Work Integrated Learning (WIL) Placement

1. POLICY STATEMENT AND PURPOSE

Work Integrated Learning (WIL) provides students with the opportunities to apply and extend their academic knowledge and professional skills in a real workplace environment.

WIL placements enhance students learning through practical, academically rigorous experiences, and benefit provide host organisations with motivated, capable individuals while fostering engagement with future talent.

WIL is a compulsory and formally assessed component of all ICHM undergraduate and postgraduate programs.

This policy reaffirms ICHM's commitment to equitable access and inclusion. It supports the needs and cultural practices of Aboriginal and Torres Strait Islander peoples and ensures appropriate consideration for students with disabilities, visa conditions, or caring responsibilities. For further guidance, refer to the Diversity, Equity, and Inclusion Policy.

2. SCOPE

WIL is recognised as an academic subject in both undergraduate and postgraduate programs. Successful completion requires achievement in academic assessments and fulfilment of the minimum placement hours as outlined in the relevant Subject Statement.

Students may apply for recognition of prior learning (RPL) for relevant experience or completed hours under the RPL Policy, subject to approval by the Academic Team Lead. Approved applications will receive a Status grade.

To successfully complete WIL units, students must:
- Achieve a minimum aggregate of 50% across graded assessments; and complete the minimum number of required WIL hours.

Students who fail WIL must re-enrol in the Simulated WIL subject, with appropriate course progression interventions applied.

Students are not permitted to undertake a placement in an organisation owned by family members or where an immediate family member holds a senior management position.

24-hour emergency ICHM contact information will be provided to all students on placement.

All costs associated with WIL, including travel, accommodation, visas, uniforms, vaccinations, health and accident insurance, and related expenses, are the sole responsibility of the student.

2.1 Program Specific Requirements

2.1.1 Bachelor of Business (Hospitality Management)
Students must complete a minimum of three approved hospitality industry work placements comprising at least 500 hours.

At least one placement must be undertaken in Food & Beverage, with the remaining two placements in other approved department or alternate industry role.

Extended placements require prior approval from the Partnership and Placement Manager (PPM) and the Academic Team Lead.

Students who have completed Year 3 and met the required 1,500 WIL hours but wish to graduate without completing WIL Placement 3 must complete a final Academic Assessment set by the WIL Lecturer, to confirm that all WIL learning outcomes have been met.

2.1.2 Master of International Hotel Management
Students are required to complete a minimum of 600 Work Integrated Learning (WIL) hours in an approved professional international hotel environment with active operations during their final semester, alongside a research-based project.

Students who source their own placements must obtain prior approval from the PPM and Academic Lecturer who are responsible for verifying the suitability and compliance of the placement.

Students granted *Status* for WIL hours are still required to complete the research project in an approved professional context.

Failure to meet WIL requirements will results in enrolment in the Simulated WIL Project (MIHM500).

3.   DEFINITIONS

Applied Training / Practical Class – Structured, hands-on training/learning delivered by ICHM at a host organisation.

Confidential Information – Information disclosed between parties identified as confidential or would reasonably be considered confidential.

Host Organisation – A business or venue providing placement opportunities or training.

Back-to-Back Placement - Two placement periods are completed consecutively over four placement terms (two semesters).

Self-Sourced Placement - Student independently secures their own placement opportunity, subject to approval by the Partnership and Placement Manager to ensure it meets the required learning outcomes and industry standards.

Placement Check In - A scheduled meeting between the student and the Placement Team to review progress, ensure learning outcomes are being met, and address any concerns or support needs during the placement period.

Academic Committee - The governing body responsible for reviewing and approving academic matters, including placement requests and program-related decisions.

WIL Lecturer – The WIL Lecturer is the person responsible for the development and delivery of assessment related to the Work Integrated Learning component of all ICHM Degree Programs.

Partnership and Placement Manager (PPM) – The ICHM staff member responsible for managing placement partnerships, approving placements, and acting as the primary operational contact.

