



Work-integrated Learning Policy and Procedures

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Threshold Standard	5.4
Responsible person/s	CEO
Appendix A	List of amendments

1. INTRODUCTION

Work-integrated Learning provides students with the opportunity to gain experience in the visual arts sector. Students increase their work-readiness and employability in the visual arts sector and related fields through targeted, relevant and authentic industry placements that are supported by academic supervision and assessment.

WIL can be undertaken as an elective unit (WIL 3.1) within the Contemporary Studies Department as part of the Bachelor of Visual Art at Adelaide Central School of Art (ACSA).

Students enrolled in WIL 3.1 undertake an industry placement with an ACSA-approved host organisation, guided by an academic supervisor.

Places in WIL 3.1 are limited as ACSA is dependent on the visual arts industry providing placement opportunities. Entry into the unit is by application and assessed on the criteria outlined in Item 7.1.5. While not all applicants can be guaranteed a place in WIL 3.1, all students enrolled in the BVA are able to gain industry experience and build professional skills and networks through the core Contemporary Studies curriculum.

2. PURPOSE

The policy provides a framework for the delivery of the unit WIL 3.1 as part of the BVA. This framework is designed to ensure that WIL:

- provides a valuable learning opportunity for students
- is integrated into the BVA and contributes towards the learning outcomes of the course
- supports the development of the graduates attributes, with a focus on professional readiness

3. SCOPE

This policy applies to the unit WIL 3.1 within the BVA.

4. DEFINITIONS

- 4.1 **Work-integrated learning** is an educational approach that facilitates the practical application of academic learning through supervised workplace experiences. In the context of the BVA, this occurs through an industry placement within the unit WIL 3.1.
- 4.2 **Host organisation** is an organisation, institution or other employer approved by ACSA at which a student undertakes an industry placement.
- 4.3 **Industry placement** is a period of work experience undertaken by a student to fulfil the unit requirements of WIL 3.1.

5. POLICY

5.1 UNIT DESIGN

5.1.1 The design, and ongoing review, of the curriculum for the unit WIL 3.1 ensures that:

- The learning outcomes of the unit contribute to the learning outcomes of the course (BVA)

- Theoretical learning, undertaken through academic supervision and assessment, supports and extends practical experience obtained in industry placements
- Structured opportunities for reflection and assessment occur throughout the placement to ensure the learning outcomes are being met
- Learning outcomes and assessment tasks are clearly communicated in the unit information documents (e.g. unit outline, application form), as are the expectations and responsibilities of both students and host organisations

5.2 PLACEMENTS AND SUPERVISION

5.2.1 Supervision is undertaken by the WIL Supervisor, who is employed by ACSA as a member of academic staff in the Contemporary Studies Department.

5.2.2 The WIL Supervisor ensures that:

- Students and host organisations are adequately supported throughout the industry placement
- Industry placements are related to visual arts and are relevant to the learning outcomes of the unit and course
- Theoretical learning and reflection is embedded in the unit and supports the practical focus of the industry placement

5.3 ASSESSMENT

5.3.1 Assessment for Work-integrated Learning 3.1 is undertaken internally by the WIL Supervisor in accordance with the Course Unit Assessment Policy

5.3.2 Assessment criteria is articulated in the course information documents and communicated to both students and host organisations prior to commencement

5.3.3 Assessment occurs throughout the industry placement through ongoing assessment tasks to ensure learning outcomes are being met

6. RESPONSIBILITIES

6.1 The CEO is responsible for ensuring that academic and administration staff comply with the WIL Policy and Procedures.

6.2 The WIL Supervisor is responsible for developing and supervising industry placements and assessment.

6.3 Host Organisations are responsible for facilitating industry placements as agreed with the WIL Supervisor and providing a safe and constructive work environment that adheres with ACSA's Respectful Behaviour Policy.

6.4 The Academic Administration Manager is responsible for overseeing the enrolment requirements for WIL 3.1.

7. PROCEDURES

7.1 APPLICATION PROCEDURES

7.1.1 Applications for Work-integrated Learning must be lodged using the online Work-integrated Learning Application Form by the specified due date.

7.1.2 Applicants must also enrol in Work-integrated Learning 3.1 by the enrolment due date.

7.1.3 It is the responsibility of applicants to ensure they meet the pre-requisites to apply for the unit, as detailed in the unit outline and application form.

