

## Ako ā-Mahi | Work-Integrated Learning Policy

<b>Nōnahea i Whakarerekē   Last Modified</b>	June 2024
<b>Rā Arotake   Review Date</b>	June 2028
<b>Mana Whakaae   Approval Authority</b>	Tumu Tuarua Akoranga   Deputy Vice-Chancellor (Academic)
<b>Āpiha Whakapā   Contact Officer</b>	Kaihautū   Director, Ako ā-Mahi   Work-Integrated Learning

### Kupu Whakataki | Introduction

The purposes of this Policy are to:

- establish the scope of Work-Integrated Learning (**WIL**) at the University of Canterbury (**the University**);
- ensure that WIL is conducted in a manner that supports students and the aims of the University; and
- set out the roles and responsibilities between the respective stakeholders involved in WIL (including the host organisation, the student and the University).

### Scope

1. This Policy applies to WIL within, or outside of, Aotearoa New Zealand that is undertaken:
  - off-campus with an external host organisation;
  - on-campus in conjunction with a host organisation;
  - on-campus where the University also acts in its capacity as a host organisation; or

- virtually, in conjunction with a host organisation.

2. This Policy applies to:

- all staff, students and host organisations involved with WIL;
- unpaid and paid WIL; and
- WIL Experiences (defined below in University Context) howsoever sourced.

3. This Policy does not apply to:

- work experience external to University requirements where the University has no role in organising or supporting the WIL Experience;
- volunteering;
- class outings; or
- guest lectures from industry, government or community.

WIL Experiences can be:

- implemented as a component of a course;
- embedded across an entire curriculum or degree programme;
- in degree programmes requiring students to meet professional standards of practice (in accordance with an external accreditation body); and
- in degrees introducing students to practices of work relevant to their discipline (which may be a core or elective component of the programme of study).

## **Kaupapa Here | Policy Statement**

### **University Context**

The University has adopted the [International Journal of Work-Integrated Learning](#) definition of WIL as an educational approach involving three parties – the student, an educational institution, and an external stakeholder – consisting of authentic work-focused experiences as an intentional component of the curriculum. Students learn through active engagement in purposeful work tasks, which enable integration of theory with meaningful practice that is relevant to the student's discipline of study and/or professional development.

Based upon that definition, the University understands WIL to be a broad term that covers a wide range of activities such as internships, scenario- or case-based learning, practicums, professional practice, and placements within a diverse range of settings (including, but not limited to, industry, community, iwi, government, online and/or simulated workplace environments). WIL also includes experiences such as work-related projects, competitions, service learning and much more. Any such activities or experiences are referred to herein as **WIL Experiences**.

## University Expectations

The University expects the relevant parties (for which see Roles and Responsibilities below) to:

- take effective steps to support and monitor the wellbeing and safety of students engaged in WIL Experiences;
- provide appropriate academic and other support as needed for the delivery of WIL Experiences;
- ensure there are clear student complaint processes capable of resolving issues students may have with their WIL Experiences as well as managing critical incidents should they arise; and
- monitor the host organisations engaged in WIL Experiences and providing feedback and/or other support, as appropriate, to the host organisations.

## UC WIL Good Practice Guidelines

UC's [WIL Good Practice Guidelines](#) provide a practical resource for staff at UC involved in WIL which:

- set out guiding principles in respect of WIL at UC;
- promote good practice regarding the preparation, delivery, review and improvement of **WIL Experiences**; and
- provide guidance in respect of student safety and wellbeing on placement in line with legislation and the Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 (the Code).

