Work-integrated Learning Policy and Procedures

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Current version	Approved by Academic Board, 3 September 2024
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Threshold Standard	5.4
Responsible person/s	CEO
Appendix A	List of amendments

1. Introduction

Work-integrated Learning (WIL) provides students at Adelaide Central School of Art (ACSA) 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 WIL programs that are supported by academic supervision and assessment.

2. Purpose

The policy provides a framework for the delivery of WIL as part of ACSA's accredited courses. This framework is designed to ensure that WIL:

- provides a valuable learning opportunity for students
- is integrated into 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 WIL activities and units delivered as part of ACSA's accredited courses.

4. Definitions

4.1 **Work-integrated learning** (WIL) is an educational approach that facilitates the practical application of academic learning through supervised workplace experiences.

4.2 **Host organisation** is an organisation, institution or other employer approved by ACSA at which a student undertakes a WIL activity and/or industry placement.

4.3 **Industry placement** is a period of work experience undertaken by a student to fulfil the unit requirements of the elective unit, Work-integrated Learning 3.1, which can be undertaken as part of the Associate Degree of Visual Art or Bachelor of Visual Art.

4.4 **WIL Supervisors** are suitably qualified members of academic staff that supervise the practical and academic requirements of WIL units and activities.

5. Policy

5.1 Unit design

5.1.1 The design, and ongoing review, of the curriculum for WIL units and activities, including but not limited to the unit Work-integrated Learning 3.1, ensures that:

- The learning outcomes of the unit or activity contribute to the learning outcomes of the course
- 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 Supervision

5.2.1 Practical and academic supervision for all WIL activities is undertaken by suitably qualified members of ACSA's academic staff, referred to in this policy as WIL Supervisors.

5.2.2 WIL Supervisors ensure that:

- Students and host organisations are adequately supported throughout WIL activities and/or industry placements.
- WIL activities and 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 WIL activities and industry placements.

5.3 Assessment

5.3.1 Assessment for WIL activities is undertaken internally by a WIL Supervisor in accordance with the Course Unit Assessment Policy.

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

5.3.3 Assessment occurs throughout WIL activities through ongoing assessment tasks to ensure learning outcomes are being met

5.4 Elective Unit: Work-integrated Learning 3.1

5.4.1 WIL can be undertaken as an elective unit the elective unit Work-integrated Learning 3.1 as part of the BVA or ADVA.

5.4.2 Students enrolled in WIL 3.1 undertake an industry placement with an ACSA-approved host organisation, guided by a WIL Supervisor.

5.4.3 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 and ADVA are able to gain industry experience and build professional skills and networks through the core Contemporary Studies curriculum.

6. Responsibilities

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

6.2 WIL Supervisors are responsible for developing and supervising WIL activities, including industry placements, and assessment.

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

6.4 The Student Services Officer is responsible for overseeing the enrolment requirements for the unit Work-integrated Learning 3.1.

7. Procedures

7.1 Application Procedures for Work-Integrated Learning 3.1

7.1.1 Applications for Work-integrated Learning 3.1 must be lodged using the online 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 WIL Supervisors 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

WIL Supervisors ensure placements and supervision meet the requirements outlined in Item 5.2.

7.2.1 DEVELOPMENT AND APPROVAL OF INDUSTRY PLACEMENTS

WIL Supervisors are 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.

WIL Supervisors are required to ensure that:

- industry placements and WIL activities 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

WIL Supervisors monitor student progress in WIL activities and industry placements by:

- Undertaking meetings and communication with students and Host Organisations.
- Monitoring attendance and ongoing assessment tasks throughout the WIL activity or placement to ensure learning outcomes are being met. Academic counselling will be initiated for students at risk of failure.
- Providing formative feedback and assessment to students throughout the WIL activity or industry placement.

7.2.3 SAFETY AND WELFARE

WIL Supervisors will ensure the safety and welfare of students and hosts by assessing every WIL activity or industry placement for risk and where required by suspending or terminating an activity 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.

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

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).