



## **Work Integrated Learning Handbook**

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## **Section1. Introduction**

1.1 This handbook outlines the processes and procedures for Work Integrated Learning (WIL), experiences offered within units in the ***Bachelor of Agribusiness*** course at *Leaders Institute* (LI). It also delineates the roles and responsibilities of each stakeholder involved in WIL including students, LI staff and host organisations.

1.2 The integration of WIL within LI courses aims to provide students with exposure to ‘real’ work contexts and broaden their potential career prospects. It also aims to provide students with opportunities to apply and further develop their knowledge and understanding of the discipline they are studying and introduce them to the professional and practical skills required in the workplace. In particular students get the opportunity to:

- apply their academic knowledge and skills in practice
- develop their employability and ‘soft’ skills
- build a network of industry professional contacts
- enhance their career readiness
- develop their professional self-confidence

1.3 Students will be expected to demonstrate skill acquisition and understanding by meeting particular placement requirements. The latter may include observations, interviews, case studies, research projects and reflective reports to further develop attributes such as critical thinking, effective communication and problem solving; as well as engaging with appropriate workplace activities.

1.4 All WIL placements are unpaid and form part of the formal assessment requirements students must complete to fulfill mandatory obligations that are part of the Course they are studying.

1.5 Leaders Institute may enter into an agreement with a third party to oversee WIL placements

### **Primary Contact for matters relating to WIL**

#### ***Leaders Institute WIL Coordinator***

Address: 76 Park Road, Woolloongabba, QLD 4102.

Phone: TBA

Email: wil@leadersbrisbane.com

## Section 2. WIL Placement in Leaders Institute Courses

### 2.1 Bachelor of Agribusiness

Graduates from the Bachelor of Agribusiness will have knowledge, and skills in management and/or production and finance related to the agricultural industry from farm to market.

The Bachelor of Agribusiness course is a comprehensive and focused degree course that provides graduates with a broad understanding of the key theories and principles of agribusiness operations. The course includes Work Integrated Learning (WIL) opportunities locally and internationally. This choice of WIL will provide an opportunity for a diverse understanding of the global context of agribusiness

Graduates of the course will graduate with valuable skills equipping them with the capacity to problem-solve, make informed judgments and decisions relevant to small to large businesses in the areas of production, management and agribusiness finance. Graduates will also be equipped to be self-employed and run their own business.

The Bachelor of Agribusiness has *five* mandatory units that provide students with a work integrated learning experience, as indicated below in the course structure.

### Leaders Institute Bachelor of Agribusiness

Year	Semester	Unit Name	Unit Code		
1	1	Applied quantitative data analysis	ST 101		
		Marketing	MK 101		
		Management	MG 101		
		Accounting I	AC 101		
	2		Professional business communication	BS 100	
			Agricultural Economics	EC 101	
		<b>WIL unit</b>	<b>Introduction to Agribusiness production and management</b>	<b>BM101</b>	
			Organisational & human management	OB 101	
		1	<b>WIL unit</b>	<b>Agriculture production systems and farm management</b>	<b>AP 201</b>
				Agribusiness auditing & assurance	AA 201
2		Business decision making & problem solving	BS 200		
		Integrated pest management	AP 202		
		Agriculture finance & risk management	FN 222		
		<b>WIL unit</b>	<b>Agribusiness project</b>	<b>AB 210</b>	
		<b>WIL unit</b>	<b>Agribusiness professional internship</b>	<b>BM 200</b>	
			Elective		
	3	1	Sustainable agriculture & food security	AP 301	
			Leadership and management in agribusiness	LH 301	
			Agriculture & resource policy	EC 301	
			Agriculture accounting & business law	FN 311	
2		<b>WIL unit</b>	<b>Agribusiness capstone</b>	<b>AB 310</b>	
			International economic development	EC 312	
				Elective	
				Elective	

