Work Integrated Learning (WIL)
Work Experience Industry Host Handbook

Industry handbook for:
NUTR2004: Food Science, Systems & Policy
BHM106: Botany & Herbal Manufacturing
What's Inside

Work Integrated Learning (WIL) – Work Experience Industry Host Handbook

What's Inside

Torrens University
Here for Good
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Thank You
Torrens University Australia is part of Laureate International Universities, the largest global network of higher education institutions. We offer undergraduate and postgraduate courses in a variety of disciplines. These courses are delivered through our incredible family of schools and a prestigious array of collaborations. Our campuses span across Sydney, Adelaide, Melbourne and Brisbane. Wherever possible, we also offer courses online and via blended learning to provide convenient access to students.

The health science courses are offered at our colleges, historically known as ACNT (Sydney or Brisbane) and SSNT (Melbourne) which have nearly 100 years of combined history between them. Torrens University philosophy is “here for good”. Our institutions are providing the critical skills, knowledge and support to help make this happen. Learn from industry experts in state-of-the-art facilities, and gain real practice experience working in our customised student clinics.

Here for Good

As part of Laureate International Universities, Torrens University Australia is here for good. We’re united by a belief in the power of education to change lives. In addition, we’re serious about making an enduring commitment to the communities we serve. To us, this is about purpose and permanence. This is what we mean by Here for Good. Our commitment is to also ensure graduates are dedicated to have a positive impact on their communities.
What is Work Integrated Learning (WIL) work experience?

The WIL placement program aims to provide students with practical and real-life experience, to develop first-hand industry knowledge and skills.

Work experience under the supervision of the industry host provides the student with the opportunity to:

- observe and gain professional health industry knowledge and practices
- reflect upon knowledge and skills gained from work experience
- develop professional rapport with members of their future profession
- develop foundation health business skills

What you can expect

During the WIL placement, the industry host can expect:

- A student who is enthusiastic, motivated and ready to learn
- Student compliance with the Student Conduct Policy
- The student to be covered by the Torrens University Australia insurance policy. Please note: if a student sustains injury while on your premises, please contact the college immediately.
- No obligation of employment beyond the completion of the work experience
- The ability to terminate work experience. You have no obligation to keep the student on and you should contact the college immediately as needed

Your role and responsibilities

As an industry host you will:

- orientate the student to the workplace
- provide the student with Workplace Health and Safety Information
- provide students with an opportunity to gain experience in the industry
- provide opportunities for the student to observe best practice
- maintain appropriate workplace policies and procedures
- provide constructive feedback as appropriate to the student
- complete and sign-off any relevant paperwork for the student placement, including the Student Attendance Record Form
- obligation to keep the student on and you should contact the college immediately as needed

Role of our Industry Consultant

The industry host is supported by an Industry Consultant in your relevant state. If you have any questions, please contact them: industry@laureate.net.au:

The Industry Consultant is responsible for:

- processing and managing completed WIL agreements
- validating the work experience placement
- being the point of contact for the industry host

The Work Integrated Learning Agreement

The Work Integrated Learning Agreement sets the terms between Industry Host, student and Torrens University Australia.

Prior to the commencement of work experience, the student and industry host complete the Work Integrated Learning Agreement, which must then also be signed by an authorised Torrens representative. The WIL must be approved by Torrens University Australia before Day 1 of the work experience.

Work experience activities

Students seeking work experience are at an early stage in their studies. They are exploring opportunities within the industry and the very many varied career paths that may be available to them upon completion of their studies. At this stage, students are unable to offer any health care advice or services to the public. They will be able to shadow, observe and complete basic administration and other supervised tasks.

Hazardous, risky or dangerous tasks are not to be allocated to the student.
The range of activities that a student could complete during their time with you include:

- observing the work environment
- shadowing a senior employee
- working as a buddy with an experienced employee
- assisting with basic tasks

Please liaise with your industry consultant to discuss the types of tasks students may undertake in your work environment.

**Managing a student on work experience**

**Attendance**

Please treat students like new employees. They should comply with the same requirements as other workers. The Industry Consultant should be notified at any instance of their non-attendance or late arrival.

Please ensure that you progressively sign the Student Attendance Record Form.

**Payment**

According to our policies, students are not permitted to receive payment, or gifts over the value of $50, for their work experience.

**What if the student gets injured?**

Please ensure the student receives either first aid or medical attention.

Please contact the Torrens Industry Consultant and the student’s emergency contact (listed on the WIL Agreement Form).

**Insurance**

The Torrens University Australia insurance policy covers all students for workplace injury and a copy of this will be provided to the establishment prior to the start of the student’s work experience along with the WIL agreement.
Placement policy statement

The Work-Based Learning Policy ensures that whenever students are required to complete work experience that all the parties involved (the student, the host employer and Torrens University Australia) are fully aware of, agree with and agree to meet all rights and responsibilities, both academic and other to achieve a successful WIL work experience.

Legislative requirements

Privacy

All parties are bound by state and commonwealth laws regarding privacy.

You may require a student to sign a confidentiality agreement with you if they are going to be exposed to sensitive information.

Working With Children Check / Blue Card

Where applicable, students can be required to hold a current Working With Children Check number / Blue Card prior to commencing the placement.

Additional Requirements

If your workplace has additional requirements that students will need to undertake work experience, please contact the Industry Consultant prior to the student’s commencement.

End of placement

At the end of placement we request that the industry host:

- Provides an opportunity for students to receive constructive feedback, outlining his/her strengths and areas for improvement
- Asks the student how they feel about their performance
- Ensures that all appropriate forms have been signed and provided to the student

We welcome your feedback. Our industry team will provide you with a survey to gain further feedback regarding the work experience placement.
Thank you!
On behalf of Torrens University Australia and our students, we would like to thank you for generously contributing your time, knowledge and experience to assist our students on their journey to achieve their career goals.