learning outcomes, contributing to students' professional and practical skill development. Each WIL activity must comply with AQF standards, TEQSA's Higher Education Standards Framework, and CAIT Hi-Ed's academic quality assurance policies.

5.1.2. Risk Management

- Before a WIL activity can commence, a comprehensive Risk Assessment must be completed by the designated staff member, using the CAIT Hi-Ed Risk Assessment Template. This assessment must evaluate all relevant factors associated with the placement site, the nature of the work, and the student's individual circumstances.

- Risk assessments must identify and address a broad range of potential risks, including but not limited to:

  ✔ Physical safety risks (e.g., machinery use, hazardous environments, travel risks).

  ✔ Psychosocial risks (e.g., bullying, harassment, discrimination, mental health pressures).

  ✔ Insurance and legal coverage (e.g., professional indemnity, public liability, workers' compensation where applicable).

  ✔ Cultural safety and inclusion considerations.

  ✔ Emergency response procedures at the host organisation.

- Identified risks must be accompanied by clear risk mitigation strategies, such as additional training requirements, safety inductions, supervision levels, or adjustments for students with specific needs. These strategies must be reviewed and formally approved by the Placement Coordinator before the placement is confirmed. Ongoing monitoring must occur throughout the placement, with any significant changes or incidents promptly reported and managed.

- Completed Risk Assessments, mitigation strategies, and approval records must be securely stored and made available for internal audits, external compliance checks, or incident investigations as required.

5.1.3. Partner Organisation Approval

- Before any student can be placed with a host organisation, a formal written agreement must be executed between CAIT Hi-Ed and the host organisation. This agreement may take the form of a Memorandum of Understanding (MOU) or a legally binding contract, depending on the nature, scale, and regulatory requirements of the WIL activity.

- All formal agreements must clearly articulate the following key elements:

  ✔ Roles and responsibilities of both CAIT Hi-Ed and the host organisation, including the duties of workplace supervisors and academic supervisors.

  ✔ Workplace health and safety obligations, ensuring that the host organisation provides a safe environment that complies with relevant occupational health and safety (OHS) legislation.

  ✔ Insurance arrangements, specifying which party is responsible for maintaining appropriate insurance coverage (e.g., public liability, professional indemnity, personal accident insurance) for students during the placement.

  ✔ Student support and supervision arrangements, including induction processes and regular supervision contact.

  ✔ Incident reporting and grievance procedures, detailing how accidents, safety incidents, or complaints will be reported, managed, and resolved.

- ✔ Confidentiality and intellectual property terms, if applicable to the nature of the placement work.

- ✔ Termination clauses, outlining the conditions under which the agreement or individual placements can be discontinued.

- Prior to entering into any agreement, CAIT Hi-Ed must conduct due diligence on the host organisation to assess its suitability as a WIL partner, including consideration of its reputation, operational capacity, safety record, and alignment with CAIT Hi-Ed's academic and ethical standards.

- Formal agreements must be reviewed regularly (at least every three years or upon major changes) to ensure continuing relevance, compliance, and effectiveness in supporting student learning and wellbeing.

5.1.4. Student-Sourced Placements

- In cases where students propose or source their own Work Integrated Learning (WIL) placement, the following conditions must be met before approval:

  - ✔ The proposed placement must be directly relevant to the student's enrolled course and align with the intended learning outcomes of the WIL activity.

  - ✔ The host organisation must meet all criteria required of CAIT Hi-Ed approved providers, including suitable supervision, workplace health and safety standards, and capacity to provide an appropriate learning environment.

  - ✔ A formal agreement must be executed between CAIT Hi-Ed and the host organisation, consistent with Section 5.1.3 of this policy.

  - ✔ A site-level risk assessment must be conducted by CAIT Hi-Ed staff for any new host organisation proposed by a student, in accordance with Section 5.1.2.

  - ✔ Student-sourced placements cannot commence until written approval has been granted by the Placement Coordinator or Academic Supervisor.

  - ✔ CAIT Hi-Ed reserves the right to reject student-sourced placements that do not meet the institution's academic, professional, or safety standards.

