



# Student Work Placements (Work Integrated Learning) Policy

## Scope

This policy applies to Kaplan Business School, Kaplan Professional, and Kaplan Higher Education (which includes Kaplan's various Pathway Colleges), referred to jointly as "Kaplan" and individually as a "Kaplan education provider".

## Purpose

This policy assists Kaplan staff to establish, approve and manage student Work Integrated Learning experiences, also referred to as 'placement(s)'.

## Definitions

The following terms and definitions are applicable to this policy.

**Co-curricular Work Integrated Learning – Voluntary placements** conducted in addition to the requirements of their course of study. Co-curricular placements are supplementary to the course and do not lead to course credit or advanced standing.

**Work Integrated Learning (WIL)** – In the context of the Higher Education Standards Framework 2021 (Threshold Standards), WIL encompasses any arrangement where students undertake learning in a workplace outside of their higher education provider (or one operated jointly with an external partner) as part of their course of study.

## Student Placement Principles

Kaplan is committed to ensuring students are work-ready and able to successfully transition from study to work upon graduation. To this end, Kaplan provides students with opportunities to apply the theory and skills within professional workplace contexts during their study.

## Curriculum Design

In the context of course design, the inclusion of WIL within a course must meet the following criteria:

- Designed to integrate theory with practice and involve authentic engagement with host organisations and guided reflection on that experience.
- Specified learning outcomes and assessment details are explicitly indicated in the subject outline.
- The total hours expected of students undertaking placements must be explicitly stated in the subject outline (or associated documentation) inclusive of any agreements between the student and the host organisation.
- The subject outline must specify any inherent requirement that students must meet before a

- work placement is undertaken.
- The application of WIL may be either:
    - optional within a subject/course; or
    - required of all students undertaking the subject/course; or
    - required as part of professional registration/accreditation requirements on course completion.

In addition to the above criteria, the design of WIL must:

- include student preparation and supervision of the WIL activity, monitoring of progress by the workplace supervisor and WIL staff, reflective practice by the student, and student debriefing by Kaplan staff
- incorporate authentic work learning experiences, as designed with a host organisation
- be purposefully aligned to course learning outcomes and be assessed against those outcomes
- integrate theory with the practice of work and engage students in meaningful and consequential learning activities
- be inclusive by providing opportunities for all students in accordance with the applicable Kaplan education provider's Diversity, Equity and Inclusion Policy
- be aligned to the requirements of professional registration and accrediting bodies (where applicable)
- comply with relevant state or Commonwealth legislation, standards and regulations, and the relevant Kaplan education provider's policies and procedures.

## Guidelines for WIL placements

Unpaid work placements can legally be performed if the work activities during the placement are integrated with a student's course requirements (i.e. where a work placement is aligned to a student's subject or course learning outcomes or requirements). As such, the student may be required to perform some productive tasks as part of their learning experience.

WIL is usually undertaken as part of a core or elective unit of study. However, in some instances, students may wish to voluntarily participate in a work placement in addition to the requirements of their course of study. Such placements are known as 'co-curricular WIL' as they are supplementary to the course and do not lead to course credit or advanced standing.

The following guidelines outline how WIL placements must be managed at Kaplan:

- All WIL undertaken by students studying at Kaplan must be approved in accordance with these guidelines before the student commences their placement. This allows Kaplan to assure the quality of the proposed WIL experience.
- A work health and safety assessment must be conducted by Kaplan of the host organisation's premises prior to the WIL taking place.
- Co-curricular WIL can be initiated by Kaplan, a host organisation or a student.
- All WIL must be aligned with the learning outcomes of the student's course or program of study at Kaplan. Kaplan does not support students undertaking voluntary placements in workplaces that will not enhance students' work readiness.
  - To this end, the placement should be intended as an unpaid learning experience for the student's training and development and not a means for the host organisation to obtain

labour to support its usual business operations, such as undertaking work that would otherwise be performed by paid employees at the host organisation.

- Students may undertake tasks that are part of a host organisation's usual business activities on an observational and supporting basis. A good test is to determine whether the student or the host organisation is getting the most benefit from the placement – it should always be the student and not the host organisation.
- WIL placements must be undertaken within Australia.
- WIL placements should not involve any payment of money between Kaplan and the host organisation.
- Unless the student is employed by the host organisation and the placement is the subject of the *Academic Internship Agreement (paid)*, the student must not receive any payment, allowance or other monetary benefit from the host organisation (because this may have implications for insurance coverage).
- Relevant Kaplan policies and procedures must be complied with during the course of the placement, including policies regarding the management of critical incidents.
- With the exception of co-curricular WIL, placements will generally be no longer than the duration specified in the individual WIL subject outline and will be on an unpaid basis.
- Generally, students undertaking unpaid WIL placements may be covered by Kaplan's Voluntary Workers Insurance policy, which may provide coverage for personal injury suffered by the student during the unpaid WIL placement in limited circumstances.

