

Academic

Work Integrated Learning (WIL) Placement

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
15 Mar 2019	14	Reviewed and updated to incorporate WIL requirements for AQF 7, 8 & 9; change of title from 'Industry Placement' to 'WIL Placement'.	Chief Executive and Acting Principal	18 March 2019
05 Dec 2019	15	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.	Principal and Chief Executive	05 Dec 2019
May 2020	16	Updates to improve clarity around the management of critical incidents and criteria for passing a work integrated learning unit of study	Chief Executive Officer and Principal	May 2020
July 2021	17	Update to terminology, role titles. Inclusion of WIL Simulated project requirements. Update to WIL termination review by Academic Committee.	Chief Executive Officer and Program Director Academic	04 Aug 2021

1 POLICY STATEMENT AND PURPOSE

Work Integrated Learning (WIL) is an opportunity for students to work in a professional environment, using and enhancing the skills and knowledge they have developed during their undergraduate and postgraduate degree studies.

Hospitality WIL placements are designed to benefit both the student and the host employer. Students receive a practical and academically rigorous experience in a hospitality-related position, while employers benefit from trained and motivated personnel, having the opportunity to evaluate possible future employees.

Work Integrated Learning is a compulsory and formal component of ICHM undergraduate and postgraduate programs.

By implementing this policy, ICHM will remain supportive and sensitive to the needs and traditional cultural practices of Aboriginal and Torres Strait Islander peoples. For more information, please refer to the *Diversity, Equity and Inclusion policy*.

2 SCOPE

Undergraduate Program

Work Integrated Learning semesters comprise 50% of the undergraduate degree structure and requires students to engage in a Work Integrated Learning program which is delivered at the AQF level prescribed in each Work Integrated Learning subject statement. Three WIL placements are undertaken within the Bachelor of Business (Hospitality Management).

WIL Placements are considered academic subjects within the ICHM programs and therefore require successful completion of the assessments outlined in the Subject Statement for each WIL Placement.

To be eligible for graduation in the undergraduate degree, students must demonstrate they have successfully completed a minimum of 1500 hours of work in hospitality related properties or alternate industry roles with transferrable skills to a hospitality setting.

In the undergraduate program, a student may apply for status if they can provide evidence of hours completed in hospitality properties or alternate industry roles with transferrable skills to a hospitality setting either before commencing at ICHM or during their ICHM studies.

Where students wish to claim status, this may be applied for via the RPL Policy process during the enrolment process and approved by the Program Director Academic (or delegated Program Coordinator). If successful, a Status grade will be awarded for the relevant WIL subject.

Within the formal structure of the ICHM undergraduate degree, students are required to complete at least one WIL placement in a Food and Beverage department and another in any other department of an approved hospitality property or alternate approved industry role. The Academic Committee may approve a deviation from the formal structure requiring a WIL placement in an alternate department upon the request of an ICD Manager. Whilst the academic requirements for the subjects exist, the expectation is that the student participates as a normal working member of the host organisation.

To successfully complete the WIL units within the Bachelor Degree, a student must achieve:

- A minimum 50% on aggregate over the graded assessments per WIL unit, and;
- The minimum hours* required for the award

*Where a student is unable to achieve the minimum hours, an assessment of WIL Unit Learning Outcomes will be made by the Academic Committee on a case by case basis.

Failure to successfully achieve all of the subjects' requirements will result in a student receiving a Fail grade for the subject. Upon ratification of the fail grade the student will then be enrolled in the Simulated WIL subject where they will remain on campus with course progression intervention processes put in place.

If an international student fails a WIL placement, they forfeit the right to undertake the "repeat" WIL placement in Australia. The international student may appeal to the Program Director Academic, outlining any compassionate or compelling circumstances why they should not forfeit the right to undertake the "repeat" WIL placement in Australia. During extenuating circumstances, when a student's ability to travel internationally is restricted the student may be required to undertake a WIL simulation subject in lieu of repeating the WIL placement.

A student will not be permitted to undertake a WIL placement in a property owned by their family or where an immediate family member is the General Manager.