5.2. Student Preparation

5.2.1. Pre-Placement Preparation

- All students participating in external placement-based WIL activities must attend a compulsory pre-placement briefing session organised by CAIT Hi-Ed. This session will provide students with critical information about:

  - ✔ The purpose and objectives of their WIL experience.

  - ✔ Professional conduct, workplace behaviour, and ethical expectations.

  - ✔ Health, safety, and wellbeing considerations.

  - ✔ Risk management responsibilities and reporting procedures.

  - ✔ Insurance coverage and legal responsibilities.

  - ✔ Communication protocols with supervisors and CAIT Hi-Ed staff.

  - ✔ Procedures for addressing concerns or incidents during placement

- For simulated learning or project-based WIL activities, equivalent preparatory sessions focusing on workplace readiness and professional conduct will be provided.

- Students must confirm their attendance and understanding of these requirements prior to commencing their placement.

- Students will receive a comprehensive Professional Experience Handbook (also referred to as Placement Handbook) before starting their placement. The Handbook will include:

  ✔ Detailed placement expectations and learning goals.

  ✔ Assessment requirements, including types of tasks and submission deadlines.

  ✔ Supervisor contact information and reporting lines.

  ✔ Support services available to students (including academic support, counselling, and emergency contacts).

  ✔ Occupational health and safety (OHS) information specific to the placement environment.

  ✔ Guidance on dealing with workplace issues such as bullying, harassment, discrimination, and grievances

  5.2.2. Eligibility Requirements

- Students must meet all pre-requisite conditions required by either CAIT Hi-Ed or the host organisation to participate in the WIL activity. These may include, but are not limited to:

  ✔ National Police Checks or equivalent criminal record clearances

  ✔ Working with Children Checks (where placements involve minors)

  ✔ Vaccination records (e.g., COVID-19, influenza, hepatitis B) particularly for placements in healthcare, education, or community sectors

  ✔ First Aid certifications or CPR certifications where relevant

  ✔ Specific professional licenses, registrations, or training certifications required by the industry or workplace (e.g., construction induction card, food handling certification)

- Students must provide verified documentation to CAIT Hi-Ed confirming that all required checks, certifications, and vaccinations have been completed and are current. Failure to meet these requirements may result in delays or cancellation of the placement.

- Unless otherwise specified, students are responsible for arranging and paying for any costs associated with meeting eligibility requirements, including application fees for checks or obtaining necessary vaccinations.

- All personal information and documentation provided for eligibility verification will be managed in accordance with CAIT Hi-Ed's Privacy Policy and relevant privacy legislation.

- CAIT Hi-Ed will provide guidance and support to assist students in understanding and meeting all eligibility requirements well before the anticipated placement commencement date.

5.3. Placement Management

5.3.1. Supervision and Monitoring.

- Every student undertaking WIL must be assigned:

- ✔ A Workplace Supervisor: An appropriately qualified and experienced individual within the host organisation responsible for overseeing the student's day-to-day activities, ensuring alignment with workplace expectations, providing mentoring, and offering regular feedback on performance.

- ✔ An Academic Supervisor: A member of CAIT Hi-Ed academic staff responsible for maintaining an ongoing academic connection with the student, monitoring learning outcomes, assisting with any academic concerns during the placement, and overseeing the final assessment of the WIL activity.

- To support the student's progression and wellbeing, formal mid-placement monitoring must occur. This process may involve:

  - ✔ Site visits by academic staff (where feasible) to observe the student's environment, meet with the workplace supervisor, and assess the quality of the placement experience.

  - ✔ Virtual check-ins (e.g., video calls, phone conversations, emails) where in-person visits are not practical.

  - ✔ Structured progress reviews, focusing on the achievement of learning objectives, supervision quality, student wellbeing, and identification of any emerging issues.

- Workplace and academic supervisors must document mid-placement monitoring activities, noting any concerns, achievements, or changes to the placement. Copies of these monitoring reports must be securely maintained in the student's WIL placement file.