While students can be offered employment by their host organisation during or after their placement ends, an employment contract must be entered into between the student and their employer. The terms of Kaplan's placement agreements cannot be used for this new relationship.

Students must ensure that their participation in a WIL placement does not breach their student visa conditions. International student (subclass 500) visa holders are subject to restrictions on working hours during mandatory study periods (including assessment week). Any paid or unpaid work experience undertaken in an elective subject will count towards the 48 hours per fortnight restriction. Mandatory subjects, included on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), are exempt from the 48 hours per fortnight restriction.

## Standard Student Placement Agreements

The Standard Student Placement Agreement may vary depending on whether the placement is considered co-curricular or part of the course curriculum and if it is paid or unpaid.

- Work Placement Agreement – to be used for co-curricular placements
- Academic Internship Agreement (unpaid) – to be used for WIL
- Academic Internship Agreement (paid) – to be used for WIL

Kaplan staff are to arrange the completion of the appropriate Standard Student Placement Agreement prior to the commencement of a student placement. No amendments can be made to the Standard Student Placement Agreements without approval from the Kaplan General Counsel.

The latest version of the Agreements should always be obtained from the Kaplan General Counsel.



The Student Placement Agreements must be managed as follows:

- Student Work Placement Agreement templates to be updated with student details, host organisation information and course details. Annexures to be appended to the Agreement as required prior to the Agreement being issued to the student and host organisation.
- A fully executed (signed by all parties) Agreement is to be stored in the student's record in accordance with the Student Record Management Policy.

Please contact the Kaplan General Counsel if there are any questions or concerns in relation to the content or application of the Standard Student Placement Agreements.

## Relevant Legislation

As a registered education provider, Kaplan operates under strict laws and regulations. Policies and procedures are in place to ensure compliance with such laws. Below is the most relevant legislation that applies to this Policy:

### Commonwealth

- Fair Work Act 2009
- Higher Education Standards Framework 2021 (Threshold Standards)

### New South Wales

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Workers Compensation Act 1987 No 70

### Victoria

- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2017
- Workers Compensation Act 1958
- Workplace Injury Rehabilitation and Compensation Act 2013

### Queensland

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Workers' Compensation and Rehabilitation Act 2003

### South Australia

- Work Health and Safety Act 2012
- Work Health and Safety Regulations 2012
- Return to Work Act 2014

### Western Australia

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Workers' Compensation and Injury Management Act 1981



## Related Policies

This policy should be read in conjunction with the following Kaplan policies currently available at the respective Kaplan education providers website:

- Academic Integrity and Conduct Policy
- Admission Policy
- Assessment Policy
- Critical Incident Policy
- Diversity, Inclusion and Equity Policy
- Grievances, Complaints and Appeals Handling Policy
- Health and Safety Policy
- Prevention of Harassment and Bullying Policy
- Sexual Misconduct Prevention and Response Policy
- Student Record Management Policy

## Version Control and Accountable Officers

It is the joint responsibility of the Responsible Officer and Implementation Officer(s) to ensure compliance with this policy.

<b>Policy Category</b>	Governance (Corporate, Legal)			
<b>Responsible Officer</b>	General Counsel, Kaplan ANZ			
<b>Implementation Officer(s)</b>	Academic Dean, Head of Teaching and Learning, General Manager Student Experience			
<b>Review Due Date</b>	September 2025			
<b>Approved by</b>				
General Counsel, Kaplan ANZ				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved</b>	<b>Effective Date</b>
1.0	Quality, Regulations and Standards Team	New policy. Aligns standards across Kaplan Australia academic entities.	xx.xx.2020	xx.xx.2020
2.0	Quality, Regulations and Standards Team	Minor wording and formatting changes.	14.09.2022	21.09.2022
3.0	Quality, Regulations and Standards Team	Addition of an Academic Internship Agreement (paid) template. Clarification of Student (subclass 500) visa condition 8105 and when paid or unpaid work experience counts toward a student's 48 hours per fortnight restriction. Minor wording and formatting changes.	20.06.2024	21.06.2024