Students on WIL placement will be provided with 24-hour emergency ICHM contact details.

ICHM will ensure that all host employers, where students will undertake work integrated learning, are informed of, and agree to all requirements and obligations of the ICHM WIL program.

Postgraduate Program

ICHM's postgraduate programs require students to engage in a structured and academically robust Work Integrated Learning (WIL) program which is delivered and assessed at AQF Levels 8 & 9. The program comprises of a six-month research-based placement in the final semester of the post graduate program. This WIL placement is negotiated with the Industry and Career Development (ICD) Manager and, where relevant, a hospitality establishment who have agreed to the terms of undertaking a research-based placement. Whilst the academic requirements for the subjects exist, the expectation is that the student participates as a normal working member of the host organisation.

Should a student wish to source their own WIL placement organisation, approval must first be sought from the ICD Manager and Research Supervisor prior to accepting the position.

At the postgraduate level, students are expected to complete a minimum 600 hours of WIL within an approved workplace setting whilst completing a research project.

To be eligible for the award students must demonstrate they have successfully completed all academic requirements outlined in the Study Guide, inclusive of a minimum of 600 hours of work integrated learning in an appropriate workplace setting. Where a student has been granted status for the WIL placement hours, the research project must still be completed, however this may be undertaken in another approved professional practice workplace setting and approved by the Research Supervisor.

The ICD Managers and the Research Supervisor will support students throughout the WIL placement.

The WIL Professional Practice and Research program, consists of 30-hours of research workshop (MIHM400), and 600-hours of work integrated learning (MIHM401a). Students will develop a research proposal following the research workshops. A supervised independent research project will be conducted in industry by students based on their approved research proposal during their WIL placement. To successfully complete the WIL Professional practice and research program a student must achieve:

- A minimum 50% on aggregate over the three graded assessments, and
- A Non-Graded Pass grade in each of the following two assessment components:
 - Industry report on student performance
 - Minimum hours.

Failure to successfully achieve the above will result in a student receiving a Fail grade for the subject. Receiving a Fail grade for the subject will require that the student enrol in a WIL simulation subject, MIHM500, in lieu of repeating the industry-based subject MIHM401a.

The Academic Committee may recommend to the Program Director Academic that a student not be permitted to undertake Professional Practice and Research if the student is not making satisfactory progress in subjects related to Professional Practice and Research and/or where a student has failed 50% or more of the subjects attempted in a study period and/or

where the student has failed a subject for the second time and/or where the student has not completed a minimum of 200 hours of industry experience. The student will then be enrolled in the Simulated WIL Project (MIHM500) where they will remain on campus with course progression intervention processes put in place.

A student will not be permitted to undertake a WIL Placement in a property owned by their family or where an immediate family member is the General Manager.

Students on WIL placement will be provided with 24-hour emergency ICHM contact details.

ICHM will ensure that all host employers, where students will undertake work integrated learning, are informed of, and agree to all requirement and obligations of the ICHM WIL program.

Out of Sequence WIL Placements – Undergraduate degree only

The ICHM program is designed with alternate academic and WIL Placement semesters.

There can be rare occasions where a student finds that they require taking a placement out of the traditional sequence, and with permission from the Program Director Academic this can be approved. In granting permission, the Program Director Academic will consider such factors as but not limited to:

- the student's prior academic performance and course progression
- the students' performance in industry

All Out of Sequence WIL Placements require the student to prepay a fee of \$2,500.

The Out-of-Sequence WIL Placement fee is credited to reduce the tuition fees applicable for the future Academic Semester when it is undertaken. However, if the student does not return to ICHM to undertake the future Academic Semester, the fee is forfeited.

Examples:

1 Extended WIL placement

Where a student on a traditional 6-month WIL placement wants to extend their WIL placement for another 6 months for whatever reason, they will apply to the Program Director Academic, and one of the conditions of extension will be payment of the Out of Sequence WIL Placement fee. This amount must be paid before the completion of the original 6 months.

