

Work–Integrated Learning Policy

1. Purpose

King's Own Institute (KOI) provides for practicum placements and industry-based projects in its courses. These activities allow students to observe and participate in professional practice under supervision, contribute to real-world projects and acquire valuable job skills.

The policy is designed to meet the requirement in the Higher Education Standards Framework (Threshold Standard) 2021 under which KOI is accountable for all teaching and learning activities, including those conducted during work-integrated learning placements.

2. Scope

This policy applies to all formal student activities undertaken through external placements as part of a course of study at KOI. Work-integrated learning is the term used to cover such practicum placements and industry-based projects.

3. Principles

Work-integrated learning is undertaken with the knowledge and consent of KOI.

To facilitate, formalise and assure a quality experience in work-integrated learning, an agreement is arranged between KOI and the Host Organisation. The agreement formalises

- liaison between KOI and the Host Organisation
- expectations for the internship experience
- training for supervisors
- insurance and mechanisms for reviewing the quality of the internship program.

The standard agreement between KOI and the Host Organisation is in Appendix 1.

KOI will visit the Host Organisation to confirm that the facilities and supervision in the workplace are appropriate to support the placement. KOI will conduct site visits at least every two years to ensure that the facilities remain fit-for-purpose.

Before a placement commences, the academic and workplace supervisors and the student agree on the objectives and activities of the project and sign a contract formalising the arrangements. The standard agreement between KOI, the Host Organisation and the Student is in Appendix 2. The agreement sets out the responsibilities of each party, including the guidelines for students in activities involving clients.

For each work-integrated learning project, an academic supervisor and a workplace supervisor are appointed.

- The academic supervisor has overall responsibility for the quality of the learning experience, advises the student on the project and its assessment and on other issues as required, evaluates the outcomes and recommends a final grade. Students must maintain regular contact with their academic supervisor.
- The workplace supervisor works with and communicates regularly with the academic supervisor and has responsibility for supervising the student in the workplace and providing an evaluation of the student's work in the industry context.

Students will receive a formal induction to the work-integrated learning project. This may be achieved through prior subjects in their course, or through an induction program which is part of the project. In particular, the workplace supervisor will provide induction in work health and safety requirements in the workplace.

Online tools are used to maintain contact between the student and the academic supervisor, facilitate group collaboration and assist students in keeping a reflective journal (e.g., electronic repository/spreadsheet).

A Work-integrated Learning Manual adapted to each course in which work-integrated learning is used to guide students and supervisors.

4. Procedures for identifying and assigning projects

KOI will provide support to students in finding projects.

KOI will maintain a database of approved partners for work-integrated learning. KOI will assist students to find projects for work-integrated learning through its database and through the induction program.

A student may propose an industry partner for a work-integrated learning project.

All placements must be formalised through agreements between KOI, the Host Organisation and the Student.

Where the work-integrated learning is a core component of the course and the student has not been able to secure a project, the student will be asked to defer the work-integrated learning project and try to find a suitable project in a future trimester. If this is not possible, the student will be assisted in exploring alternative ways of meeting the learning outcomes, for example, through a simulated industry project.

5. Roles and responsibilities

The Vice-President (Academic) is responsible for implementation and oversight of this policy and approving industry partners.

Heads of Program are responsible for approving projects and academic supervisors and monitoring the quality of the supervision arrangements.

The Vice-President (Academic) is responsible for maintenance of the database of approved partners, identifying and assigning projects, assigning academic supervisors, ensuring agreements between KOI, Host Organisations and students are in place, monitoring the student experience in the workplace and ensuring the quality of the supervision and facilities.

The academic staff member assigned as Academic Supervisor is responsible for maintaining contact with the student during the work-integrated learning project via emails, text messages and/or phone calls, liaising with the Host Organisation and addressing any issues raised by the workplace supervisor.

The Workplace Supervisor has responsibility for supervising the student in the workplace (or while working with the organization remotely), providing an evaluation of the student's work in the industry context and notifying KOI as soon as the supervisor becomes aware of any conduct that could adversely impact upon the wellbeing of the student, the effective delivery of the project, or KOI's ability to continue to meet its responsibilities under the Higher Education Standards Framework.

Document control

Policy title	Work Integrated Learning Policy
Policy owners	Vice President (Academic)
Policy approver	Academic Board
Policy version date	16 May 2025 Version 2.5
Date of approval	16 May 2025
Date of implementation	16 May 2025

Date of next review	16 May 2027
Changes in this version	Removed irrelevant information in Section 3; Updated KOI address in Appendix 1 and Appendix 2; Updated Student Academic Misconduct Policy to Student Academic Integrity Policy.