7.1.4 Acceptance into the unit is by competitive entry as placements are limited.

7.1.5 Applications are assessed by the WIL Supervisor and an Administration Staff member after the application deadline. Applications will be assessed on the following criteria:

- Demonstrated interest in and commitment to undertaking an industry placement (evidenced by written response to application questions)
- Relevance of applicant's skills, interests and experience to the industry placement and potential contribution of the placement to the applicant's academic and professional success (evidenced by written response to application questions)

- Demonstrated academic commitment and ability to work in a professional environment (evidenced by academic transcript and nominated academic staff reference – Contemporary Studies Department)

7.1.6 Applicants are notified at least two weeks before the semester start date, giving them the opportunity to enrol in another elective if they are unsuccessful in obtaining a place in Work-integrated Learning 3.1.

7.2 PLACEMENTS AND SUPERVISION PROCEDURES

The WIL Supervisor ensures placements and supervision meet the requirements outlined in Item 5.2.

7.2.1 DEVELOPMENT AND APPROVAL OF INDUSTRY PLACEMENTS

The WIL Supervisor is responsible for developing partnerships with host organisations and approving industry placements. If a student wishes to propose a host organisation, the WIL Supervisor must meet with and approve the proposed host prior to commencement.

The WIL Supervisor ensures:

- industry placements are designed to meet the unit learning outcomes
- host organisations are aware of the objectives and requirements of the unit
- host organisations are committed to providing a safe and constructive work environment that adheres to ACSA's Respectful Behaviour Policy
- host organisations have detailed any additional requirements for students to undertake a placement (e.g. criminal history checks)
- students are committed to engaging constructively with the host organisation and behaving in accordance with the Student Code of Conduct and other ACSA policies while undertaking the industry placement

7.2.2 SUPERVISION

The WIL Supervisor monitors industry placements and student progress by:

- Undertaking meetings and communication with students and Host Organisations, including:
 - o an introductory group meeting with student and Host Organisation at the commencement of the placement
 - o mid-semester meeting with student
 - o mid-semester meeting/communication with host organisation
 - o end of semester assessment meeting/communication
- Reviewing students' weekly research folio submissions
- Monitoring attendance and ongoing assessment tasks throughout the placement to ensure learning outcomes are being met. Academic counselling will be initiated for students at risk of failure.

7.2.3 SAFETY AND WELFARE

The WIL Supervisor will ensure the safety and welfare of students and hosts by assessing every placement for risk and where required by suspending or terminating a placement in cases where:

- A student has raised safety concerns and/or lodged a grievance. Formal grievances will be dealt with under the Student Grievance Policy.
- The host organisation has reported student misconduct. Complaints of student misconduct will be dealt with under the Student Misconduct Policy.
- A student is unable to meet the unit learning outcomes because the host organisation cannot deliver the requirements of the approved placement.

The WIL Supervisor is responsible for providing alternative arrangements for the student in cases where the original placement cannot continue. Alternative arrangements could include a new placement, equivalent work experience, or a supplementary assessment depending on the circumstances.

7.3 ASSESSMENT PROCEDURES

Assessment for Work-integrated Learning 3.1 adhere to the Course Unit Assessment Policy and include the following procedures:

- Assessment for WIL is undertaken by the Work-integrated Learning Supervisor and moderated by the Head of the Contemporary Studies Department -. If the Head of Department is not available they will appoint a lecturer within the Contemporary Studies Department to undertake moderation.
- Assessment tasks are listed in the unit outline, with due dates, weightings and the learning outcomes to be assessed.
- Host organisations contribute to assessment through the Host Organisation Report (20%); however, the grade allocated for this task is determined by the WIL Supervisor in accordance with the specified learning outcomes.
- Students dissatisfied with the outcome of their assessment can refer to the Reassessment Policy and Procedures.

RELATED DOCUMENTS

- Work-integrated Learning 3.1 Unit Outline
- Work-integrated Learning Application Form
- Respectful Behaviour Policy
- Course Unit Assessment Policy & Procedures
- Student Grievance Policy & Procedures
- Student Misconduct Policy & Procedures

Appendix A – Policy Amendments

1. Version 1: Approved by Academic Board 6 July 2021
2. Version 2: Updates to Items 1. Introduction (removal of ACSA's commitment to find alternative opportunities for students who do not gain a placement, as professional development is already integrated in the curriculum through Contemporary Studies); 4. Definitions (updated definitions for WIL and Host Organisation); 7.1 Application Procedures (revised application procedures to emphasise applicant suitability and potential impact); 7.2.2 Supervision (updated supervision meetings and communication requirements); 7.2.3 Safety and Welfare (inclusion of risk assessment process).