Where a student arranges a negotiated 12-month WIL placement one of the conditions will be that the student will pay the Out of Sequence WIL Placement fee before the commencement of the second 6 months. Unless there are exceptional circumstances, it is expected that an extended WIL placement will be undertaken in the same location.

2 WIL Placement prior to commencing Academic Studies

Where a student is required to undertake a WIL placement prior to commencing academic studies at ICHM the student will be required to pay the Out of Sequence Placement fee prior to commencement of the WIL placement (in addition to other New Student Fees).

Where a student enrolled in the Bachelor of Business (Hospitality Management) has completed ICHM's Year 3 academic semester and wants to graduate with the Bachelor of Business (Hospitality Management) in the following semester without undertaking WIL Placement 3 due to achieving the minimum 1500 hours they will be required to undertake a final Academic Assessment provided by the WIL Lecturer to determine they have met all learning outcomes of the ICHM WIL program.

There could also be situations where an articulating student is required to undertake further industry experience prior to commencing academic studies, or a continuing student requests to undertake back to back academic studies.

3 DEFINITIONS

ESOS: Education Services for Overseas Students (ESOS). 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.

ICD: Industry and Career Development is the name of the department responsible for Work Integrated Learning.

ICD Manager: The ICD Manager is the person responsible for managing the Work Integrated Learning component of the ICHM degree programs.

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.

Host employer/organization: The hospitality property where the student will complete the requirements of the WIL Placement.

Work Integrated Learning: Is a subject involving approved work and study within an authentic industry setting delivered over one or more semesters.

Property/Hospitality establishment/ Workplace setting: Refers to a hospitality outlet such as a hotel, restaurant, catering, food service business, Convention Centre, resort, cruise ship, winery, motel, or other hospitality venue approved for placement. For Work Integrated Learning this must be a professional practice workplace setting that is conducive to meeting the requirements of AQF Level 7-9.

Minimum hours are defined as:

- Undergraduate program: no less than 500 hours
- Postgraduate program: no less than 600 hours

Research Supervisor: An ICHM academic staff member who is appropriately qualified to supervise a student during the research project component of their Work Integrated Learning placement.

Serious misconduct: Breaches of host employer company policy or procedures which are deemed to be so serious that there is a break in the trust between the student on WIL Placement and host employer. Offences include, but are not limited to theft, alcohol/drugs, insubordination, not adhering to the roster, breach of confidentiality, inappropriate behavior, acts of harassment and discrimination, serious breaches of Health and Safety and Security.

Work Integrated Learning (WIL) Placement: Integrating curricular learning with workplace experience combining theory and professional practice in a real-world environment. WIL is developed to achieve AQF levels 7, 8 & 9

Suitability of students to undertake a Work Integrated Learning Placement

It is in the interest of all parties that students embarking on work integrated learning are capable of performing to the standard required by industry and are suitable ambassadors for ICHM. Whilst students have the ability to advise on their preferred destination, it is the function of the ICD Manager to source hospitality properties willing to accept work integrated learning participants and submit students' resumes to the property. When selecting students for a particular property, the ICD Manager will assess a range of skills and personal qualities and matched against those required by the hospitality establishment.

In a situation where a student rejects for the third time to be put forward for a position which the ICD Manager, has deemed suitable and meeting course requirements, the ICD Manager is deemed to have fulfilled their responsibility and the student may be required to source their own placement or instructed to enroll in the WIL Simulated Placement Subject by the Program Director Academic. The student may appeal this decision via the ICHM Academic Grievance Policy.

Under the Course Progression Policy, the ICHM Academic Committee may recommend to the Program Director Academic that a student not be permitted to undertake a WIL Placement if the student is not making satisfactory course progress in courses relevant to the duties to be performed during the WIL Placement and/or where the student has failed 50% or more of the subjects attempted in a study period.

The ICHM Academic Committee may also recommend to the Program Director Academic that a student have their work integrated learning negotiations temporarily placed on hold, whilst the student's performance is reviewed and monitored for a nominated period due to not making satisfactory course progression. In review, the student's negotiations may recommence if improvement is noted, or a further recommendation to not permit to go to industry.