Appendix 1

WORK-INGRATED LEARNING PROJECT AGREEMENT BETWEEN

AUSTRALIAN INSTITUTE OF BUSINESS AND MANAGEMENT (AIBM) Trading as KING'S OWN INSTITUTE (KOI)

AND [ORGANISATION]

THIS AGREEMENT is made on202

BETWEEN

AUSTRALIAN INSTITUTE OF BUSINESS AND MANAGEMENT Pty Ltd, ACN 132 629 979, Trading

as KING'S OWN INSTITUTE at Level 1, 31 Market Street, Sydney, NSW 2000 AND

[Name of the Organisation described in Item 1 of the Schedule (Organisation)]

WHEREAS

A. AIBM provides higher education courses accredited by the Tertiary Education Quality and Standards Agency (TEQSA) and is accountable to TEQSA for all its teaching and learning activities.

B. The parties wish to arrange for students (the Students) of AIBM to receive training in the discipline described in Item 2 of the Schedule (the Discipline) as part of the AIBM program described in Item 3 of the Schedule (the Program) and wish to set their agreement out in writing.

1. TERM OF THIS AGREEMENT

1.1. The term of this Agreement will be from the date of this Agreement for the period set out in Item 4 of the Schedule.

1.2 This Agreement may be reviewed at the request of either party.

2. INTERPRETATION

2.1 In this Agreement, unless the context otherwise requires:

- (a) headings are for convenience only and do not affect the interpretation of this Agreement;
- (b) words importing the singular include the plural and vice versa;
- (c) words importing a gender include any other gender.

3. RESPONSIBILITIES OF AIBM

3.1 AIBM will nominate a person to liaise with the Organisation in matters concerning the Program and the assessment of the Student's achievement of the competencies in the Discipline.

3.2 AIBM will arrange for a person to visit the Organisation to confirm that the facilities and supervision in the workplace are appropriate to support the placement. A site visit will be conducted at least every two years.

4. RESPONSIBILITIES OF ORGANISATION

4.1 The Organisation will provide appropriate experience in the Discipline for the Students of the Program as agreed between AIBM and the Organisation on a regular basis during the period of this Agreement.

4.2 The Organisation will nominate a person or persons to liaise with AIBM in matters concerning the Program and the assessment of the Students' achievement of the competencies in the Discipline. The name or names of this person or persons is set out in Item 5 of this Agreement and may be varied by the Organisation giving notice to AIBM according to this Agreement.

4.3 If applicable, the Organisation will provide suitable workplace accommodation for the Students and a secure location for their personal belongings and access to relevant staff and facilities required to carry out the agreed project for the duration of the project.

4.4 The Organisation will ensure that in its dealings with Students and in providing a working environment it complies with all legislation in place during the term of this Agreement including the Occupational Health and Safety Act (NSW), equal opportunity legislation and privacy legislation.

5. JOINT RESPONSIBILITIES

5.1 AIBM and the Organisation will, by mutual Agreement, provide adequate trained staff to ensure that the Students are given the required level of instruction and supervision.

5.2 AIBM and the Organisation will, by mutual Agreement, provide an experience consistent with the objectives of the Work-integrated Learning Program.

5.3 AIBM and the Organisation agree that AIBM staff may intervene to rectify any default under the agreement without liability or prejudice to ensure compliance with AIBM's responsibilities as a higher education provider.

5.4 The parties acknowledge that industrial disputation may affect the functioning of the Organisation which may necessitate amendment to the planned work-integrated learning project.

6. INSURANCE

6.1 If applicable, AIBM will be responsible for WorkCover for Institute staff on the Organisation's premises.

6.2 The Organisation will ensure that it has in place adequate public liability and professional indemnity insurance under this Agreement.

6.3 AIBM carries insurance for students in unpaid, supervised work-integrated learning for public liability, professional indemnity and personal accident. Only students undertaking approved work-integrated learning projects are covered by this insurance. All documentation must be completed and certified by KOI before the commencement of a work-integrated learning.

7. DISCIPLINE

7.1 While on the Organisation's premises, the Students and staff of AIBM will be subject to the rules, regulations and by-laws of the Organisation. In the event of any breach of a rule, regulation or by-law of the Organisation by the Student or staff member of AIBM, the Organisation may direct that the Student or staff member leave the Organisation premises and will notify AIBM of the direction.

8. DISPUTE RESOLUTION

8.1 In the event of any disagreement between AIBM and the Organisation concerning any action of the Organisation a committee will be established to consider the matter and make such recommendations as it may consider appropriate to the Organisation whose decision on the matter will be final.

8.2 The committee will comprise two members appointed by AIBM and two members appointed by the Organisation.

9. VARIATION

9.1 Variation of any of the terms of this Agreement must be in writing and signed by both of the parties.

10. TERMINATION

10.1 Either party may give the other party written notice, in the manner prescribed by this Agreement, of its desire to terminate this Agreement.

10.2 This Agreement will terminate at the end of the trimester in which the notice under 10.1 is received.

11. NOTICES

11.1 Any notice or other communication made pursuant to this Agreement

(a) must be in writing addressed as set out in Item 6 of the Schedule for each party or to any other address specified by any party to the sender by notice;

(b) must be signed by an officer of the sender;

(c) is deemed to be given by the sender and received by the addressee;

(i) if by delivery in person, when delivered to the addressee;

(ii) if by post, three (3) business days from and including the date of postage and on delivery to the addressee;

(iii) if by facsimile transmission, when received by the addressee. but if the delivery or receipt is on a day which is not a business day or is after 4.00 p.m. (addressee's time) it is deemed to be given on the succeeding business day.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year above mentioned.