Simulated WIL – A structured, campus-based alternative to industry placement where students complete applied projects and assessments to demonstrate professional competencies.

Host Supervisor – The host organisation's representative responsible for student supervision, mentoring, and performance reporting.

WIL Hours – The minimum required hours for a subject, verified by the host organisation and approved by the PPM.

Workplace Conduct – Professional behaviour, including punctuality, adherence to policies, communication standards, and personal presentation aligned with industry expectations.

Course Progression – The maintenance of satisfactory academic performance and prerequisite completion required for WIL eligibility.

ESOS (Education Services for Overseas Students) - The ESOS framework protects Australia's reputation for delivering quality education services and the interests of overseas students by setting out standards, roles and responsibilities for education institutions that teach overseas students, as well as providing tuition and financial assurance for students.

4.   POLICY DETAILS

4.1 Student Suitability
ICHM cannot guarantee specific placement location or host organisations but will make every effort to secure suitable placements that align with the student's academic progress, skills and career objectives.

ICHM is not obligated to approve placements in host organisations where a student's partner, relative, or another ICHM student with whom they have a personal relationship is also undertaking placement.

Students must demonstrate readiness to meet professional standards and represent ICHM appropriately.

Students that have an existing medical condition that may affect or limit their ability to undertake specific duties must disclose this to the PPM with supporting medical documentation before placement confirmation.

Students who decline a suitable placement will be required to secure their own approved placement.

The Academic Committee may reject or restrict a student's participation in WIL if course progression requirements have not been met. Please refer to the Course Progression policy.

Student that fails to secure a placement by Week 5 of the semester, due to unsuccessful interviews or unsuitability for available roles, will be required to complete the Simulated WIL subject on campus and incur a $2,500 subject fee.

Students must hold a valid Responsible Service of Alcohol (RSA) certificate where required.

Students failing prerequisite subjects (e.g., BBHM103, BBHM104, MIHM101, MIHM102) may be restricted from related placements until the subjects are passed.

The (PPM) must ensure that all student resumes are submitted before the term census date. Student applications in progress will be considered until Friday of Week 5. Students who are unsuccessful in securing a placement by this date will be enrolled in the Simulated WIL subject, which will incur a cost of $2,500.00

4.2 Self Sourced Placements

Students who source their own placements must obtain prior approval from the PPM before commencement and provide relevant documentation (e.g. contracts or letter of acceptance, RSA, qualification and visas) from the host organisations.
International students must secure and confirm approved placements no later than four weeks before departing campus to meet course requirements.

4.3 Back-to-Back Placements

Back-to-back placements (over four consecutive terms), students are required to obtain approval from the PPM and submit their request, along with the PPM's endorsement, to the Academic Committee for final approval. Once approved, the PPM will assist the student in sourcing a suitable placement, which must be completed with a single host organisation.

4.4 Termination or Dismissal

Serious Misconduct: Results in an automatic fail grade.

Performance Concerns: Reviewed by the Academic Committee to determine the appropriate academic outcomes.

Resignation from Employment: Students who resign from their placement before the placement end date without prior approval from the PPM will receive a fail grade. In such cases, the student must either secure a new approved placement or complete the Simulated WIL subject to meet course requirements.

Host organisations may terminate placements due to misconduct, non-performance, or breaches of workplace policy. ICHM will determine academic outcomes in such cases.

Host organisations are not obligated to offer employment at the completion of the placement.

4.5 Managing WIL Hours

Students are required to accurately record WIL hours and submit verified documentation as part of the assessment submission.

Any placement hours not submitted by the end of the academic period will not be counted toward the required total hours.

Shortfalls must be reported to the PPM for alternative remediation.

Excessive hours should be managed in consultation with the PPM, WIL Lecturer, or host HR to maintain academic balance.

4.6 Roles & Responsibilities

4.6.1 Students

- Complete all preparatory requirements and documentation.