Concerns with a student's performance, attitude, reliability, attendance, responsibility, health, and wellbeing may also be reported to the Academic Committee for review of the suitability of the student to undertake a WIL Placement.

Undergraduate program only

The following may restrict the type of placement offered to the student within the undergraduate program:

- A fail grade in the subject BBHM103 Delivering Guest Services Practicum will result in the student not being able to undertake a Food and Beverage placement until the subject is passed.
- A fail grade in the subject BBHM104 Rooms Division Service Standards will result in the student not being able to undertake a Rooms Division placement until the subject is passed.
- Failure to provide the ICD team with a valid Responsible Service of Alcohol certificate for the relevant region.

Postgraduate program only

A student who is enrolled in the postgraduate program with no prior and relevant food and beverage and/ or rooms division experience must enrol in the subjects MIHM101 International Hotel Food and Beverage Management and MIHM102 International Hotel Accommodation Management. The following may restrict the type of placement offered to the student within the postgraduate program:

- A fail grade in the subject MIHM101 International Hotel Food and Beverage Management will result in the student not being able to undertake a Food and Beverage placement until the subject is passed.
- A fail grade in the subject MIHM102 International Hotel Accommodation Management will result in the student not being able to undertake a Rooms Division placement until the subject is passed.
- Failure to provide the ICD team with a valid Responsible Service of Alcohol certificate for the relevant region.

Students sourcing own placement

Students may choose to source their own placement. Students must inform an ICD Manager of this decision and take advice on the suitability of properties. Before accepting an offer of placement, the position and property must be approved by an ICD Manager.

A student who has failed to adhere to the requirements of the WIL Rules and Conditions, stipulated in the Work Integrated Learning (WIL) Manual, may be required to source their own WIL Placement or instructed to enroll in the WIL Simulated Placement Subject by the Program Director Academic. Failure to meet requirements includes:

- Failure to submit resumes and all other forms by the due date, and after reasonable reminders.
- Changing destinations once the resume has been put forward to a property, resulting in the need to withdraw the student's application
- Failure to complete the interview guide and/or attend the interview preparation session and as a result, the student is unsuccessful for the position
- Failure to attend a scheduled interview
- Declining an offer of employment without reasonable explanation
- Being terminated from a placement due to unsatisfactory performance and/or conduct

International students who hold a student visa, and choose to source their own placement in Australia, should note that if an WIL placement position is not sourced, approved and confirmed within a 3-week period after leaving campus, the student will be deemed as not meeting course requirements and will be required to return to their home country to undertake a WIL placement.

Students who are sourcing their own WIL placement, must provide relevant required documentation to their ICD Manager by the nominated census date of the placement semester. Failure to do so may be deemed as a student not meeting course requirements. Any delays or deviations to source own placement negotiations that may jeopardise the above deadlines, will be required to be communicated to the ICD Manager.

Student termination or dismissal from a property

It is the expectation of ICHM that students will always exhibit the highest standard of personal and professional conduct and abide by the policies and procedures applicable to the college and place of employment. If the placement is terminated the following will apply:

Serious misconduct

If the student's placement is ended by the host employer because of an offence which is deemed serious, the student will be reported to the Program Director Academic under the Personal Conduct Policy.

If the student is permitted to remain within the ICHM degree program and receives a Fail grade for the WIL Placement, the student will be required to enrol in the Simulated WIL subject. All hours earned at the terminated property cannot be used towards the minimum hours required to pass the Work Integrated Learning subject.

Performance issues

It is an expectation of the host employer that students be given an opportunity to gain feedback about their performance, and where possible, given further training and the opportunity to improve. If there fails to be improvement by the agreed date, the host property may decide to terminate the placement.

Each case of student termination due to performance issues will be reviewed by the Academic Committee and a recommendation put to the Program Director Academic.

