Work Integrated Learning

Industry guide
2018

Monique Quirk
Bachelor of Engineering (Honours) graduate
Ranked in the top 3% worldwide

Australia’s most awarded teachers

Rated 5 stars for student experience

Globally connected

Industry focused

50,000 students

5 campuses

200,000 graduates

Legend

G = Gold Coast
N = Nathan
WIL = Work Integrated Learning
IAP = Industry Affiliates Program
N/A = Not applicable
CR = Credit points
GPA = Grade Point Average
NDA = Non-disclosure agreement

Definitions

Authorised officer = a person who is employed, contracted or otherwise engaged by the organisation with or assigned authority to sign placement documents and agreements on behalf of the organisation.

Academic supervisor = a University academic appointed to the student to provide guidance and to ensure academic rigour in the project.

Industry partner = the organisation who has agreed to provide the student with a project as part of the program.

Industry supervisor = a suitably qualified person employed, contracted or otherwise engaged by the organisation with experience and skills appropriate for supervising the student during the placement.

Placement = a required component of a course or degree program, in an organisation that may be on campus or off campus.

Program = in differing contexts can mean professional practice, work placement, project, work integrated learning placement or internship, work experience, PhD industry research placements or study tours.

Student = means a student participating in a program and approved by the University and the organisation to participate in the approved placement.

Small cohort = where expected student registrations may be less than 15 individuals.

Limited cohort = Only final year students (exceptions may apply) are eligible to undertake most WIL programs.
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Griffith was created to be a different kind of university, and we know success often comes from being an exception to the norm—challenging convention, adapting and innovating, creating bold new trends and pioneering solutions ahead of their time.

Since we started teaching, we’ve been deeply connected to the Asian region, socially conscious and environmentally aware. Ranking in the top 3% of universities globally, we offer future-focused degrees that are developed in consultation with industry, based on cutting-edge research, and taught by Australia’s most awarded teachers.
GRIFFITH SCIENCES WORK INTEGRATED LEARNING

Work Integrated Learning (WIL) is a program that integrates academic knowledge with its application in the workplace. It involves a collaborative effort between student, university and industry whereby students are assisted to learn the theory and practice in the discipline of their chosen profession whilst working along industry professionals.

Your role as an industry partner in these educational and socialising processes is crucial. The guided learning, positive role modelling, assessment of performance and professional excellence that you can offer students is fundamental for the success of our future professionals.

ABOUT THE WORK INTEGRATED LEARNING OFFICE

Boasting over 20 years of experience and thousands of placements, the Work Integrated Learning Office works to integrate final-year, undergraduate and postgraduate students in the workplace through industry-based projects that deliver meaningful outcomes to your organisation.

Griffith Sciences Work Integrated Learning Office manages the program from start to finish and tracks student progress to ensure project success. We have dedicated staff to provide you with one-on-one assistance from the initial stages of engaging with our programs all the way through to completion.

Our students are supported with dedicated staff both within the Work Integrated Learning Office as well as with an assigned Academic Supervisor to ensure student success.
Work Integrated Learning in Griffith Sciences encompasses the following programs:

- **The Industry Affiliates Program (IAP)**
  A research based project placement undertaken by engineering, environment, science, aviation and information technology students within industry for 12 weeks.

- **Higher Degree Research (PhD)**
  An industry based research project undertaken by a PhD student for a short term up to 6 months.

- **Work Placement**
  Non project based industry work placement for a period of 12 weeks. Students may receive credit for the time undertaken within the workplace.

- **Work Experience**
  Non project based industry work placement for up to 12 weeks.

The philosophy of our programs is one of ‘give’ and ‘receive’. These programs are a 2-way process between the student and industry partner where both parties benefit from the experience. The industry partner has the benefit of additional resources at little to no cost, where some use this to supplement their graduate program recruitment strategies as a ‘try before you hire’ solution.

Students develop their knowledge and skills in their chosen profession whilst gaining exposure in a professional setting and bringing new, innovative ideas and perspectives to an organisation.

Learning objectives of the programs include the ability to:

- Demonstrate the application of theory and practice within a relevant professional setting
- Demonstrate the ability to develop and manage an independent project within the context of the specific industry setting
- Demonstrate knowledge of the wider professional, cultural and/or social issues related to the specific industry based project
- Communicate outcomes of the specific industry based project with peers and the wider community in both written and oral formats.

