Student Work Placements (Work Integrated Learning) Policy

Scope

This policy applies to Kaplan Business School and Kaplan Higher Education trading as Kaplan Professional, 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

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 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.

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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 undertaken as part of a core or elective unit of study. 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.
- Kaplan will assess the suitability of the proposed host and placement with regard to supervision arrangements, accessibility, insurance, and any other relevant risks.
- 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.
- WIL placements will generally be no longer than the duration specified in the individual WIL subject outline and will be on an unpaid basis, unless otherwise agreed.
- 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.
- A student may raise concerns about the safety, suitability, or conduct of a placement at any time. Where a student reasonably considers that an immediate health, safety, or wellbeing risk exists, they should remove themselves from the immediate risk where practicable and notify Kaplan as soon as possible. Kaplan will then assess the student's concerns and determine appropriate interim or alternative arrangements.
- Students must comply with Kaplan's and the host organisation's requirements concerning privacy, confidentiality, information security, and intellectual property and must not retain, disclose, or use host information except as authorised for the purposes of the placement and associated assessment.

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.

International students are responsible for complying with the conditions of their visa. Students must assure themselves, before commencing a WIL placement, that their participation does not breach their student visa conditions and, where necessary, they should obtain independent immigration advice from a qualified professional. This is particularly important for international student (subclass 500) visa holders who are subject to restrictions on working hours during mandatory study periods (including assessment week). Specifically, any paid or unpaid work experience undertaken in an elective subject will count toward the 48 hours per fortnight restriction. Mandatory subjects, included on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS),

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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 paid or unpaid.

- Academic Internship Agreement (unpaid)
- Academic Internship Agreement (paid)

Kaplan staff are to arrange the completion of the corresponding 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 a range of legislative and regulatory requirements. Policies and procedures are in place to support compliance with the instruments referenced below:

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 2025
- 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

- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022
- Workers Compensation and Injury Management Act 2023

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Related Policies

This policy should be read in conjunction with the following policies:

- Admission Policy
- Assessment Policy
- Critical Incident Policy
- Equity and Inclusion Policy
- Grievances, Complaints and Appeals Policy
- Health and Safety Policy
- Integrity and Misconduct 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 maintain compliance with this policy.

Policy Category	Governance (Corporate, Legal)
Responsible Officer	General Counsel, Kaplan ANZ
Implementation Officer(s)	(KBS) Academic Dean and General Manager Student Experience (KP) Head of Customer Experience
Review Due Date	September 2029
Approved by	
General Counsel, Kaplan ANZ	

Version	Authored by	Brief Description of the changes	Date Approved	Effective Date
1.0	Quality, Regulations and Standards Team	New policy. Aligns standards across Kaplan Australia academic entities.	04.06.2020	05.06.2020
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
3.1	Quality, Regulations and Standards Team	Updated to remove Pathways and co-curricular wording. Formatting changes.	17.09.2026	28.09.2026

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