## 2.2 WIL Component Breakdown

Year	Semester	Unit Name	Unit Code	WIL Component	Details	Total Hours
1	2	<b>Introduction to Agribusiness production and management</b>	<b>BM101</b>	<p>Assignments</p> <p>There will be three (3) written group assignments to be completed after industry visits.</p> <p>Assignment 1 (Formative): A report of an interview with an industry expert around how the industry operates and its various production stages.(Word limit:900 words)</p> <p>Assignment 2 (Summative) Critiquing the sequential stages of production in an agribusiness related to the WIL. Case Study 1.(Word limit:1000 words)</p> <p>Assignment 3 (Summative) Critiquing the planning, organisational and management skills of an agribusiness from farm to market related to WIL. Case Study 2 .(Word limit:1200 words)</p> <p>All group members will need to verbally present their findings as a team."</p>	6 days supervised field trips conducted 1 days per week (5 hours) from week 4 to 9.	30
2	1	<b>Agriculture production systems and farm management</b>	<b>AP 201</b>	<p>Written Assessments</p> <p>Completed after WIL field visits and related interviews with industry experts. Each assessment is worth 15%</p> <p>Report 1 - Analysis of Agriculture production in Tropical and Temperate QLD: How the characteristics of a farming system reflects the environmental characteristics of the region.(word limit 700 words)</p> <p>Report 2 - An analysis of the contemporary issues within Australian agriculture.(word limit 800 words)</p>	6 days supervised field trips conducted 1 days (5 hours) per week from week 4 to 9.	30
	2	<b>Agribusiness project</b>	<b>AB 210</b>	Individual Issue Report and Project Report	16 days supervised field trips conducted 5 hours per week (at 2.5 hours per day for 2 days/week) from week 1 to 8.	80
	2	<b>Agribusiness professional internship</b>	<b>BM 200</b>	Agribusiness Internship plan, Reflective Journal and Project Report	24 days work placement conducted 5 hours per week (at 2.5 hours per day for 2 days/week) from week 1 to 12	120
3	2	<b>Agribusiness capstone</b>	<b>AB 310</b>	Project Presentation and Report	24 days work placement conducted 2 days per week from week 1 to 12	120

Other than BM200 Agribusiness Professional Internship, all WIL units listed above also comprise of facilitated study and personal study. A synopsis is provided below for quick reference:

Year	Semester	Unit Name	Unit Code	Breakdown of 12 weeks of Study	Total Hours
1	2	<b>Introduction to Agribusiness production and management</b>	<b>BM101</b>	Contains 12 weeks of learning. Breakdown for entire unit for the semester is:  Face to Face – 48 hours Facilitated Training – 12 hours Personal Study – 54 hours ** WIL Hours – 30 hours	144
2	1	<b>Agriculture production systems and farm management</b>	<b>AP 201</b>	Contains 12 weeks of learning. Breakdown for entire unit for the semester is:  Face to Face – 48 hours Facilitated Training – 12 hours Personal Study – 54 hours ** WIL Hours – 30 hours	144
	2	<b>Agribusiness project</b>	<b>AB 210</b>	Contains 12 weeks of learning. Breakdown for entire unit for the semester is:  Face to Face – 12 hours Facilitated Training – 12 hours Personal Study – 40 hours ** WIL Hours – 80 hours	144
	2	<b>Agribusiness professional internship</b>	<b>BM 200</b>	Contains 12 weeks of learning. Breakdown for entire unit for the semester is:  Personal Study – 24 hours ** WIL Hours – 120 hours	144
3	2	<b>Agribusiness capstone</b>	<b>AB 310</b>	Contains 12 weeks of learning. Breakdown for entire unit for the semester is:  Face to Face – 8 hours Personal Study – 16 hours ** WIL Hours – 120 hours	144

\*\* Please note that all Personal Studies are in addition to the personal reflections and reviews that are undertaken as part of the WIL component.

## Section 3. Arrangement of WIL placements

### 3.1 Student roles and responsibilities

a. *Leaders Institute* arranges all WIL placements. You must **not** organise your own placement or make contact with any site directly to request a placement.

**Note:** Where *Leaders Institute* has an arrangement with a third party to oversee WIL placements there may be some variations to the arrangements of WIL placements. These will be communicated to students at the beginning of the relevant semester.

b. All placements will be confirmed by the Institute's WIL Coordinator before you commence at the site and notification will be provided to you electronically at least 10 working days prior to commencement of the WIL placement.

c. A mail-out package with relevant documentation will be provided to the host site at least five working days prior to your commencement of the WIL placement.

d. All students are expected to attend the Orientation to WIL meeting at which time you will meet the site coordinator/workplace mentor for your placement. The WIL Coordinator will send notification about the Orientation meeting to you electronically.

e. It is the student's responsibility to recognise and declare any possible conflict of interest so that the highest standards of ethical behaviour are maintained. An undeclared conflict of interest will usually necessitate the student's withdrawal from the site.

A conflict of interest includes a clash between a person's personal or professional interests and their interests as a student. Examples include:

- a student has a relative who works at a site where they may be placed
- a student has a working relationship with the site where they may be placed
- a student has previously attended the site in another capacity.

f. You must complete the *WIL Risk Management Form* (refer to Section 5: Form 1), before you commence your site placement and forward it electronically to *Leaders Institute* WIL Coordinator.

g. You are expected to comply with the specific relevant requirements of the workplace as set down in the host organisation's policies and procedures. You should also make yourself aware of and abide by:

- the code of ethics
- expected dress standards
- hours of attendance
- occupational health and safety requirements.

