Metavision Institute Pty Ltd
A.C.N 102 838 844

Work Integrated Learning Policy

Purpose

This policy provides an overarching framework for the work integrated learning components of Metavision Institute's higher education courses to ensure the quality of students' professional practice learning, and their wellbeing and safety in external host organisations.

Scope

This policy applies to all approved WIL activities within Metavision Institute's courses, which may include placements, industry projects, simulations, or other forms of structured, supervised, and assessed workplace experiences designed to integrate theory and practice.

Activities undertaken by students independently of their course requirements, such as voluntary work or casual employment not formally linked to a unit of study, fall outside the scope of this policy.

Relevant TEQSA Threshold Standards

This policy aligns with the requirements of sections:

Related HESF Domain	Section	Standard
Domain 2: Learning Environment	2.3	Wellbeing and Safety
Domain 5: Institutional Quality Assurance	5.4	Delivering with Other Parties
Domain 6: Governance and Accountability	6.3	Academic Governance

1. Policy Principles

1.1 Metavision Institute's higher education courses have a coherent teaching philosophy for work integrated learning units that has been intentionally designed to provide quality practice-based learning for students and align with professional accreditation requirements.

1.2 The provision of Work Integrated Learning experiences in Metavision Institute's higher education courses enhances the quality of student learning, facilitates the integration of theory with practice, and equips graduates for employment and professional practice.

1.3 All WIL activities, including but not limited to placement tasks, supervision processes, and assessments, are intentionally designed and mapped to the industry regulated practice standards and professional competencies ensure graduates meet the required standards for safe, ethical, and competent practice.

1.4 WIL activities must actively promote and uphold principles of cultural awareness, humility, responsiveness, and safety, particularly concerning Aboriginal and Torres Strait Islander Peoples and diverse client populations.

1.5 Metavision Institute provides WIL consistent with requirements and guidelines contained within relevant legislation and standards including, but not limited to:

1.5.1 Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth);

1.5.2 Higher Education Standards Framework (Threshold Standards) 2021;

1.5.3 Fair Work Act 2009 (Cth);

1.5.4 Relevant State and Federal Anti-Discrimination legislation;

1.5.5 Relevant State and Federal Work Health and Safety legislation;

1.5.6 Relevant State and Federal Privacy legislation.

1.6 Metavision Institute is committed to:

1.6.1 Maximising opportunities for students to develop knowledge, skills, and professional values through WIL.

1.6.2 Ensuring equitable access to WIL opportunities for all students, making reasonable adjustments where required in accordance with relevant Anti-Discrimination legislation and Metavision's equity policies.

1.6.3 Actively promoting and facilitating engagement with stakeholders (host organisations, professional bodies, community groups) to establish and maintain mutually beneficial relationships.

1.6.4 Designing WIL activities to provide benefits to all stakeholders, including students, the host organisation, and the broader community.

1.7 Metavision Institute retains responsibility for student wellbeing and safety during WIL placements. Following notification of any safety incident or critical incident involving a student during placement, Metavision Institute will act promptly in accordance with its Critical Incident Policy to ensure student safety, provide appropriate support, liaise with the Host Organisation, and undertake necessary follow-up actions.

1.8 Metavision Institute maintains a zero-tolerance approach to sexual assault, sexual harassment, discrimination, and bullying within all learning environments, including WIL placements. All members of the Institute community participating in WIL are expected to uphold the *Student Code of Conduct and Shared Responsibility*, as relevant.

2. WIL Unit Design and Approval

2.1 All units incorporating Work Integrated Learning components are designed and developed in accordance with Metavision Institute's *Course Development and Approval Policy*.

2.2 Specific WIL Design Considerations: In addition to standard curriculum design principles, the design and approval process for WIL units must specifically address and document:

2.2.1 Clear alignment of WIL activities and assessments with course learning outcomes and relevant professional accreditation standards (e.g., PACFA Professional Competencies).

2.2.2 Integration of appropriate theoretical preparation prior to WIL commencement.

2.2.3 Defined models for Institute clinical supervision and Host Organisation placement supervision, including supervisor qualifications and support.

2.2.4 Robust assessment strategies, including methods for assessing practical skills and professional conduct during placement (e.g., direct observation, case reviews).