- If any significant issues regarding student safety, workplace conditions, or academic progression are identified during supervision or monitoring, immediate action must be taken in accordance with CAIT Hi-Ed's WIL escalation procedures. Students must be supported promptly to resolve any concerns.

5.3.2. Student Support During Placement.

- Students participating in WIL placements must have uninterrupted access to a range of support services provided by CAIT Hi-Ed, including:

  - ✔ Academic support services, offering guidance on assessment tasks, reflective activities, and the application of academic learning in the workplace.

  - ✔ Wellbeing and counselling services, providing emotional support, crisis intervention, and mental health assistance where needed.

  - ✔ Technical and administrative support, assisting with issues related to placement logistics, communications, or documentation requirements.

- Support services must be clearly advertised to students before, during, and after their WIL activity. Staff responsible for WIL coordination must actively encourage students to seek assistance if challenges arise.

- Before commencing their placement, students must be provided with clear written information on:

  - ✔ Emergency contact details, including CAIT Hi-Ed WIL Office contacts, Placement Officer contact numbers, and relevant local emergency services.

  - ✔ Incident reporting procedures, outlining how students can report workplace incidents, health and safety concerns, discrimination, harassment, or any breaches of professional conduct.

✔ Critical incident response protocols, specifying steps to take in urgent or life-threatening situations.

● Students must acknowledge receipt of this information before placement starts. CAIT Hi-Ed will ensure that staff are trained to respond swiftly and appropriately to student reports or emergencies during WIL activities.

● In addition to providing access to support services, CAIT Hi-Ed must actively monitor student wellbeing during placement through scheduled check-ins, surveys, and supervisor feedback. Any concerns raised must be actioned promptly, prioritising the student's safety and mental health.

5.3.3. Issue Resolution.

● Students, workplace supervisors, or academic staff may raise concerns or report issues at any time during the WIL activity. Concerns may relate to:

✔ Workplace health and safety risks

✔ Inappropriate behaviour, bullying, harassment, or discrimination

✔ Inadequate supervision or support

✔ Breaches of the agreed learning plan or placement conditions

✔ Academic progression issues impacting the learning experience

● Reports should be directed initially to the designated Placement Officer at CAIT Hi-Ed, who will act as the first point of contact for managing placement-related concerns.

● Upon receiving a report, the Placement Officer must:

✔ Acknowledge receipt of the concern promptly.

✔ Conduct a preliminary review to assess the nature and seriousness of the issue.

✔ Engage relevant stakeholders (student, supervisor, academic staff, host organisation) to gather further information as needed.

✔ Determine appropriate immediate actions, including safety interventions if necessary.

● Minor issues may be resolved informally in consultation with the involved parties. More serious matters must trigger formal investigation processes.

● Issues that cannot be resolved quickly or informally must be escalated according to the CAIT Hi-Ed Grievance and Appeals Procedures. This may include:

✔ Formal mediation between the student and host organisation

✔ Academic review if the placement fails to meet agreed learning objectives

✔ Termination of the placement if necessary for student safety or educational integrity

✔ Referral to higher university governance bodies for serious misconduct or compliance breaches

● Throughout the process, the student's wellbeing must be prioritised, and confidentiality must be maintained in accordance with CAIT Hi-Ed's Privacy Policy.

● All placement concerns, investigations, outcomes, and actions taken must be fully documented and retained securely for audit and continuous improvement purposes.

5.4.   Placement Assessment

5.4.1. Academic Assessment

- Assessment of WIL activities at CAIT Hi-Ed is a formal, structured process that ensures students' performance during placement is rigorously evaluated against academic standards, intended learning outcomes, and professional expectations. WIL assessments must contribute meaningfully to students' final course grades where placements are a for-credit component.

- Workplace supervisors must complete a structured evaluation of the student's performance using the official CAIT Hi-Ed Supervisor Evaluation Form. Supervisor assessments will typically focus on:

  ✔ Technical and professional skills demonstrated in the workplace

  ✔ Application of theoretical knowledge to practical tasks

  ✔ Communication, teamwork, and interpersonal skills

  ✔ Initiative, reliability, and adaptability

  ✔ Observance of workplace policies, safety procedures, and professional conduct standards

- Supervisor feedback must be submitted formally to CAIT Hi-Ed and will form a significant component of the student's overall WIL grade.