SIGNED for and on behalf of AUSTRALIAN INSTITUTE OF BUSINESS AND MANAGEMENT by a
duly authorised officer

..... Signature Name & Title

in the presence of:

.....
Witness Signature

.....
Name & Address of Witness

SIGNED for and on behalf of ORGANISATION by a duly authorised officer

.....Signature Name & Title

in the presence of:

.....
Witness Signature

.....
Name & Address of Witness

SCHEDULES

Item 1 : Organisation

Item 2 : Discipline or area of Training Item 3 : Program/Course

Item 4 : Period of Agreement Item 5 : Organisation Contact Item 6 : Contact Details

AIBM: Attention:

Australian Institute of Business and Management Pty Ltd, t/as King's Own Institute (KOI) Level 1, 31 Market Street, Sydney NSW 2000 Australia

Telephone: +61 2 9283 3583

Fax: +61 2 9283 3683

Organisation: Attention:

Telephone:

Appendix 2

WORK-INTEGRATED LEARNING PROJECT SUPERVISION AGREEMENT

BETWEEN

AUSTRALIAN INSTITUTE OF BUSINESS AND MANAGEMENT (AIBM) trading as KING'S OWN INSTITUTE (KOI)
AND [ORGANISATION] AND
[STUDENT]

THIS AGREEMENT is made on202

BETWEEN

AUSTRALIAN INSTITUTE OF BUSINESS AND MANAGEMENT Pty Ltd, ACN 132 629 979, trading
as KING'S OWN INSTITUTE at Level 1, 31 Market Street, Sydney, NSW 2000 Australia

AND

[Name of the Organisation] ("The Organization")

AND

[Names of Students in the Group] ("the Students")

WHEREAS

A. AIBM and the Organisation have agreed on the terms and conditions for providing internship

placements to Students enrolled in programs of study at AIBM.

B. The Student is enrolled in the[Course].

1. The academic supervisor for the internship is

The academic supervisor is a staff member of AIBM. The academic supervisor has overall responsibility for the quality of the learning experience, advises the student on the project and research report and on other issues as required, evaluates the presentation and the report, and recommends the final grade.

2. The industry supervisor for the internship is

The industry supervisor is employed by the Organisation and has voluntarily agreed to undertake the internship supervision. The industry supervisor agrees to work with the academic supervisor and has responsibility for supervising the student in the workplace for the agreed period, providing feedback to the student to identify areas of strength and areas for further development, maintaining contact with the academic supervisor and providing an evaluation of the student's work.

3. The student agrees to:

- Ensure that he/she complies with the AIBM Rules and the Organisation's Code of Conduct Ensure that he/she understands and adheres to the practices of the Organisation
- Ensure that he/she follows agreed processes in accordance with insurance requirements
- Keep a project journal recording activities and reflections during the project (to be available for discussion with the Academic Supervisor and the industry support person (from time to time)
- Maintain regular contact with the Academic Supervisor during the project.
- Maintain the academic integrity of their work(When academic integrity breaching is identified, the students involved will receive penalties from a fail grade for this subject to expulsion from KOI.for more information, refer to KOI's Student Academic Integrity Policy at https://koi.edu.au/policy_form/student-academic-integrity-policy/).

4. The project will commence on and will conclude on

5. Both the Organisation and AIBM can terminate the project early by providing written notice to the other party before the census date (end of Week 4 of the trimester). If the Organisation terminates the project after the census date the Project Supervision Agreement shall become null and void, and AIBM will take over the project, including the scope and requirements as discussed to date (for educational purposes).

6. All parties continue to own all background Intellectual Property and assets existing prior to the formation of this Agreement. The parties to this Agreement acknowledge and agree that all Intellectual Property developed by any party in the course of the Program prior to the expiry or termination of this Agreement, whichever first occurs, shall be the property of the Organization.

7. All parties grant Authorised Participants in the Program an irrevocable, royalty free, global and perpetual license to use this material for the following purposes exclusively;

- a. Students; for the purposes of completing the Program and associated Educational Activities
- b. Industry; in the course of informing, engaging in, enhancing or advancing their business in any respect, whether that is commercial or non-commercial

- c. Educators; for the purpose of undertaking the educational activities associated with the program including but not limited to supervision, assessment, support, pastoral care, assistance or any other relevant purpose related to the Program

8. The parties to this Agreement acknowledge and agree to maintain the confidentiality of any commercial information shared. It means all or any information concerning the business or affairs of a party, whether or not recorded in a material form, which is marked as being confidential or which, from its content or format, ought to reasonably be treated as being confidential and is not generally made available to the public:

Academic Supervisor:

Name:			
Signature:		Date:	
Email:		Telephone:	

Industry Support Officer:

Name:			
Signature:		Date:	
Email:		Telephone:	

Students:

Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	

Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	
Name:			
Signature:		Date:	
Email:		Telephone:	