2.2.5 Specific risk assessments for the WIL activities, addressing potential hazards to student wellbeing and safety.

2.2.6 Resource planning to ensure adequate support for students and coordination of placements.

2.3 Final approval for new or significantly revised WIL units rests with the Academic Board, following review and recommendation according to the *Course Evaluation and Review Policy* and *Quality Assurance Policy*.

2.4 Specific requirements for WIL placements, including minimum hours, attendance expectations, and procedures for reporting absences, are detailed in the WIL Unit Outline.

3. Implementation

3.1 Before commencing their placement, students are provided with formal preparation by Metavision Institute in a Preparing for Placement lecture before commencing placement with their Host Organisation, which includes:

- 3.1.1 Awareness of the Host Organisation's requirements (including hours, dress code, IT use, WHS, conflict resolution)
- 3.1.2 Principles of culturally safe practice within the placement context
- 3.1.3 Clear instructions on how to report any wellbeing concerns, safety hazards, or incidents (including harassment or assault) occurring during placement to both the Host Organisation and Metavision Institute
- 3.1.4 Details of key Metavision Institute contacts for support and incident reporting
- 3.1.5 Information on accessing Metavision Institute's student support services while on placement
- 3.1.6 Relevant critical incident procedures

3.2 Placement agreements with Host Organisations are approved by the Dean and underpinned by a due diligence assessment to ensure the Host Organisation provides a safe, suitable, and legally compliant environment for student learning, meeting Metavision Institute's obligations to its students.

3.3 Prior to commencing WIL placements, a risk assessment specific to the WIL activity and Host Organisation environment will be conducted or reviewed in accordance with Metavision Institute's Risk Management Framework to identify and mitigate potential risks to student wellbeing and safety.

3.4 WIL placements may be undertaken internationally subject to approval and adherence to Metavision Institute's specific procedures for international placements, including risk assessment and insurance requirements. International placements will not be approved where their inclusion contravenes professional accreditation requirements.

3.5 Students must demonstrate fitness to practise prior to commencing WIL placements. This is assessed through:

- 3.5.1 Successful completion of prerequisite units covering foundational knowledge, skills, and ethics;
- 3.5.2 Adherence to the *Student Code of Conduct and Shared Responsibility;*
- 3.5.3 Meeting any specific course progression requirements; and
- 3.5.4 Provision of a current Australian National Police Check prior to commencement of placement in Australia.
- 3.5.5 Provision of a Working with Children Check (or equivalent state or territory check) where required by the host organisation or applicable state or federal legislation. This requirement is determined by the Clinic Supervisor or Placement Officer based on the nature of the placement and the client population served.

3.6 Students are notified of these requirements at the point of offer, and placement commencement is conditional on all fitness to practise requirements being satisfied.

3.7 Metavision Institute is responsible for managing the provision of student placements and students are expected to engage actively with the placement coordination process as instigated by Metavision Institute.

3.8 Host Organisations must have clear processes, documented in the placement arrangements, ensuring clients provide specific, informed consent for receiving services from a student counsellor under supervision.

3.9 Host Organisations provide evidence of their policy framework to ensure the wellbeing and safety of students on placement and their clients, including Anti-Discrimination, Equal Opportunity, Workplace Health and Safety, Privacy and Critical Incident policies, prior to the approval of the student placement by the Dean.

3.10 Prior to finalising any placement, Metavision Institute will undertake due diligence, which may include reviewing the Host Organisation's policies and, where appropriate, conducting site assessments to confirm the suitability and safety of the learning environment.

3.11 Mechanisms to assure ongoing Host Organisation compliance with the terms of the Placement Agreement and relevant Metavision Institute policies during the placement period will be employed. This may include requirements specified in the Placement Agreement for:

- 3.11.1 Periodic confirmations from the Host Organisation regarding adherence to agreed supervision arrangements and safety protocols
- 3.11.2 Attestation of compliance within the final Host Organisation Evaluation form
- 3.11.3 Providing access for placement reviews or site visits by Metavision Institute representatives if required

3.12 Staff involved in coordinating WIL must actively manage and reduce risks associated with WIL activities through actions consistent with Metavision's risk management framework, including:

- 3.12.1 Conducting site assessments or evaluations where appropriate
- 3.12.2 Ensuring robust agreements are in place
- 3.12.3 Confirming student preparedness and orientation
- 3.12.4 Maintaining accurate records
- 3.12.5 Ensuring appropriate supervision structures

3.13 Placements cannot commence until the Metavision Institute and the Host Organisation have signed an Placement Agreement.