- Students are required to complete a structured self-assessment, reflective journal, or final report that critically analyses:

  ✔ Their personal and professional growth during placement

  ✔ Key learning achievements and challenges encountered

  ✔ Connections between academic theory and workplace practice

  ✔ Strategies for future professional development

- Reflection activities promote critical thinking, self-awareness, and continuous improvement, and must be assessed against clearly defined academic rubrics.

- In placements where specific projects, portfolios, or other tangible outputs are required by the host organisation or CAIT Hi-Ed, these deliverables must be evaluated as part of the student's academic assessment. Assessment criteria for project deliverables must be aligned with course learning outcomes and communicated clearly to students in advance.

- All WIL assessment tasks must undergo academic moderation to ensure consistency, fairness, and reliability of grading. Students must comply with CAIT Hi-Ed's Academic Integrity Policy during the preparation of any reports or deliverables associated with their placement.

5.4.2. Supervisor Feedback.

- Workplace supervisors play a critical role in the assessment of students undertaking WIL activities. Their feedback provides valuable insights into students' professional performance, workplace skills, and overall employability attributes.

- All workplace supervisors must complete a structured evaluation form developed by CAIT Hi-Ed. This form will assess student performance against clearly specified criteria aligned with the intended learning outcomes of the WIL activity. Evaluation criteria typically include:

- ✔ Technical competency and application of discipline-specific knowledge

- ✔ Communication skills, both verbal and written

- ✔ Professionalism, ethical behaviour, and adherence to workplace protocols

- ✔ Ability to work collaboratively and independently

- ✔ Initiative, problem-solving skills, and critical thinking

- ✔ Time management, reliability, and organisational skills

- ✔ Commitment to learning and responsiveness to feedback

- Supervisors must complete and submit the evaluation form at the conclusion of the placement period, or at specified milestones for longer placements. Supervisors are encouraged to discuss their feedback directly with students where appropriate, to support student development through constructive critique.

- The completed supervisor evaluation will form an essential part of the student's overall WIL assessment. Academic supervisors will review the evaluation alongside other assessment components (e.g., student reflections, project deliverables) to determine the student's final grade for the WIL unit or course.

- Supervisor evaluations must be completed honestly, fairly, and confidentially. Supervisors should assess performance objectively based on observed behaviours and outcomes, avoiding personal bias.

- CAIT Hi-Ed will provide host supervisors with clear guidance and, where necessary, briefings or written materials on how to complete evaluations in line with academic standards and expectations.

5.5. Post-Placement Review

5.5.1 Student Feedback Collection

- At the conclusion of their WIL activity, all students must complete a structured Placement Feedback Survey. This feedback process is essential for capturing students' experiences and insights to support the continuous improvement of WIL programs.

- The student survey must collect feedback on:

- ✔ The quality and relevance of the placement experience to their academic studies

- ✔ The adequacy of support and supervision received from both the host organisation and CAIT Hi-Ed

- ✔ The effectiveness of the pre-placement briefing and resources provided

- ✔ The student's perceptions of safety, inclusivity, and wellbeing during the placement

- ✔ Any challenges encountered and suggestions for improving the WIL experience

- Completion of the feedback survey is mandatory. Student feedback will be treated confidentially and will be de-identified for the purposes of reporting, analysis, and future program improvements.

5.5.2 Supervisor Feedback Collection

- Workplace supervisors must also be invited to complete a Supervisor Feedback Survey or structured feedback form at the conclusion of the placement.

- Supervisor feedback should address:
  - ✔ The student's preparation, professionalism, and workplace performance
  - ✔ The relevance and appropriateness of the student's academic preparation for the placement
  - ✔ The level of communication and support provided by CAIT Hi-Ed
  - ✔ Any operational or safety issues experienced during the placement
  - ✔ Recommendations for enhancing student preparation and strengthening the placement partnership
- Supervisor input is critical in evaluating the effectiveness of CAIT Hi-Ed's WIL preparation processes and maintaining high-quality relationships with industry and community partners.

