

Terms of Reference - Work Integrated Learning Oversight Committee

Section 1 - Purpose and Scope

Purpose

(1) The WIL Oversight Committee (WILOC) provides strategic guidance and regulatory and quality assurance of the University's Work Integrated Learning activities.

(2) The Committee ensures that all in-scope WIL activities align with the University's strategic priorities and comply with the Higher Education Standards Framework (Threshold Standards)2021, particularly those relating to learning outcomes, student support, risk management and partnership quality.

(3) The Committee reports to the Vice Chancellor's Group on a quarterly basis.

Definitions

(4) WIL at SCU is defined as "an educational approach involving three parties - the student, educational institution, and an external stakeholder - consisting of authentic work-focused experiences as an intentional component of the curriculum. Students learn through active engagement in purposeful work tasks, which enable the integration of theory with meaningful practice that is relevant to the students' discipline of study and/or professional development" (Zegwaard et al., 2023, p. 38).

(5) In-scope activities are high-proximity, high-authenticity forms of WIL where the student is situated within a host organisation (workplace context), not just simulated or classroom work. WIL types include: "internships, practicums, co-op years, clinical placements, Industry Based Learning (IBL) ... work-based learning (WBL) where students are ... in an organisation and specifically fashion their studies around their work, with University authorisation, guidance and credentialing."(Kaider, Hains-Wesson & Young 2017)

Kaider, F., Hains-Wesson, R., & Young, K. (2017). Practical typology of authentic work- integrated learning activities and assessments. *Asia-Pacific Journal of Cooperative Education*, 18(2), 153-165.

Zegwaard, K. E., Pretti, T. J., Rowe, A. D., & Ferns, S. J. (2023). Defining work-integrated learning. In *The Routledge international handbook of work-integrated learning* (pp. 29-48). Routledge

Scope

(6) The Committee is responsible for overseeing:

- a. Student WIL placements enrolments forecasts and placements WIL allocation targets in line with strategic parameters
- b. The resourcing and workforce planning for Work Integrated Learning activities
- c. Risk identification, assessment, mitigation and reporting, including relevant student critical incident protocols
- d. That regulatory and professional accreditation compliance obligations for Work Integrated Learning activities are met

- e. Continuous improvement of Work Integrated Learning-related policy, procedures and material business processes, and alignment with related policies and processes (eg Gender Based Violence processes).

Section 2 - Terms of Reference

Strategic Placement Planning

- (7) Oversee student forecasts and actions to mitigate gaps between student numbers and available in scope WIL requirements
- (8) Oversee academic and professional staff forecasts in line with enrolment projections and agreed metrics for the specific in scope WIL context

Risk

- (9) Oversee in-scope WIL risk indicators and recommend changes to controls as required
- (10) Monitor Faculty management of in scope WIL related risks including but not limited to: student outcomes and feedback; staffing; complaints; WHS; support; academic quality
- (11) Review the outcomes of WIL related audits and reviews, and oversee the implementation of actions

Compliance

- (12) Monitor Work Integrated Learning activities against regulatory obligations, including the Higher Education Standards Framework (HESF) and relevant professional accreditation requirements
- (13) Assess compliance and maturity on an annual basis.

Review and Continuous Improvement

- (14) Review Work Integrated Learning policies and procedures in line with the scheduled policy review cycle, or as required in response to changes in the internal or external environment
- (15) Review material business processes as required. Material business processes are identified as those having significant impact in relation to the University's compliance, financial performance, and/or student experience

Section 3 - Membership

Members

- (16) The Committee comprises of:
 - a. Pro Vice-Chancellor (Academic Quality) - Chair
 - b. Dean of the Hotel School, or nominee
 - c. Executive Dean, Faculty of Business, Law and Arts, or nominee
 - d. Executive Dean, Faculty of Health, or nominee
 - e. Executive Dean, Faculty of Science and Engineering, or nominee
 - f. Director, Business Intelligence and Quality, or nominee.

Observers

(17) The following are observers:

- a. Dean, Graduate School
- b. Director, Governance Services, or nominee
- c. Senior Manager, Work Health and Safety.

Section 4 - Operations and Procedures

Secretariat Support

(18) Secretariat support is provided by the Academic Portfolio Office, which is responsible for:

- a. preparing and distributing agendas and minutes
- b. tracking and following up on actions
- c. preparing the quarterly report to the Vice Chancellor's Group.

Meeting frequency

(19) The Committee will meet quarterly, with additional meetings as required.

Meeting Attendance

(20) Members may attend in person or online.

Working Groups

(21) The Committee may establish temporary working groups to address specific issues relating to placement strategy, compliance, or risk.

Quorum

(22) A quorum requires at least 50 per cent of members to be in attendance.

Status and Details

Status	Current
Effective Date	18th November 2025
Review Date	18th November 2028
Approval Authority	Pro Vice-Chancellor (Academic Quality)
Approval Date	18th November 2025
Expiry Date	Not Applicable
Responsible Executive	Thomas Roche Pro Vice-Chancellor (Academic Quality) +61 2 66269148
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