**Who is involved?**

WIL programs are a shared effort between a number of stakeholders with all playing an equally important role in the successful operation of each program.

**Industry partner**

The industry partner is the organisation who has agreed to provide the Student with a placement as part of the program.

**Academic supervisor**

The academic supervisor is appointed to the student to provide guidance and to ensure academic rigour in the placement.

**Student**

The student participating in the program and approved by the University and the organisation to participate in the confirmed placement.

**Work Integrated Learning Office**

Griffith Sciences Work Integrated Learning Office manages the program from start to finish and tracks student progress to ensure project success.

**Programs outside of South East Queensland**

If you have an opportunity that requires a student to undertake a placement outside of South East Queensland it is possible to facilitate. Students will be required to meet their own travel and living expenses, however a stipend or scholarship to assist students with these costs can be paid without impacting the insurance coverage provided by the University.

Please be aware that the costs may impact on the overall cohort of students.
OBLIGATIONS AND EXPECTATIONS

Each party plays an equally important role in WIL programs. To ensure the successful operation of each program, each party has obligations and expectations to uphold.

Industry partner

Working environment

• Ensuring all Workplace Health and Safety requirements are addressed

• The students are provided with an appropriate orientation/induction to your workplace and Work Health and Safety requirements relevant to your workplace are addressed. This includes providing the relevant personal protective equipment (PPE).

Student management

• Providing a nominated Industry Supervisor for the duration of the program.

• Providing guidance and support to assist the students professional learning and development (where required).

• Reviewing and approving assessment items 7 days prior to student submission.

• Providing feedback of assessment items (where required).

• Verify and sign the students logbook (where required).

• Complete the ‘Conduct of Program’ evaluation of the students performance upon completion of the program (issued by WIL office)

• Allow student to attend any on campus workshops or seminars required for assessment.

• Informing the WIL office if a situation arises where the placement is required to be cancelled.

Student

Working environment

• Attending the workplace for the required number of hours and days each week.

• Performing the required research/work in a professional manner in accordance with the industry partner’s requirements including the provision of any documentation at the completion of the placement.

• Completing all project work whilst in the workplace for the duration of the program. Assessment for this program is to be completed in the students own time.

• Ensuring workplace property and resources are respected

• Following all Workplace Health and Safety requirements and workplace obligations as addressed by the industry partner.

• Maintain open communication with their nominated Industry Supervisor throughout the program.

• Seeking approval from industry partner prior to taking leave from the workplace.

• Returning any equipment to the workplace upon completion of the program.

Assessment

• Ensuring all information obtained from the industry partner is kept confidential

• Organising in advance (at least 7 days) for the nominated supervisor to review and approve all assessment items prior to submission.

• Attending any on campus workshops and seminars for assessments as recorded in course schedule.

• Scheduling and attending Academic Supervisor meetings at least once every

• 1–2 weeks or as required by the Academic Supervisor.
Insurance

The following insurance provisions apply to students undertaking a work placement program prescribed or approved by the University. The insurance coverage commences when the student begins the placement upon commencement of the trimester and ends at the close of trimester.

- The University’s Public Liability Insurance Policy indemnifies all students of the University in situations where students are undertaking unpaid activities required by the University as part of their prescribed program of study, or approved by the University as a benefit to the students in their study.

- Students are indemnified by the University’s own insurance policy for any personal injury or property damage to a third party caused by the student in the course of an unpaid work placement activity, and for which they would be legally liable.

- Such cover applies irrespective of whether the activities are conducted on a University site or elsewhere provided the activities are officially sanctioned and unpaid.

- The University’s Personal Accident Policy extends to all students of the University where the students are undertaking approved unpaid placement.

- Student’s personal vehicles are not covered by Griffith Insurance.

- If the student is not a paid employee of the industry partner organisation, they may not be covered by the organisations insurance for use of company vehicles.

- Students are not covered by Griffith University insurance provisions if they receive any payment for the IAP project from the industry partner.

Any incident that requires attention of the University insurers should be notified directly to the University Insurance and Risk Management Officer in the Office of Finance and Business Services by phone: (07) 3735 7971.
Confidentiality and Intellectual Property

Student and Project
Confidentiality is an obligation we take seriously and we expect students undertaking a placement to consider any and all information acquired during the placement to be confidential.

Ownership of Intellectual Property and Maintaining Confidentiality
Griffith University does not own any intellectual property or confidential information created by a student.