5.5.3 Continuous Improvement

- The Placement Coordinator is responsible for reviewing all feedback collected from students and supervisors annually, alongside academic outcomes and incident reports associated with WIL placements.
- Based on this review, the Placement Coordinator must:
  - ✔ Identify key strengths and areas for improvement in the WIL program
  - ✔ Recommend updates to placement preparation materials, supervision protocols, or administrative processes
  - ✔ Report findings to the Academic Board or relevant governance committees
  - ✔ Support curriculum review processes where WIL components are embedded in course structures
  - ✔ Engage with host organisations to strengthen placement partnerships and address any concerns
- Feedback-driven continuous improvement ensures that CAIT Hi-Ed's WIL offerings remain relevant, high-quality, safe, and aligned with the evolving needs of students, industry, and the broader community.

6. Roles and Responsibilities

6.1. Academic Staff (Lecturers/Tutors)

- Design and integrate WIL activities into academic programs, ensuring they align with intended learning outcomes, accreditation requirements, and CAIT Hi-Ed's quality standards.
- Conduct risk assessments of proposed placement sites and ensure risk mitigation strategies are in place.
- Provide academic supervision to students during placements, including monitoring progress, conducting mid-placement reviews, and offering academic support.
- Assess student performance based on supervisor evaluations, student reflections, and any project deliverables.
- Participate in the review and continuous improvement of WIL activities based on student and supervisor feedback.

6.2. Placement Officers/Coordinators

- Coordinate and administer all operational aspects of student placements, including risk assessments, documentation, agreements with host organisations, and student preparation.

- Ensure that formal placement agreements (MOU or contracts) are in place with all host organisations.

- Provide students with pre-placement briefings, Professional Experience Handbooks, and emergency contact details.

- Act as the first point of contact for any issues or concerns raised during placements and escalate unresolved matters according to CAIT Hi-Ed's Grievance and Appeals Procedures.

- Maintain accurate and secure records of risk assessments, placement monitoring reports, incident reports, and feedback surveys.

- Oversee the strategic and operational implementation of WIL programs across CAIT Hi-Ed.

- Approve risk mitigation strategies and formal agreements with host organisations.

- Review and analyse feedback collected from students and supervisors annually.

- Provide annual reports to the Academic Board or relevant governance bodies regarding the quality and outcomes of WIL placements.

- Lead continuous improvement initiatives for WIL processes, placement arrangements, and student preparation practices.

6.3. Workplace Supervisors (Host Organisations)

- Provide structured and appropriate supervision to students during the placement period.

- Ensure the workplace complies with all relevant health, safety, and legal obligations, including providing site-specific inductions.

- Complete formal evaluation forms assessing student performance against agreed criteria and provide constructive feedback to students.

- Report any issues concerning student safety, behaviour, or placement conditions to CAIT Hi-Ed in a timely manner.

- Participate in post-placement feedback processes to support quality improvement.

6.4. Students

- Attend compulsory pre-placement briefings and read the Professional Experience Handbook provided.

- Complete all eligibility requirements (e.g., police checks, vaccinations) prior to placement and provide required documentation.

- Adhere to professional, ethical, and safety standards while undertaking placements.

- Maintain regular communication with workplace and academic supervisors, report any concerns immediately, and follow reporting procedures in case of incidents.