Students must become aware of and observe workplace rules about:

- confidentiality of information
- intellectual property ownership
- conformity with professional standards.

h. You are required to attend the on site induction organized by the host organization.

i. You are expected to report to the on site workplace mentor assigned to you at commencement of the WIL and continue to report to the mentor for the duration of the WIL experience.

j. If you are absent for any reason on a scheduled day, you must inform the site (by 7.30 am) and also inform *Leaders Institute*. Acceptable reasons for absence include a condition supported by documentation (e.g. medical certificate).

k. In situations where difficulties arise while you are involved in WIL you are expected to first contact *Leaders Institute*.

l. LI students on approved course related placements are covered (subject to certain limitations) under the Institute's Personal Accident, Public Liability, and Professional Indemnity Insurances.

m. All students must attend a post WIL placement debrief meeting. Notifications will be sent electronically by the LI WIL Coordinator detailing when this will take place.

### **3.2 Leaders Institute Program Director roles and responsibilities**

a. An Orientation meeting will be conducted at *Leaders Institute* and will be facilitated by the relevant Program Director approximately 5 days in advance of a WIL experience taking place.

b. The Orientation will include an overview of the Course and the relationship between Course aims and units that include a WIL component.

c. The Program Director will also outline WIL expectations and the roles and responsibilities of all stakeholders including LI staff, LI students and profession/industry site

d. The Program Director will introduce the relevant LI academic staff liaison who will provide details specific to the unit in which WIL is embedded.

e. The Program Director will conduct a post WIL placement debrief with students, LI academic staff liaisons and host organization workplace mentors.

### **3.3 Leaders Institute WIL Coordinator roles and responsibilities**

a. The WIL Coordinator arranges all WIL site placements.

b. The WIL Coordinator will provide students with a hard copy of the WIL Handbook.

c. The WIL Coordinator will notify students electronically about the LI conducted Orientation meeting.

d. The WIL Coordinator will make initial contact with the host organization and provide all relevant WIL documentation as well as relevant details about the student(s) to be hosted, to the organization.

e. The WIL Coordinator will provide to students all relevant details about the host organization including:

- Location
- Transport options
- Work start and finish time
- What to take/wear e.g. laptop, workboots, hazard long-sleeved shirt, hat, sunscreen...
- Workplace mentor name and contact details



- f. The WIL Coordinator will be the first point of contact in the case of:
- Student absence notifications by students
  - On site critical incidents reported by the host organisation
- g. The WIL Coordinator will maintain all Forms associated with WIL.
- h. The WIL Coordinator will securely store all Forms electronically.
- i. The WIL Coordinator will notify students electronically about the post WIL placement debrief meeting.

### **3.4 Leaders Institute Academic staff liaison roles and responsibilities**

- a. The academic staff liaison will attend the Orientation meeting conducted at and by *Leaders Institute* prior to WIL occurring.
- b. The academic staff liaison is responsible for regularly communicating with sites during WIL placements to consult about student progress.
- c. The academic staff liaison acts as the contact point between students and their workplace mentor about their work.
- d. The academic staff liaison will ensure that the WIL expectations align with the Unit learning outcomes and student assessment requirements.
- e. The academic staff liaison will in conjunction with the workplace mentor support the resolution of any problems experienced by the student while on WIL.
- f. The academic staff liaison will in consult with the workplace mentor assess student progress and work.
- g. The academic staff liaison will participate in the post WIL placement debrief meeting.

### **3.5 Workplace Mentor roles and responsibilities**

- a. The workplace mentor is the primary LI contact within the host organization.
- b. It is expected that the workplace mentor attend the Orientation meeting held at *Leaders Institute* approximately 5 days in advance of a WIL experience taking place.
- c. The workplace mentor should ensure the student is appropriately inducted into the organization and is availed of relevant policies, procedures and work site expectations.
- d. The Workplace Mentor will ensure a safe work environment for the student and ensure the host organisation complies with WH&S.
- e. It is expected that the workplace mentor oversee and support the student while they are on site.
- f. The workplace mentor must inform the LI WIL Coordinator in the case of any WH&S breaches and/or critical incidences in relation to the student.
- g. The workplace mentor will provide regular feedback to the student about their progress.
- h. The workplace mentor will complete the End of Placement Evaluation Form (refer to Section 5 Form 2).
- i. The workplace mentor will participate in the post WIL placement debrief meeting.

