

Internship and Work Integrated Learning Policy

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Responsible Officer	Associate Dean
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Contact Officer	Associate Dean
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Related Documents	<ul style="list-style-type: none"> AIH Student Code of Conduct Staff Code of Conduct Intellectual Property Policy and Procedure Intellectual Property Policy Quality Assurance Policy Student Academic Misconduct Policy and Procedure Internal Assessment Moderation Policy and Procedure Online Course Delivery Policy Fees and Charges Policy and Procedure Advance Standing Policy and Procedure Artificial Intelligence (AI) Policy Student Assessment Policy and Procedure Student Complaint and Appeal Policy and Procedure Student Progression and Exclusion Policy Support for Students Policy and Procedure
HESF (Threshold Standards) 2021	1.3.4, 1.4.3–1.4.5, 2.2.1, 2.3.1, 3.1.1, 3.2.1, 5.3.1, 5.4.1
Policy Visibility	Public

1. Purpose

This Policy document outlines the principles for the implementation, management, and evaluation of Internship and Work Integrated Learning (WIL) at the Australian Institute of Higher Education, AIH, ('the Institute').

AIH acknowledges the importance of the WIL experience for students and its effectiveness, efficiency and appropriateness provided and aims at ensuring a coordinated approach for the implementation of WIL as an integral part of the AIH

courses. WIL is a critical component of AIH educational programs, designed to enhance employability, practical skill application, and supporting educational quality and student learning experience.

The institution will:

- Cultivate partnerships with industry to create diverse and relevant WIL opportunities for both Master's and Bachelor's students.
- Ensure WIL programs are aligned with academic outcomes and industry standards.
- Provide necessary support and resources for students and staff involved in WIL.
- Establish a framework for evaluating the effectiveness of WIL programs.

2. Scope

- 2.1. This Policy applies to all AIH student, AIH staff, Industry Supervisors, and outsourcing companies with WIL responsibilities.
- 2.2. This policy covers all WIL activities in AIH including internships, learnerships, work placements, capstone projects, professional experience, community and industry projects, professional mentoring, simulations, and virtual work experiences, undertaken in all courses and units, either within or outside a course.

3. Definitions

- Host / Industry organisation means an organisation registered by ASIC located in Australia (or an organization located overseas but recognized as a business by the overseas government) that hosts a student for a WIL or allocates a staff member to supervise a project that is part of a course offered by the Institute.
- Industry means organisations registered by ASIC located in Australia (or an organization located overseas but recognized as a business by the overseas government) and their representatives that have signed an agreement (as a third-party provider) with the Institute for the purpose of WIL.
- Industry host / supervisor means a person employed by industry who supervises a student on a WIL or supervises a student's project that is part of an Institute course that is formalised by a Tripartite Agreement.
- Third-party provider means an external organisation ASIC located in Australia (or an organization located overseas but recognized as a business by the overseas government) that is engaged by the Institute to provide a service or work function on its behalf that is formalised via a formal agreement and quality assured at least annually.
- Tripartite Agreement means a formal agreement signed by the student, and the delegated authorities of the Institute and Industry that formalises the arrangements for WIL.
- Work Integrated Learning (WIL) means learning that is undertaken in a Workplace or through the supervision of a project that is provided by Industry formalised by a Tripartite Agreement.
- Learnership or Work Placement means when a student undertakes work experience at an external organisation that is a formal learning requirement of a

course of study that is formalised by a Tripartite Agreement.

- Vocational Placement is a term used by the Fair Work Ombudsman for a Work Placement that is unpaid providing the Work Placement is a requirement of the course; the contractual agreement has no entitlement for payment and the Work Placement is approved by the education provider.
- WIL Provider is an organisation or industry partner that collaborates with the Institute to implement and coordinate WIL learning experiences. The provider facilitates internships, placements, industry projects, or simulated work environments that integrate academic learning with real-world professional practice.

4. Principles

This Policy is informed by the Institute's commitment that:

- WIL cultivates partnerships with industry to create diverse and relevant WIL opportunities for both Master's and Bachelor's students.
- WIL can be offered as an optional, elective or mandatory component of a course of study offered by the Institute.
- WIL may be offered in different formats that may include but are not limited to the supervision of student projects by industry partners; internship hosted by Industry; internet-based internship, or other activities that the Academic Board may otherwise approve in accordance with this policy.
- WIL shall promote a mutually beneficial exchange between students, industry and the Institute.
- WIL shall be designed and delivered to meet the professional standards and meet applicable legislative and compliance requirements.
- Students participating in Work-Integrated Learning (WIL) projects may or may not be required to make an additional payment. Participation in paid WIL opportunities is optional, and students have the discretion to choose whether to engage in such arrangements.
- The institute shall provide necessary support and resources for students and staff involved in WIL.
- Support students in preparation for and during their WIL experience shall be provided in accordance with relevant legislation and standards.
- WIL shall be quality assured that includes student and industry feedback, to ensure WIL meets its objectives and provides a positive experience for students and industry stakeholders.
- A WIL provider may assume responsibilities delegated by the host organization, subject to approval by the Institute's designated authority.

5. Academic Requirements

5.1. WIL, when it is within an Institute course, shall be constructively aligned to the learning outcomes of the course in which it is offered.

5.2. WIL could be an elective or mandatory component of a course of study.

5.3. WIL shall be designed and delivered in accordance with applicable Institute policies

and the WIL requirements specified for professional course accreditation purposes, where applicable.