The University provides industry partners with a Non-disclosure and Assignment of Intellectual Property Deed (NDA) that when executed is an agreement between you and the student. By signing the Deed the student assigns all intellectual property to you and agrees to keep any confidential information strictly confidential.

If you advise the student that information in the project is to remain confidential the student may only use the confidential information for the purposes outlined in the NDA, if executed. The student will provide you with the NDA during the first week of their project. Alternatively, you may request a copy of the NDA by emailing wil-gs.partner@griffith.edu.au.

Where all or part of the project is to remain confidential, you may not restrict the student from lodging assessment items for examination in accordance with normal Griffith University rules, however this assessment will be conducted ‘in-confidence’.

Under the NDA, the student is responsible for notifying you of any confidential information contained in an assessment item prior to lodging the item for examination. To the extent the item contains any confidential information; you may request and arrange with the University for the student’s assessment to be examined under conditions of confidentiality.

Failure to maintain confidentiality may lead to a student’s failure in the associated Work Integrated Learning program. Student misconduct should be referred to the WIL office at wil-gs.partner@griffith.edu.au. The student will be managed according to the appropriate University policy.

Should you expect the student to sign a separate NDA to that provided by the University please note that it may not preclude them from releasing all relevant information to enable the University to assess their project.

University
When registering a placement for a student you agree to the Terms and Conditions outlined in the registration form. View terms and conditions at griffith.edu.au/iap-terms-and-conditions

Work Health and Safety
As the provider of a place of work it is expected that you will ensure a safe environment for the students in accordance with the obligations identified by the Work Health and Safety Act 2011.

If students feel that a risk situation, identified risk or potential risk may exist, they are advised to discuss this with, their industry supervisor in the first instance and with the WIL office.
WIL Team
We are here to support you. Our office manages the program from start to finish and tracks student progress to ensure project success. We have dedicated staff to provide you with one-on-one assistance from the initial stages of engaging with our programs all the way through to completion.

University resources
Should you require access to University resources, such as laboratories, testing equipment etc, for the student’s project we can assist with the allocation of resources where these are available. The use of University resources may incur costs and must be negotiated prior to the start of trimester to ensure the availability of resources and supervision.

Student support
While students are responsible for ensuring the success of their placement and should be pro-active in managing all eventualities, we provide a support network for all students undertaking placements within the WIL office. The University will also assign an Academic Supervisor to each student to support them academically throughout the program.
COMPLETION OF PROGRAM

Conduct of Program Evaluation
At the end of the trimester the WIL Office may contact you to ask you to complete a Conduct of Program. This is a brief online evaluation form asking you to review performance using the responses provided. At the end of the evaluation, there is a field for you to provide any additional feedback or comments.

The mark you award contributes to the student’s overall grade for their placement.

Griffith Sciences WIL Showcase
The Griffith Sciences WIL Showcase features our talented final-year students from Griffith Sciences and the projects they have completed as part of the Industry Affiliates Program (IAP). This showcase is an opportunity for Industry to view the exciting projects our students complete as part of their WIL placement, and gives our students a great platform to ‘show off’ their achievements.

Key dates

2018 project registration cut off dates

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<td>Trimester 1</td>
<td>2 February</td>
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<td>Trimester 2</td>
<td>11 June</td>
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<td>Trimester 3</td>
<td>1 October</td>
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2018 Work Integrated Learning Office events

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<th>Event</th>
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<td>Careers Fair</td>
<td>22 March</td>
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<td>Industry breakfast – Gold Coast</td>
<td>15 May</td>
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<td>Industry breakfast – Brisbane</td>
<td>17 May</td>
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<td>Trimester 1 WIL Expo</td>
<td>7 June</td>
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<tr>
<td>Trimester 2 WIL Expo</td>
<td>To be confirmed</td>
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2018 Griffith University trimester dates

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<tr>
<th>Trimester</th>
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<tr>
<td>Trimester 1</td>
<td>26 February – 25 May 2018</td>
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<tr>
<td>Trimester 2</td>
<td>9 July – 28 September 2018</td>
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<td>Trimester 3</td>
<td>29 October 2018 – 1 February 2019</td>
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Visit griffith.edu.au/academiccalendar for detailed academic calendars.
Contact us
Work Integrated Learning
07 5552 8154
wil-gs.partner@griffith.edu.au
griffith.edu.au/griffith-sciences/wil

Gus Slattery
Aviation student

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