## **Section 4: Regulatory Framework and Important Resources**

### ***Leaders Institute WIL Learning Policy***

This policy can be found on the following website <http://www.leaders.edu.au/policies>

### ***Fair Work Act***

The Fair Work (FW) Act recognises formal work experience arrangements that are a mandatory part of an education or training course. Details can be accessed from the following website.

<https://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/unpaid-work/student-placements>

### ***Education (Work Experience) Act 1996 (Qld)***

Details of this Act can be found from the following website:

<https://www.legislation.qld.gov.au/legisln/current/e/educwkexa96.pdf>

### ***Workplace Health and Safety Act 2011 (Qld)***

Details of this Act can be found from the following website:

<https://www.legislation.qld.gov.au/legisln/current/w/workhsa11.pdf>

### ***Work Cover Queensland***

Details of this Act can be found from the following website: <https://www.worksafe.qld.gov.au/>

### ***ESOS Framework***

The National Code Part C of the ESOS Act outlines the regulatory requirements on work based Training for international students. Details can be found on the following website:

<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartc/Pages/ExplanatoryguideC8.aspx>

### ***Visa Requirements***

International students must hold a valid Student Visa. There are numerous conditions that apply to a Student Visa. In particular, a holder of a Student Visa must not work, paid or unpaid, more than 40 hours in any fortnight during semester time. Where Work Integrated Learning is integrated into a course, it does not count towards the 40 hours. Current information on Student Visa conditions may be found at

<https://www.homeaffairs.gov.au/Trav/Stud/More/Visa-conditions/visa-conditions-students>

## **Section 5: WIL Forms**

### **Form 1: WIL Risk Management**

*To be completed by the WIL Coordinator (in consult with the host organization) and Student*

<b>Student Details</b>	<b>Host Organisation Details</b>
Student Number:	Organisation Name:
Name:	Address:
Phone:	Phone:
Email:	Email:
Emergency Contact Person:	
Emergency Phone:	
<b>Course and Unit Details</b>	<b>WIL Mentor Details</b>
Course Name:	WIL Mentor Contact Name:
Unit Name:	WIL Mentor Phone:
Unit Coordinator:	WIL Mentor Email:
Academic staff liaison Name:	
Academic staff liaison Phone:	
Academic staff liaison Email:	

<b>Student undertaking WIL</b>	
<p>I will,</p> <ul style="list-style-type: none"> <li>➤ familiarise myself with LI's Work Integrated Learning Policy and the WIL Handbook before starting my project/ internship within the host organisation.</li> <li>➤ attend the LI WIL Orientation</li> <li>➤ attend the induction session at the host organisation</li> <li>➤ act in a professional manner and comply with the host organisation's code of ethics and policies and procedures</li> <li>➤ inform the LI WIL Coordinator and organization Workplace Mentor in the event of an accident, hazard or critical incident</li> <li>➤ not undertake any tasks I am not trained for</li> <li>➤ comply with the host organisation's expectations about confidentiality including the use of any organisational related information and/or intellectual property during and after the WIL placement</li> <li>➤ attend the post WIL debrief meeting organised by LI</li> </ul>	
<b>Signature:</b>	<b>Date:</b>

## Form 2: Work Integrated Learning Evaluation

Leaders Institute expresses its thanks for your involvement in the WIL program. We value your feedback and ask that you complete this form and return it to Leaders Institute WIL Coordinator.

<b>Host organisation details</b>	
Business name	
Contact person	
Phone	
Email	

<b>Student details</b>	
Student name	
Course being studied	
Placement dates (start and finish)	
Brief description of WIL project	

### Questions: (please circle)

1. How adequate was the information provided to you by Leaders Institute?

Very adequate    Adequate    Neutral    Inadequate    Very inadequate

2. How satisfied were you with the support provided by Leaders Institute prior to the student's arrival?

Very satisfied    Satisfied    Neutral    Dissatisfied    Very dissatisfied

3. How satisfied were you with the communication provided by Leaders Institute during the WIL experience?

Very satisfied    Satisfied    Neutral    Dissatisfied    Very dissatisfied

4. How prepared was the student for their WIL experience?

Very prepared    Prepared    Neutral    Unprepared    Very unprepared

5. How well did the student fit into your organization?

Very well    Well    Neutral    Not well    Not at all well

6. How satisfied were you with the outcomes achieved by the student?

Very satisfied    Satisfied    Neutral    Dissatisfied    Very dissatisfied

7. Would you consider hosting another Leaders Institute WIL student in the future?

Yes    Maybe    No

8. Do you have any suggestions for ways to improve our work in WIL in the future?

**Thank you**