- Complete required placement assessments, including reflective reports and feedback surveys, by the designated deadlines.
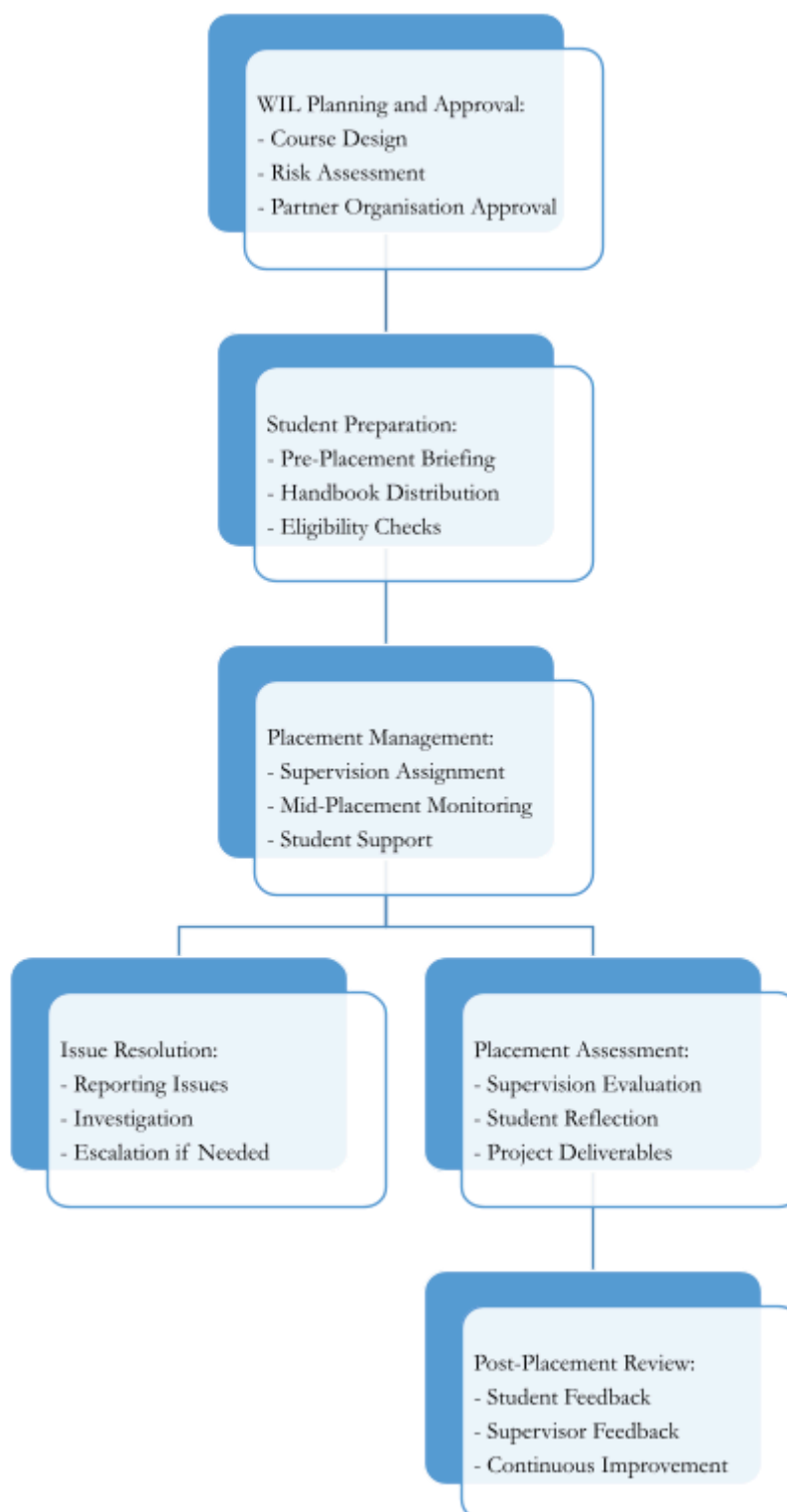
7. Authority and Compliance

