

## Work Integrated Learning Kaupapa here | Policy

|                 |                          |                   |           |
|-----------------|--------------------------|-------------------|-----------|
| Policy Type:    | Academic                 |                   |           |
| Policy Title:   | Work Integrated Learning |                   |           |
| Policy Owner:   | Head of Quality          |                   |           |
| Version:        | 1                        |                   |           |
| Approval Date:  | 17/06/2024               | Next review date: | June 2027 |
| Effective from: | 17/06/2024               |                   |           |

## Other Related Internal Policies and Tūkanga | Procedures/Documents

|  |   |
|--|---|
| PROCEDURE <a href="#">Work integrated learning</a>   | <a href="#">WIL learning agreement</a> (to be adapted to programme and level) |
| Placement – Project Arrangement Agreement (MOU – to be adapted according to programme and level) |   |
|  |   |

## Relevant External Rules and Guidelines

Guide [TEC work based: pathway to work mode](#)

## Amendments

| Version | Effective from date | Created by     | Reason for review/change |
|---------|---------------------|----------------|--------------------------|
| 1       |                     | Quality & Risk |                          |

## Scope of the Kaupapa here | Policy

The Work Integrated Learning Policy applies to:

- all Yoobee Colleges Ltd (hereafter referred to as Yoobee) kaiako, Campus Managers, Team Leaders and ākonga

The authority of a policy is established when it is formally approved by the Te Poari Mātauranga | Academic Board.

## Pūtake | Purpose

The purpose of this policy is to:

- govern decision making for workplace opportunities and work-based pathways to work for ākonga as part of their programme of study

## Mātāpono | Principles of Kaupapa here | Policy Development

Kaupapa here development and review is a process driven by the need for:

- alignment with Yoobee's vision and strategic direction
- Yoobee to be committed to providing work integrated learning (WIL) opportunities for ākonga

## Kaupapa here | Policy Statements

- Work integrated learning (WIL) provides ākonga with the opportunity to compliment and develop their knowledge and skills.
- WIL includes work placements, work experience, internships, industry case studies, projects undertaken for industry, a term or semester in industry, clinical rotations, international co-op exchanges, study abroad, service learning and community service and work-based pathways to work arrangements.
- Where approved as part of a programme, all WIL activity must be relevant to the programme objectives and content.
- Appropriate programmes may incorporate pathways to work mode to support the transition from provider-based provision to work based learning.
- All ākonga undertaking WIL activities must participate in an induction and preparation prior to undertaking a placement, internship, work-based learning, exchange or study abroad as part of their hōtaka of study.
- All external placements and work-based learning must be supported by a valid memorandum of understanding (MOU) with the placement provider and a signed learning agreement between Yoobee, the ākonga and the placement/work-based provider.
- All MOUs will be reviewed and evaluated after the first service completion to ensure they meet the requirements of all parties.
- Any required amendments must be implemented before the next placement/work-based learning arrangement occurs.

## **Internships and work placements**

- Yoobee will provide assistance for ākonga to find opportunities for work placements.
- In the event of an MOU not being able to be signed (e.g., a large corporation) the agreement should be validated by a verbal or email agreement with the Chief Executive Officer (CEO) or an Executive Leadership Team Member of the organisation. Details of such agreements must be recorded in writing and dated by Yoobee.
- A designated member of academic kaimahi (i.e. kaiako) must be identified as the placement supervisor of the ākonga to liaise with the employer and the ākonga throughout any placement/internship/work-based learning or other WIL activity to ensure it is working effectively for all parties.
- Any concerns around the performance of the ākonga will be communicated by the workplace supervisor assigned to the ākonga to the ākonga and also to the Yoobee kaiako assigned to look after the ākonga who are completing placements/ internships as part of their programme.
- Evaluation reports from WIL activities will form part of the personal record of an ākonga and notes should be placed by the appropriate kaiako on SELMA.

## **External Work for Clients by Ākonga**

- Ākonga may be engaged to work for external clients, during or outside, campus hours to undertake project work for external clients as part of their programme.
- The Faculty Lead is responsible for assessing the suitability of job requests for external clients and for approving work where payment is involved.
- When ākonga do work for external clients as part of their programme, the Industry and Graduate Destinations Manager is responsible, with the assistance of the Faculty Leads and kaiako, for:
  - ensuring an adequate brief is prepared
  - ensuring a generic agreement is prepared and signed
  - approving any payment arrangements

## **Individual Work Experience**

- An ākonga may be granted an individual period of work experience during their programme, without the need for a contractual agreement, provided the work is in an area directly related to their study and the class time will not adversely affect their chances of gaining the qualification.
- The Team Leader is responsible for considering requests from ākonga for time off class to undertake work experience and for ensuring a workplace agreement is prepared and monitored for ākonga granted time off class for work experience.

## **Kaupapa here | Policy Implementation**

The process of implementation of the policy is:

- communication of the policy and procedures to all kaimahi
- ensure all kaimahi feel competent to follow the policy
- ensure line management kaimahi have received adequate training to embed the policy into their operations
- assess kaimahi ability to follow policy and support them to advance their knowledge as required
- policy is included in the on-going Process Maturity Assessment cycle

| Roles and Responsibilities                        |  |
|---|--|
| <b>Industry and Graduate Destinations Manager</b> | <ul style="list-style-type: none"> <li>ensures that appropriate arrangements are in place to administer placements</li> </ul>  |
| <b>Campus Manager</b>                             | <ul style="list-style-type: none"> <li>ensures that valid MOUs are in place before ākonga commence an internship, placement or work-based learning</li> </ul>  |
| <b>Kiako</b>                                      | <ul style="list-style-type: none"> <li>responsible, as appropriate, for visiting the work placement to meet with the provider, observe the ākonga and assess the ākonga's progress</li> </ul>                      |
| <b>Ākonga</b>                                     | <ul style="list-style-type: none"> <li>responsible for performing to the best of their ability for learning from the placement</li> <li>for upholding Yoobee's Learner Rights and Responsibilities Code</li> </ul> |

For all definitions please refer to the definitions [Glossary](#)