

# Work Integrated Learning Agreement



Ara Institute of Canterbury is a Business Division of Te Pūkenga – New Zealand Institute of Skills and Technology

## Purpose:

Work Integrated Learning (WIL) provides opportunity for learners to apply learned skills within an industry related to their qualification of study. Work Integrated Learning includes work experience, work-based training, clinical/practical components, degree research projects, field education, project-based learning, internships and co-operative education projects.

WIL must include activities that align to the learning outcomes and assessment requirements of Ara courses.

If paid work is offered, normal employment law applies.

## Aim of this Agreement:

This agreement is to define the responsibilities of the three parties involved.

<b>Agreement between:</b>	
Department of	<input type="text"/>
Qualification	<input type="text"/>
WIL Provider	<input type="text"/>
Learner(s)	<input type="text"/>
Attached Agreement Schedule(s)	<input type="text"/>

## Responsibilities of Ara are to:

1. Implement and maintain a department process for managing WIL.
2. Heads of Department are responsible for ensuring the Ara Liaison person fully understands the WIL Policy and Procedures.

## Responsibilities of Ara Liaison are to:

1. Ensure the WIL Agreement (APP513a) and the associated schedule(s) (if necessary) are completed and signed and that the learner and provider understand and comply with the contract's requirements.
2. Engage with industry partners and community organisations to identify and support the allocation of Work Integrated learning opportunities.
3. Undertake administration agreements specific to each placement.
4. Provide the WIL Provider with necessary course information relevant to the learner(s) on placement.
5. Provide adequate preparation for the learner and WIL Provider (e.g., briefing, training and resources). Learners must be fully informed of assessment requirements and whether any additional costs are associated with undertaking the placement.
6. Prior to placement, ensure learners are made aware of the necessity to declare any conflict of interest and that for some workplaces, additional checks and conditions may be required before they are accepted on placement (e.g. health and police checks).
7. Liaise and maintain contact to support both the learner and the WIL organisation whilst the placement is undertaken.
8. Withdraw the learner from work experience upon request of the provider, and/or learner after due consultation. The Ara Assessment policy will be enacted at this stage.
9. Ensure the privacy of the personal information of a WIL Provider's clients or patients are respected and confidential information from the WIL provider will not be used or disclosed by Ara except as required to complete internal course-related documentation.
10. Follow up with the WIL provider any unresolved H&S concerns regarding the placement raised by the learner.
11. Monitor the learner's experience to ensure the workplace continues to be safe and free from harassment (as outlined in CPP222 Addressing Bullying, Harassment and Discrimination Policy).

**WIL Provider Responsibilities are to:**

1. Complete and sign the WIL Agreement and any associated schedule(s) as required.
2. Confirm all relevant policies and procedures specific to the workplace and the working environment, including workplace health and safety (H&S) requirements and ethical guidelines, to Ara and the learner.
3. Accept responsibilities and obligations in relation to the learner, as if they were a worker.
4. Implement a service plan for any learner with a disability, injury, or health condition.
5. Provide suitable induction and training for the role the learner is undertaking.
6. Provide the learner with supervision, guidance, and mentoring.
7. If required, participate in the assessment of learner progress, and supply written assessments of the learner's performance.
8. Consult with Ara regarding any issue concerning the learner's ability to meet WIL outcomes.
9. Provide a safe working environment for the learner, free from harassment.
10. Inform Ara of any injury to a learner

**The Learner Responsibilities are to:**

1. Complete and sign the WIL Agreement and any additional schedule(s) as required.
2. Complete a police check if required by the WIL Provider.
3. Notify Ara of any conflict of interest with the WIL Provider.
4. Comply with all relevant legislation policies and requirements inclusive of the:
  - a. *Privacy Act 2020*
  - b. *Health and Safety at Work Act 2015*Any other industry specific legislation will be specified in the individual schedule.
5. Comply with responsibilities as outlined in the *APP301a Learner Responsibilities and Rights document*, respecting confidentiality, and adhering to intellectual property and ethical guidelines.
6. Respect the privacy of the personal information of a WIL Provider's clients or patients. Do not use or disclose confidential information from the WIL provider except as required to complete internal course-related documentation.
7. Comply with employer's lawful instructions and business procedures.
8. Attend work for the agreed hours/times regularly and punctually, wearing specified / required clothing and personal protection equipment (PPE).
9. Inform in advance the workplace if unable to attend because of sickness, bereavement, or similar circumstances.
10. Take responsibility for learning by participating fully in the learning process.
11. Respect the property, practices, and personnel of the workplace provider.
12. Work in a professional and ethical manner at all times.
13. Seek advice regarding disclosure about their personal circumstances or any disability, injury, or health condition.
14. Communicate with Ara if issues arise that cannot be resolved.
15. Report to the employer on any H&S matters that occur, including injury to themselves, and advise Ara of the matters raised.

<b>Learner</b>			
Name	<input type="text"/>		
Email	<input type="text"/>	Learner ID	<input type="text"/>
Learner Signature	<input type="text"/>	Date	<input type="text"/>

***By signing this contract, you accept the responsibilities and expectations as set out in this contract document.***

<b>Work Integrated Learning Provider</b>			
Company Name	<input type="text"/>		
Company Contact Person	<input type="text"/>		
Email	<input type="text"/>		
Physical Address	<input type="text"/>		
Phone Number	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

***By signing this contract, you accept the responsibilities and expectations as set out in this contract document.***

<b>Ara Liaison</b>			
Name	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>

***By signing this contract, you accept the responsibilities and expectations, on behalf of Ara, as set out in this contract document.***

<b>Ara Contacts</b>			
Lecturer/Tutor Name	<input type="text"/>		
Contact Details	<input type="text"/>		
Academic Manager	<input type="text"/>		
Contact details	<input type="text"/>		