- 5.4. WIL shall be offered during the final year or advanced stages of a course when students have acquired knowledge and skills that:
- can be applied and are considered as useful or beneficial to a host organisation, industry, or project supervisor; and
 - satisfy one of the following conditions:
 - a) are sufficient to achieve the learning outcomes of the WIL Unit or component of a unit(s) comprising WIL; or
 - b) when it serves as a complementary and optional component of a course, provide sufficient added value to the overall course learning and experience.
- 5.5. Where WIL is undertaken, the total hours involved should not be less than the number of hours required for completion of a unit.
- 5.6. The work assigned to a student by a WIL industry supervisor shall be relevant and appropriate to the WIL objectives and learning outcomes.
- 5.7. Where WIL is in the form of a student project supervised conjointly by industry, the student's project topic shall be within the expertise of the Institute's academic staff and the industry supervisor to supervise.
- 5.8. At the completion of a WIL unit project and if part of unit program, a student shall be allocated a grade as per the Institute's Student Assessment Policy.
- 5.9. Recognition of Prior Learning (RPL) shall not be awarded for WIL units of study or for units of study comprising a WIL component, unless the Academic Board approves otherwise.

6. Work Placement and Industry Supervised Projects

- 6.1. WIL may be offered in the form of work placement or industry supervised projects that are an elective or compulsory component of a course in which students are enrolled.
- 6.2. In the case of work placement, the Institute shall source the placements for students unless the related WIL unit outline specifies that students are to source the placement themselves as a WIL learning activity.
- 6.3. Industry supervised student projects and work placements must have an academic staff supervisor appointed by the Institute as the Principal Supervisor.
- 6.4. The work placement or industry supervisor shall be a current employee of the host organisation.
- 6.5. A student's industry project topic shall consider the requirements of industry being aligned to the learning outcomes of the Institute unit and as outlined in section 5.1.
- 6.6. Industry supervisors shall comply with all applicable policies of the Institute, particularly those related (but not limited) to intellectual property rights, student consultation and feedback, assessment, and academic integrity.
- 6.7. The industry supervisor may supervise the student's project at the industry premises, online or campus and providing that online supervision is suitable for the project topic and otherwise does not disadvantage any party of the Tripartite Agreement.
- 6.8. All work placements and industry supervised projects must be approved by the Institute's delegated authority by signing a Tripartite Agreement that is also signed by the host organisation and the student prior to the commencement of it.

6.9. Unpaid Work Placements must meet the “Vocational Placement” definition to meet the Fair Work Act 2009 requirements for unpaid Work Placements.

7. Intellectual Property

The intellectual property created by students due to their enrolment in a course of study offered by the Institute shall be owned by the student, except when the intellectual property:

- is created by the student while completing WIL in the format of a Work Placement, where the intellectual property created by the student shall typically be owned by the host organisation unless the policies of the industry host organisation specify otherwise; and
- as otherwise is specified in the Institute’s Intellectual Property Policy.

8. Legislative and Administrative Requirements

- 8.1. The details of the WIL and the requirements of students shall be clearly outlined in course material and included in the Offer of Admission that outlines the terms and conditions of students’ enrolment at the Institute.
- 8.2. The Institute may charge students a tuition or administration fee for a dedicated WIL Unit where student administration, supervision and other costs associated with organising and delivering the WIL Unit exist.
- 8.3. Any fees charged to students for a dedicated WIL Unit shall be determined and published in accordance with the Fees and Charges Policy and Procedure.
- 8.4. The Institute may engage a third-party provider to source WIL industry hosts / supervisors; and / or administer WIL for the Institute that shall be formalised by an agreement and quality assured per applicable Institute policies.
- 8.5. An organisation formally contracted by the Institute for WIL purposes must be registered with the applicable authority and able to operate in Australia.
- 8.6. Industry organisations engaged for WIL purposes shall be administered as a third-party provider that are subject to due diligence, risk assessments and quality assured per the applicable Institute policies.
- 8.7. A WIL activity shall be formalised by a Tripartite Agreement that is signed by the delegated authorities of the Institute, the industry organisation (or the third-party coordinating WIL) and by the student, and shall include a clause addressing the mitigation of risks associated with WIL activities involving stakeholders
- 8.8. The Institute is committed to ensuring that all students undertaking Work-Integrated Learning (WIL), including internships, placements, and industry projects, are provided with equitable opportunities and a safe, inclusive learning environment. The Institute works with industry partners to uphold fair workplace practices, prevent discrimination, and ensure compliance with the Fair Work Act 2009 and relevant workplace regulations

9. Legislation

Higher Education Guidelines (2023):

<https://www.legislation.gov.au/F2023L00400/latest/text>

Higher Education Administrative Guidelines for Providers 2022 (Ch 13: Work Experience in

Industry Units):

<https://www.education.gov.au/higher-education-publications/higher-education-administrative-information-providers-october-2021/13-work-experience-industry-units>

Fair Work Act 2009 (Student Placements):

<https://www.fairwork.gov.au/starting-employment/unpaid-work/student-placements>

TEQSA Guidance Note: Work Integrated Learning v2 (May 2022):

<https://www.teqsa.gov.au/sites/default/files/guidance-note-work-integrated-learning-v2-0.pdf>

National Code of Practice Providers of Education and training to Overseas Students:

<https://www.education.gov.au/esos-framework/national-code-practice-providers-education-and-training-overseas-students-2018>

Tertiary Education Quality and Standards Agency (TEQSA) Act 2011:

<https://www.legislation.gov.au/C2011A00073/latest/versions>

10. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as of August 2025 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2025-1	Associate Dean	Applied template; prepared draft; added related documents, add elements of mitigation of risks.	06 August 2025	07 August 2025