3.14 Metavision Institute ensures that student support services (such as counselling and academic support) are accessible to students undertaking WIL placements, regardless of location. Information on how to access these services during placement is provided during the Preparing for Placement lecture.

3.15 Metavision Institute ensures appropriate supervision of students' practice while they are undertaking client practice hours in their placement.

- 3.15.1 All Institute supervisors must be suitably qualified, hold relevant professional registration and possess the necessary supervisory skills.
- 3.15.2 This supervision must include processes for the direct observation of student practice (e.g., via recordings reviewed with consent, live observation where feasible) to inform supervision and assessment.

3.16 Metavision Institute actively monitors student wellbeing and safety throughout the placement

period. This includes scheduled check-ins between the Placement Officer and the student specifically discussing the placement environment, workload, supervision experience, and any safety or wellbeing concerns.

3.17 Metavision Institute reserves the right to conduct site visits or reviews during the placement period, particularly if concerns regarding student safety, wellbeing, or the quality of the learning environment are raised by students, supervisors, or Institute staff.

3.18 Host Organisations must provide placement supervisors who are suitably qualified, professionally registered practitioners with the skills to supervise counselling students. Metavision Institute verifies supervisor suitability during the Placement Agreement and placement approval process to ensure supervisors have relevant mental health and well-being qualifications and experience.

3.19 Students have the right to raise concerns regarding their WIL placement experience or the supervision provided. Concerns should initially be discussed with the Placement Officer. If unresolved, or if the concern relates to the Placement Officer, students can escalate the matter to the Dean, following procedures outlined in the *Student Grievance Complaints and Appeals Policies*.

3.20 Students must adhere to the terms of the Placement Agreement and Host Organisation policies. Unauthorised absence from, or cessation of, a placement without prior agreement with the Placement Officer may constitute student misconduct and be addressed under the *Student Misconduct Policy*.

3.21 If a student is not meeting placement requirements, the Host Organisation contacts the Placement Officer and a joint meeting with the student is arranged. If the Placement Officer identifies that the student is at risk of failing the unit, the student is referred to the Dean, and the provisions in the *Student Progression Policy* are followed.

3.22 Failure to meet the academic or practical requirements of a WIL unit, including placement hours and performance standards, will be managed in accordance with the *Student Progression Policy*. This may include requirements for repeating components of the unit or undertaking additional placement hours.

3.23 At the end of the placement, the Host Organisation Supervisor completes the Host Organisation Evaluation form to evaluate the student's learning and performance, using a pro forma template at the end of the semester, and emails the completed form to the Placement Officer.

3.24 All records relating to WIL placements, including agreements, student progress, supervision, and evaluations, must be captured and maintained in Metavision Institute's approved records management system in accordance with the Institute's *Records Management Policy*.

4. Reporting Placement Incidents

4.1 Students must immediately report any workplace hazard, safety incident (including near misses), critical incident, or experience of discrimination, harassment, bullying, or assault occurring during their placement. Reports should be made to:

4.1.1 The designated Host Organisation supervisor or contact person, and

4.1.2 The Metavision Institute Placement Officer.

4.2 Host Organisations are required, as per the Placement Agreement, to promptly notify the Metavision Institute Placement Officer or Dean of any significant safety incident, critical incident, or formal complaint involving a Metavision Institute student during their placement.

4.3 Upon receiving a report, the Placement Officer (or Dean) will acknowledge receipt, ensure the

student's immediate safety, offer appropriate support (referencing the *Student Grievance* and *Critical Incident Policies*), liaise with the Host Organisation as needed, and document the report and actions taken in accordance with Institute procedures.

5. Responsibilities

5.1 Governance Board

5.1.1 Responsible for oversight of risk management for students in work integrated learning activities.

5.2 Academic Board

5.2.1 Responsible for ongoing quality assurance of work integrated learning activities for students in Metavision Institute's higher education courses.