CAIT Hi - Ed Work Integrated Learning and Placement Policy and Procedure

File Number	HEP026
Status	Current
Approval Authority	Academic Board.
Legislative Compliance	- Tertiary Education Quality and Standards Agency Act 2011 (Cth) - Higher Education Standards Framework (Threshold Standards) 2021 (Cth) - Australian Qualifications Framework (AQF) - Work Health and Safety Act 2011 (Cth) - Fair Work Act 2009 (Cth) - Privacy Act 1988 (Cth) - Disability Discrimination Act 1992 (Cth) - Age Discrimination Act 2004 (Cth) - Sex Discrimination Act 1984 (Cth) - Australian Human Rights Commission Act 1986 (Cth) - Equal Opportunity Act 2010 (VIC)
Supporting Documents	- CAIT Hi-Ed Risk Assessment Template for Placement Sites - CAIT Hi-Ed Placement Agreement Template (MOU/Contract with Host Organisation) - CAIT Hi-Ed Pre-Placement Student Briefing Checklist - CAIT Hi-Ed Professional Experience (WIL) Student Handbook - CAIT Hi-Ed Student Eligibility Verification Form (e.g., police check, vaccinations, certifications checklist) - CAIT Hi-Ed Workplace Supervisor Evaluation Form - CAIT Hi-Ed Mid-Placement Monitoring Report Template - CAIT Hi-Ed Student Reflective Journal/Report Template - CAIT Hi-Ed WIL Incident Report Form - CAIT Hi-Ed Student Placement Feedback Survey Template - CAIT Hi-Ed Supervisor Placement Feedback Survey Template - CAIT Hi-Ed Continuous Improvement Feedback Summary Template
Related Documents	- CAIT Hi-Ed Grievance and Appeals Policy and Procedures - CAIT Hi-Ed Academic Integrity Policy and Procedure - CAIT Hi-Ed Equity and Diversity Policy and Procedure - CAIT Hi-Ed Assessment and Moderation Policy and Procedure - CAIT Hi-Ed Student Support and Services Policy and Procedure - CAIT Hi-Ed Information Management Policy and Procedure - CAIT Hi-Ed Student Code of Conduct

	● CAIT Hi-Ed Health and Safety Policy and Procedure
	● CAIT Hi-Ed Risk Management Policy
	● CAIT Hi-Ed Privacy Policy
	● CAIT Hi-Ed Course Design and Approval Policy and Procedure
	● CAIT Hi-Ed Critical Incident Management Policy and Procedure
	● CAIT Hi-Ed Information Management Policy and Procedure
	● CAIT Hi-Ed Staff Code of Conduct
Higher Education Standards Framework (Threshold Standards) 2021	● Standard 1.4; ss 1 – 3 ● Standard 1.5; ss 1 ● Standard 2.1; ss 1 ● Standard 2.2; ss 1 ● Standard 2.3; ss 1 ● Standard 3.1; ss 1 - 2 ● Standard 3.2; ss 1 ● Standard 3.3; ss 1 ● Standard 5.2; ss 1 – 2 ● Standard 6.1; ss 3 ● Standard 6.3; ss 1 ● Standard 7.2; ss 2 ● Standard 7.3; ss 3
Education Services for Overseas Students (ESOS Act) and National Code of Practice for Providers of Education and Training to Overseas Students 2018	● Standard 2; ss 1 - 2 ● Standard 3; ss 1 - 3 ● Standard 6; ss 1, & 5 ● Standard 8; ss 1 – 2 ● Standard 10; ss 1 - 2
Responsible Officer	Academic Dean.
Responsible Executive	CEO.
Enquiries Contact	Academic Dean.
Effective Date	
Expiry Date	Not applicable
Next Review	3 Years from the effective date

8.   Appendix 1: WIL and Placement Procedure Flow Chart

WIL Planning and Approval:
- Course Design
- Risk Assessment
- Partner Organisation Approval

Student Preparation:
- Pre-Placement Briefing
- Handbook Distribution
- Eligibility Checks

Placement Management:
- Supervision Assignment
- Mid-Placement Monitoring
- Student Support

Issue Resolution:
- Reporting Issues
- Investigation
- Escalation if Needed

Placement Assessment:
- Supervision Evaluation
- Student Reflection
- Project Deliverables

Post-Placement Review:
- Student Feedback
- Supervisor Feedback
- Continuous Improvement

9.   Review Schedule

This policy will be reviewed by the Academic Board every three years.

Version History			
Version No	Approved by	Approval Date	Revision Notes
1.0	Academic Board	11/7/2025	