Recommendations for the continued course progression of the student may include:

- a Fail grade for the WIL placement
- Re-enrolment in an alternate WIL placement
- Enrolment in the Simulated WIL subject
- Hours earned at the terminated property reviewed for use towards the minimum hours requirement reviewed on a case by case basis

Termination by the student earlier than the agreed leave date

WIL placement start, and finish dates are agreed at the time of offer by a host employer. Students are required to honour the terms and conditions of the contract provided by the host employer and this includes adhering to specific start and finish dates. Leaving earlier than the contracted date, even if the minimum hours has been achieved, is not permitted and may result in a Fail grade.

Only under extenuating circumstances will these start, and finish dates be flexible and, in this case, students must contact their ICD Manager to discuss the personal situation prior to contacting the host employer.

If a student decides to terminate the placement earlier than the agreed end date, without authorisation from an ICD Manager they will receive a Fail grade for the Work Integrated Learning subject and will be instructed by the Program Director Academic to either source an alternative position or enrol in the WIL simulated subject. All hours earned at the terminated property cannot be used towards the minimum hours requirement to pass the Work Integrated Learning subject as above.

A student may access the ICHM Academic Grievance Policy and Procedure at any time if they are dissatisfied with decisions made about their termination or dismissal from a property.

Managing Work Integrated Learning Hours

Not achieving minimum hours in a WIL placement

Minimum hours are defined as:

- Undergraduate program: no less than 500 hours
- Postgraduate program: no less than 600 hours

It is the responsibility of the student to maintain a record of their hours which will be submitted with each academic assessment throughout the semester. The student should do everything reasonable to ensure they are working the required hours which will result in achieving the minimum hours by the end of the placement period. Not achieving the prescribed minimum hours by the end of the placement period may result in the student achieving a Fail grade for the Work Integrated Learning subject.

If it is evident that there may be a shortfall of hours during the placement, the student should communicate with their ICD Manager at the earliest opportunity.

If a student has not been offered hours by the host employer, through a downturn in business or other circumstances deemed extenuating and the student has made best efforts to work all hours available, with confirmation from the host employer, credit for hours worked may be granted by the Academic Committee and the student may make up the shortfall in a subsequent semester or via alternative means approved by the ICD Manager.

Working excessive hours in a WIL placement

Students must manage excessive working hours in industry. Students have the responsibility to undertake academic study component in addressing the associated subject assessment. Excessive hours cannot be utilised as an excuse of non-completion of assessments, as WIL placement is also considered an academic subject.

Work/life balance and professional health is important to manage effectively. If a student perceives they are struggling with excessive hours and study requirements, they must communicate with their ICD Manager, WIL Lecturer or the Human Resource Manager of their establishment.

Responsibilities of the student

Prior to placement

- Undertake all activities as stipulated by the ICD Manager in preparation for undertaking the WIL placement and in particular the identification of positions and properties suitable for such.
- Advise the ICD Manager of any factor which may affect their capacity to safely undertake the WIL placement, such as a disability or personal health concern.
- To accept the negotiated position offered to them.
- To obtain any visas necessary to work in the destination where the WIL placement will be undertaken. All costs associated will be the students' responsibilities, unless paid for by the Host Employer.
- To arrange and pay for all flights and accommodation to the destination where the WIL placement will be undertaken unless the host employer provides these items.
- To complete all administration as required by the host employer.
- To provide the ICD team with change of address and contact details within 7 days of leaving campus.
- Preparation of the Student Resume
 - It is the responsibility of each student to ensure that their resume is complete and updated with all relevant details prior to submitting to the ICD team. A specific due date will be stipulated by the ICD team each semester
 - Initial tuition will be provided to all new students with advice on the correct format, content and application of the use of the ICHM Resume template
 - It is the student's responsibility to ensure that their resume meets the ICHM corporate standards for both content and format
 - Where these requirements are not met, the ICD Manager may refuse to source and pursue a WIL Placement until the student addresses the feedback provided and amends their resume in order to meet the required ICHM Standards.
- Complete and/or provide evidence of Responsible Service of Alcohol (RSA) Certificate to the ICD Manager within the advised timeframe prior to commencement of placement.
- The student must provide the ICD Manager with a copy of their Employment Contract or Application to Continue with Current Employer form obtained from their WIL employer. Once this document is received the WIL is classified as being secured.