- Arrange visas, travel, accommodation, and necessary qualifications.
- Adhere to workplace and ICHM conduct standard.
- Report all incidents to the Host Supervisor and PPM promptly.
- Leave: Annual or extended personal leave during placement is not permitted, unless approved in writing by the PPM under exceptional circumstances (e.g., serious illness, bereavement)
- Completion: Students must complete the full contractual term of placement unless written approval for early exit is granted by the PPM.

4.6.2 Partnership and Placement Manager (PPM)

- Match students to placements and ensure ESOS compliance.
- Communicate requirements to hosts organisations and monitor student progress.
- Provide emergency support and liaise with student support services.
- Conduct regular student check ins and maintain partnership relationships.

4.6.3 Host Organisation

- Provide a safe, compliant, and supportive workplace.
- Conduct induction and supervision.
- Monitor and report student attendance and performance.
- Notify the PPM of absences exceeding seven (7) days or unexplained absences beyond two days.

5. INSURANCE & INDEMNITY

ICHM maintains Public Liability and Professional Indemnity Insurance for all WIL activities.
Students are responsible for maintaining personal accident, health, and travel insurance, particularly for overseas placements.

Host organisations must maintain business insurances, including workers' compensation, as required by law.

6. FORCE MAJEURE

ICHM is not liable for any delay or inability to provide placements resulting from circumstances beyond its control, including natural disasters, pandemics, government restrictions, industrial action, or significant social or economic disruption.
In such cases, ICHM will implement alternative arrangements such as deferred or *Simulated WIL*.
ICHM reserves the right to substitute *Simulated WIL* as an alternative academic requirement. ICHM accepts no financial liability for income loss or additional expenses, though reasonable support will be provided to affected students.

7. RESPONSIBILITIES AND AUTHORITIES

Policy Owner: Academic Team Lead – responsible for quality, relevance, and implementation.
Approval Authority: Academic Board – responsible for policy approval.

8. REVIEW

This policy will be reviewed every two years, or earlier if required, by the Academic Team Lead.

9. APPROVAL

Accountability and review	
Delegate	Academic Team Lead Ref: ICHM Delegations Register
Approval body	Academic Board
Approval date	*20251126*
Review date	2 years from last review 20271126
Supporting information	
Related legislation	Higher Education Standards Framework (Threshold Standards) 2021 (Cwlth) Education Services for Overseas Students Act 2000
Sector benchmarking	
Supporting documents	
Related documents	Diversity, Equity & Inclusion policy Course Progression Policy Personal Conduct Policy
Superseded documents	
Type and location	
Policy type *<select row and shade>*	Corporate Governance Academic Governance Academic Management Operational Management
Location/access *<select row and shade>*	Website Student access Staff access Overseas

Amendments

Version No.	Amendment type	Amendment Date	Key changes
14	Major	18 Mar 2019	Reviewed and updated to incorporate WIL requirements for AQF 7, 8 & 9; change of title from 'Industry Placement' to 'WIL Placement'.
15	Major	05 Dec 2019	Information added in relation to the needs of Aboriginal and Torres Strait Islander peoples and their traditional cultural practices; information added re: reasons that may restrict placement type.
16	Major	May 2020	Updates to improve clarity around the management of critical incidents and criteria for passing a work integrated learning unit of study
17	Major	02 Mar 2022	Update to terminology, role titles. Inclusion of WIL Simulated project requirements. Update to WIL termination review by Academic Committee.
17.1	Minor	23 Jun 2023	Minor updates to position titles.

| 17.2 | Minor | 30 Sep 2024 | Update to role titles. Head of ICHM and Academic Director replaced with CEO, Dean and Academic Team Lead where appropriate. |
| 18 | Major | 26 Nov 2025 | Update role Title ICD to PPM, formatting for clarity, expanded the Definitions section, added back-to-back placement, roles and responsibilities clarified, Force Majeure added, removed out of sequence placement section. |