

'Cross-Faculty Work Integrated Learning Working Group'

Section 1 - Establishment

(1) The Cross Faculty Work Integrated Learning Working Group (the working group) was established to create an overarching University WIL/WPL group as per recommendation 1.3 of the Professional Workplace Placement Internal Audit Report. In addition, the establishment of the cross-faculty WIL working group is an outcome for the Investment in WIL/WPL Development Project and provides an opportunity to share information across the faculties for distribution about the National Priority Industry Linkage Fund strategy (NPILF).

Background

(2) Charles Sturt University (the University) has a responsibility to ensure good governance and management practices around risk and quality issues pertaining to the work-integrated workplace learning component of its courses.

Purpose

(3) The purpose of the working group is to provide a cohesive approach to work-integrated learning including workplace learning across the University.

Section 2 - Glossary

(4) Nil.

Section 3 - Membership

(5) The members of the working group shall be:

- a. Academic Lead, Work-Integrated Learning
- b. Associate Dean, Academic of each faculty
- c. Associate Dean (Partnerships and Workplace Learning) Faculty of Science and Health
- d. Faculty Workplace Learning Managers
- e. Representative from Faculty Administration Managers
- f. Representative from the Risk and Compliance Unit
- g. Representative from Retention Team, and
- h. Investment in WIL/WPL Development Project Officer.

(6) Right of audience and debate shall be granted to the Pro Vice-Chancellor (Learning and Teaching).

Presiding officer

(7) The presiding officer of the working group will be the Academic Lead, Work-Integrated Learning.

Term of office

(8) The term of office of nominated, appointed and elected members of the working group shall be two years.

Section 4 - Functions and responsibilities

(9) The working group shall:

- a. develop and review activities, including academic policies, relating to work-integrated learning and workplace learning at the University, and submit recommendations to relevant committees and stakeholders as required,
- b. consider academic risk-related issues associated with the conduct of work-integrated learning and workplace learning at the University and submit recommendations to relevant stakeholders as required, and
- c. provide advice and recommendations on academic issues which affect work-integrated learning and workplace learning.

Section 5 - Meetings

(10) The working group shall meet every two weeks, or as required.

Agendas and minutes

(11) Agendas are circulated prior to the working group meeting.

(12) An agenda item promoting the discussion of key subtopics of interest to members of the working group will be included as a standing agenda item in agendas for meetings. This item of business will be considered after all other matters of business have been considered at a meeting.

(13) Minutes of the working group meeting are circulated to members following the meeting via the Teams site. Minutes of the working group meeting are available to external parties as required via a request to the presiding officer.

Conflict of interest

(14) Where a member has a perceived or material conflict of interest, they must declare this to the presiding officer and at the working group meeting prior to discussion to the item of business.

Variations

(15) Variations to the terms of reference and/or membership of the working group may be approved by the Pro Vice-Chancellor (Learning and Teaching).

Status and Details

Status	Current
Effective Date	20th June 2023
Review Date	20th June 2026
Approval Authority	Pro Vice-Chancellor (Learning and Teaching)
Approval Date	20th June 2023
Expiry Date	Not Applicable
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