Postgraduate students

- Students enrolled in the post graduate program must complete the research workshop and have their research proposal approved. Failure to complete the requirements will jeopardise a successful placement and may result in enrolment in the WIL Simulated Project MIHM500 subject.

During the placement

- Comply with all requirements as stipulated by the program.
- If the student is an international student, comply with all conditions of their student visa under the ESOS Act.
- Notify the ICD Manager of any changes of address and contact details.
- Start and finish the placement on the dates as agreed with the Host employer and the ICD Manager.
- Be available for all shifts as rostered and ensure punctuality.
- Holidays are normally not permitted during the course of the placement period unless the hospitality establishment requires the student to take holidays due to policy or a decrease in business levels. Any leave of absence (other than roster days off) must be approved by the ICD Manager.
- In the case of illness or inability to work, comply with your host employers' Absence Policies and Procedures. The ICD Manager must be advised of any absence requiring longer than 7 days.
- Always conduct themselves in an ethical and professional manner and in accordance to the host employers' policies and procedures.
- Adhere to professional ethics and codes of conduct appropriate to the hospitality Industry, as outlined by the ICD Manager, and the host employer
- Maintain communication with department heads/supervisors within the host property, Research Supervisor (postgraduate program) and the ICD Manager as required.
- The ICD Manager must be made aware of any issues relating to the student's employment, particularly if the student is at risk of losing the WIL placement or must leave the WIL placement earlier than the agreed finish dates.
- Ensure that accurate records are maintained in regard to timesheets and that these are verified by a work supervisor and provided to the ICD Manager, on a fortnightly basis.
- Fulfil the assessment requirements of the placement as outlined in the Study Guide.

Accidents while on placement

Students' safety and well-being is paramount to the College. Students are expected to:

- Comply with any occupational health and safety guidelines, as specified by the host employer.
- Wear protective and safety equipment as necessary in the course of their duties and as required by the host employer.
- In the event of an accident, injury or damage whilst undertaking a WIL placement activity, students should advise their department supervisor/head, the HR department and their ICD Manager. The student should complete any documentation as required by the host employer.
- In the event of an accident or injury occurring whilst the student is not undertaking a WIL placement activity, it is advisable that the student contact their ICD Manager especially if the accident/injury will prevent the student from attending work. Should the accident or injury be of a serious nature, the ICD Manager will use ICHM's Critical Incident Response Policy as reference.
- Keep all relevant medical certificates and accounts for any insurance claims that may be made.

Responsibilities of the Industry and Career Development Manager

Prior to placement

- Ensure that all host employers are informed of and agree to all requirements and obligations of the ICHM placement program.
- The ICD Manager will be familiar with and adhere to all relevant sections of the ESOS Act.
- Ensure the student is aware of the requirements for a successful placement, including ethical behaviour and communicate these via different sessions.
- Ensure the highest level of professionalism when conducting all business as a representative of ICHM.
- Be the liaison between campus and industry and inform the student of options and any limitations affecting their choice of destination.
- Match the student to hotel needs and positions available, being mindful to adhere to equal opportunity and anti-discrimination legislation at all times.
- Provide advice, guidance and the skills to the student so that they may be successful at interview.
- Provide on campus, career counselling and seek further guidance and assistance from management and the Student Counsellor and Welfare Advisor, as necessary.
- Update College records accurately and report on information as necessary.
- To ensure the students have all relevant requirements for work, as stipulated by the host employer.
- The ICD manager must receive a copy of the students Employment Contract or Application to Continue with Current Employer to officially confirm the WIL placement has been secured.

During the placement

- Be a point of contact and support, for students on WIL placement and make contact with the student at least 3 times during the placement.
- Make contact with the host employer during the semester, to review students' progress.
- Record and monitor student hours submissions to ensure that students are achieving an acceptable number of hours at work to complete their placements, and in the cases of International Students, that they are meeting course requirements, under ESOS regulations and intervene and offer guidance where host employers cannot provide adequate hours.
- To communicate and counsel the student in relation to issues affecting their WIL placement.
- Respond to any concerns communicated by the host employer, where students are not achieving performance standards as required by the host employer.
- In cases of serious incidents occurring to students on WIL placement, the ICD Manager will refer to the Critical Incident Policy.
- When travelling to any destination where students are undertaking a placement, all effort should be made to make contact with the student, and if possible, meet personally with them.
- Ensure that the reputation of ICHM is upheld at all times.