5.2.2 Develops and oversees processes for the regular monitoring and quality assurance of WIL experiences across all placement sites, ensuring consistency and educational value.

5.2.3 Reviews feedback from students, Host Organisations, and supervisors to identify areas for improvement in WIL delivery and supervision quality.

5.3 Dean

5.3.1 Approves Placement Agreements.

5.3.2 Ensures that Host Organisation Placement Agreements s are designed to meet the standards of this policy.

5.3.3 Ensures Placement Agreements s with Host Organisations include clauses regarding the Host Organisation's obligation to report incidents involving students and mechanisms for assuring ongoing compliance with agreement terms during the placement period.

5.3.4 Ensures mechanisms are in place to evaluate the quality and effectiveness of supervision provided by Host Organisations.

5.3.5 Ensures placements are subject to risk assessment in accordance with Metavision Institute's Risk Management Framework.

5.3.6 Implements, monitors and evaluates the student experience of Work Integrated Learning activities.

5.3.7 Ensures mechanisms are implemented for the ongoing monitoring of student safety and wellbeing during WIL placements.

5.3.8 Ensures that all students participating in Work Integrated Learning activities are appropriately prepared by attending the Preparing for Placement lecture and are aware of the Host Organisation's requirements regarding hours of attendance, punctuality, dress code, appropriate use of IT resources, workplace health and safety, conflict resolution mechanisms, and any other requirements.

5.4 Placement Officer

5.4.1 Serves as a primary contact point for students reporting wellbeing or safety concerns arising during placement, and initiating appropriate support and reporting procedures in accordance with the *Critical Incident Policy* and *Student Grievance Policies*.

5.4.2 Responsible for overseeing the supervision and assessment of students in work integrated learning units, including ensuring assessments incorporate methods such as direct observation or review of practice recordings where appropriate.

5.5 Host Organisations

5.5.1 Responsible for ensuring appropriate placement supervision arrangements for students are in place, and that students are regularly provided with feedback about their performance.

5.5.2 Provide students with induction into the policies and workplace culture at the beginning of the placement.

5.6 Students

5.6.1 Meet their Host Organisation's requirements and policies, and

5.6.2 Fulfill assessment requirements as outlined in the unit outlines.

Definitions

Term	Definition
Host Organisation	A formal entity (e.g., agency, clinic, organisation) approved by Metavision Institute, offering a Placement opportunity for Metavision Institute's students.
Placement	An approved, organised, structured, supervised, and assessed workplace experience undertaken as a mandatory component of a Metavision Institute unit or course. Placements enable students to apply theoretical knowledge, learn about workplace expectations and culture, and acquire skills relevant to Metavision's graduate attributes and professional standards (e.g., PACFA Code of Ethics). Placements undertaken as part of a Metavision Institute course typically meet the definition of a Vocational Placement under the Fair Work Act 2009.
Placement Agreement	The signed agreement between Metavision Institute and the Host Organisation, which sets out the rights, responsibilities and expectations of all parties involved in the placement, and specifies the Host Organisation's policies that protect students and clients from risk of harm, and clarifying arrangements regarding any intellectual property generated by the student during the placement.
Work Integrated Learning (WIL)	The umbrella term for components of a course that integrate theoretical learning with its application in practice. WIL at Metavision Institute includes formal Placements but may also encompass other structured, supervised, and assessed activities designed to develop professional competence, such as simulations or industry-linked projects where relevant to the course.
Work integrated learning arrangements	The planning, implementation and oversight of work integrated learning experiences. It involves the implementation of appropriate agreements with Host Organisations and provisions for students' access to ongoing and crisis supervision of their practice with clients.

Related Documents

Category	Documents
Policies	Course Development and Approval Policy
	Course Evaluation and Review Policy
	Critical Incident Policy
	Quality Assurance Policy
	Student Grievance Complaints and Appeals Policy (Academic)
	Student Grievance Complaints and Appeals Policy (Non-Academic)
	Student Misconduct Policy
	Student Progression Policy
	Records Management Policy
Other	Placement Agreement with Host Organisations
	PACFA Code of Ethics
	Risk Management Framework
	Student Code of Conduct and Shared Responsibility

Version Control

Field	Detail
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