## Roles and Responsibilities

The University applies a distributed leadership approach to WIL, through shared responsibility amongst all parties involved, in the following ways:

<b>Host Organisations</b>	<ul style="list-style-type: none"> <li>Responsible for providing a safe learning environment for students in line with the requirements of the relevant legislation, including the Health and Safety at Work Act 2015 (HSWA).</li> </ul>
<b>Students undertaking WIL</b>	<ul style="list-style-type: none"> <li>Required to take responsibility for their conduct, wellbeing, health and safety in line with the <a href="#">Student Code of Conduct</a> and relevant legislation, including the HSWA.</li> </ul>
<b>Deputy Vice-Chancellor (Academic)</b>	<ul style="list-style-type: none"> <li>As Policy Owner, has the overall responsibility for the content of this Policy and its operation.</li> </ul>
<b>Ako ā-Mahi   Work-Integrated Learning Hub</b>	<ul style="list-style-type: none"> <li>Leads the overarching strategic direction of WIL and provides to Faculties/Schools/Departments a centralised repository of advice, resources and materials for WIL pedagogy and WIL Experiences (including systems support).</li> </ul>
<b>Amo Matua   Executive Deans</b>	<ul style="list-style-type: none"> <li>Accountable for ensuring UC's shared obligations under the HSWA, the Code and all other relevant legislation are met for WIL Experiences.</li> <li>Accountable for the overall delivery and quality of WIL within their respective faculty.</li> <li>With the support of the Ako ā-Mahi Hub, each Executive Dean is accountable for overseeing compliance with this Policy and monitoring its efficacy within their Faculty.</li> </ul> <p>Executive Deans are also responsible and accountable for ensuring that:</p> <ul style="list-style-type: none"> <li>their Faculty's WIL is appropriately resourced with suitably skilled and trained staff;</li> </ul>

	<ul style="list-style-type: none"> <li>• their Faculty’s approach is fit-for-purpose without compromise to quality student experiences and learning outcomes;</li> <li>• their Faculty has established and documented processes to consistently manage WIL (including utilising UCPlacements as the institution-wide system for student placement management, unless otherwise agreed with the DVCA); and</li> <li>• this Policy is operationalised taking into consideration UC’s <a href="#">WIL Good Practice Guidelines</a> as far as reasonably practicable.</li> </ul>
<b>Heads of School/ Department</b>	<ul style="list-style-type: none"> <li>• Responsible for the overall delivery and quality assurance of WIL within their School/Department, taking into account relevant compliance and risk mitigation requirements.</li> </ul>
<b>WIL Coordinators (normally faculty-based staff)</b>	<ul style="list-style-type: none"> <li>• Responsible for the day-to-day WIL course delivery and its administration, including ensuring appropriate agreements/ expectations are in place in respect of their course or programme of study, noting that the University recognises there is no single approach to the delivery of WIL to meet the needs of all faculties and courses. This term (in some courses) might include Academic Supervisors or other named roles such as Placement Managers.</li> </ul>
<b>UC Māori and UC Pacific Development Teams</b>	<ul style="list-style-type: none"> <li>• Responsible for offering cultural support for Māori and Pacific students in respect of their WIL Experience and liaising with colleagues (as appropriate) to enable placements with iwi organisations.</li> </ul>
<b>Risk, Legal, Health &amp; Safety and Careers teams</b>	<ul style="list-style-type: none"> <li>• Working across the University, and predominantly through the Ako ā-Mahi Hub, ensure that WIL is underpinned by specialised information and advice that those teams are experts in.</li> </ul>

## He kōrero anō | Related Documents and Information

### Whakaturetanga | Legislation

- [Children's Act 2014](#)
- [Education \(Pastoral Care of Tertiary and International Learners\) Code of Practice 2016](#)
- [Employment Relations Act 2000](#)
- [Health and Safety at Work Act 2015](#)
- [Privacy Act 2020](#)

### Te Pātaka Kaupapa Here | University Policy Library

- [Health, Safety and Wellbeing Policy](#)
- [Prevention of Harassment and Bullying Policy](#)
- [Privacy Policy](#)
- [Academic Freedom Principles and Policy](#)
- [Staff Code of Conduct](#)
- [Student Code of Conduct](#)

### Te Pae Tukutuku me te Ipurangiroto o UC | University Website and Intranet

- [Bicultural confidence & competence | University of Canterbury](#)
- [Strategy for Pacific Development](#)
- [UC WIL Good Practice Guidelines](#)
- [UC WIL Teaching and Learning Standards](#)

Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
1.0	Policy creation	Deputy Vice-Chancellor (Academic)	June 2024