In the event of a natural, economic, or political disaster:

In the event the student undertaking their WIL placement in a destination that becomes affected by a natural, economic, health or political disaster, the ICD Manager will work with the student to ensure their safety is not compromised. If it is in the best interest for the student to be removed from the environment due to safety reasons, the ICD Manager will assist in securing a new WIL placement position in an alternate destination where feasibly possible.

The ICHM Student Counsellor and Welfare Advisor will be available to offer additional support to assist with the student's mental wellbeing.

All incidents will be reported to the ICHM Program Director Academic or CEO as per the Critical Incident Policy.

Responsibilities of the host employer

In order to ensure the WIL placement is mutually beneficial for all parties, the host employer is expected to:

- Provide the student with all information pertaining to their employment.
- Provide a safe workplace to students undertaking WIL placement, complying with all regulations under occupational health, safety and welfare legislation.
- Adhere to equal opportunity and anti-discrimination legislation. Students on WIL placement should be treated in the same way as any other employee in terms of the legislation.
- Ensure that all terms and conditions as stipulated in the contract of employment, be honoured.
- Ensure that the student is properly inducted into the organisation.
- Ensure the student is informed of whom their workplace supervisor is and whom they should communicate with for issues relating to their training.
- Inform relevant managers, supervisors and staff of the presence of the student, and the reason and purpose of the WIL placement.
- Train the student on the product, its policies and expected standards of service.
- Provide emergency care for students in case of accident or illness whilst on WIL placement and contact the relevant ICD Manager as soon as practical.
- Allow visits by ICHM staff to assess and monitor the student's progress.
- Inform the ICD Manager if the student is absent from work for medical reasons, for any period exceeding 7 days, or without explanation for more than 2 days.
- In the cases of poor conduct and/or performance, the host employer should follow procedures in place in the organisation; however, the ICD Manager should be advised whenever there are concerns with the student's performance or conduct.
- Apart from cases of serious misconduct, the host employer will give the ICD Manager an opportunity to counsel the student on their performance/conduct and allow the student the opportunity to improve.
- If there is a possibility that any such performance/conduct would result in the termination of the student's employment, the ICD Manager should be informed as soon as practically possible, ideally before the termination has taken place.
- Allow appropriate access by students to property departments for the purposes of learning and completing assignments.
- Ensure that a performance assessment is completed for each student undertaking a WIL placement. These assessments should consider the overall performance of the student and be fair and constructive, so as to provide a learning opportunity for the student.
- Allow ICHM the right to publish the organisation's name in the public domain.
- Provide adequate public risk insurance cover in relation to loss, damage or injury suffered by students in the course of the WIL placement. Whilst on WIL placement, students are not covered under the college's insurance policy.
- Provide students, where possible, with the hours required to complete their WIL placement. If the full number of hours cannot be provided a letter stating this must be given to the student at the end of the WIL placement

5 RESPONSIBILITIES AND AUTHORITIES

5.1. Policy Owner

The Policy Owner is the designated Executive responsible for the quality, currency and implementation of the Policy and associated instruments. For this policy, this is the Program Director Academic.

5.2. Approval Authority

The Chief Executive Officer and Program Director Academic are the approval authorities for this policy. Policies must be approved by the appropriate authority.

6 REVIEW

The Program Director Academic is responsible for the review of this policy for all minor and major changes or on a 2 yearly basis, whichever comes sooner.

7 ACKNOWLEDGEMENT (if applicable)

Not Applicable

8 APPROVAL

<i>WORK INTEGRATED LEARNING (WIL) PLACEMENT</i>	
Policy Owner	Program Director Academic
Version Number	17.0
Approval Authority	Chief Executive Officer and Program Director Academic
Approval Date	4/8/2021
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