



## Guidelines for Calibrating Student Workload in Non-Professionally Accredited Work-integrated Learning (WIL) subjects

### Introduction

The proposed Guidelines for Calibrating Student Workload in Work-integrated Learning (WIL) subjects has multiple purposes:

- This paper provides guidelines for non-professionally accredited work-integrated learning (WIL) subjects, as an addition to the [Calibrating Student Workload \(CSW\)](#). This formalises WIL specifications as foreshadowed in the Senate minutes, 24 May 2023.
- To support the university policy and procedural alignment with relevant [Higher Education Standards Framework](#) (Threshold Standards, 2021) WIL requirements, such as 5.4.1 focused on WIL experiences and supervisory arrangements, the importance of clear learning outcomes and assessment in course design (1.4 and 3.1), student wellbeing and safety (2.3-2.4). In addition, WIL is captured through our engagement with employers, industry and the professions (Provider Category Criteria B1.2.9 and B1.3.12, as applicable).
- To assure compliance with Higher Education Contribution Scheme through enhancing WIL requirements within the [Charles Sturt Course and Subject Design \(Coursework\) Procedure](#) (81-85) in designing appropriate WIL activities, placement, and subject assessment,
- To implement the [Course Architecture Principles](#) (CAPS) - Principle 19: Work Integrated Learning Requirements
- To provide a framework to extend the GCSW to provide a time-based model to meet a standard subjects WIL placement and assessment requirements, and
- To meet the university agreed actions regarding Charles Sturt's submission to the [National Priorities and Industry Linkage Fund](#) (NPILF).

### Work-integrated Learning (WIL) Activities

In all cases, WIL experiences must build towards the learning outcomes of a course and meet other HES Framework requirements such as those regarding staff qualifications, professional accreditation and student support tailored to the needs of the cohort. The specific variations in the form of the WIL activity and the field of study should also be considered in accordance with the HES Framework (HESF).

Benchmarking across the sector has been completed to provide an evidence-informed approach based on synchronous and asynchronous learning, WIL experiences and assessment workload. The National Priority Industry Linkage Fund (NPILF) is Government Funding for Universities to support Work-integrated Learning (WIL) activities. As part of the Charles Sturt University Submission in 2021, we committed to increasing WIL opportunities and the number of students completing three weeks of WIL as part of their courses and subjects each year by 10%.

### Time-based Model

Calibrating student workload for a **non-professionally accredited WIL** subjects is complex as there are many factors to consider. Industry requirements and expectations for the time students spend engaged in practical experience vary across industry and disciplines. Support for student mental health and wellbeing while on placement is also an increasing issue of concern. In addition, students have competing demands on their time including workloads within other units of study. The

following is provided as a guide, however, practitioners should be directed by Industry requirements and learning outcomes for each WIL activity time allocation when designing WIL units and ensure assessment and learning experiences are aligned with the allocated time for each subject.

In a **10 hour/week** for student workload this breaks down into the following WIL activities equivalent to:

- Assessment/self-directed learning – 2 hours/week
- Placement – 7-8 hours (including supervision events)/week.

According to the **3 week NPILF requirement** - WIL activities Plan

- 3 weeks = 105 - 120 hours (assuming one 7 or 8 hr Day x 13 weeks) minimum 105 hrs across session – (can be completed as an intensive, in multiple blocks, or one day per week over session)
- Synchronous and asynchronous learning experiences (with teacher and peers) – should be held throughout the session as students need to be supported whilst on placement.

**Table 1 – WIL Activity Breakdown by time allocation for a non-accredited WIL Subject (140-160hrs)**

Assessment Workload (including preparation and completion)	Contact Learning Experiences (Synchronous/F2F)	Self-directed Learning Experiences (Asynchronous)	WIL Activity
2-3 hours/week	2 hours over ad hoc weeks  (Minimum 4 face-to face or online check-in with students HESF: 2.3, 5.4.1)	8 hours for self-directed learning and reflection across semester	Either <ul style="list-style-type: none"> <li>• Placement</li> <li>• Project</li> <li>• Virtual</li> <li>• Simulation</li> <li>• Fieldwork</li> <li>• Other</li> </ul> Three weeks of WIL activity
26-39 hours	8 hours	8 hours	105 hours

**Example Assessment Plan**

- Industry Partner Briefing Paper
- Critical Reflection
- Portfolio (*evidence of practical experience*)
- Industry assessment/Employability assessment– completed by the employer.



## Appendix A

Suggested model for scaffolding WIL in a non-professionally accredited degree program

### First Year

Assessment Workload (including preparation and completion)	Contact Learning Experiences (Synchronous/F2F)	Self-directed Learning Experiences (Asynchronous)	WIL Activity
3 hours/week	3 hours/week for 11 weeks	2 hours/week	Up to 35 hours Either <ul style="list-style-type: none"> <li>• Placement</li> <li>• Project</li> <li>• Virtual</li> <li>• Simulation</li> <li>• Fieldwork</li> <li>• Other</li> </ul>
36	33	48	35

### Second Year

Assessment Workload (including preparation and completion)	Contact Learning Experiences (Synchronous/F2F)	Self-directed Learning Experiences (Asynchronous)	WIL Activity
3 hours/week	3 hours/week for 8 weeks	8 hours for self-directed learning and reflection across semester	One to two weeks (35-70 hours) Either <ul style="list-style-type: none"> <li>• Placement</li> <li>• Project</li> <li>• Virtual</li> <li>• Simulation</li> <li>• Fieldwork</li> <li>• Other</li> </ul>
36	26	8	70

### Final Year – Capstone WIL Subject

Assessment Workload (including preparation and completion)	Contact Learning Experiences (Synchronous/F2F)	Self-directed Learning Experiences (Asynchronous)	WIL Activity
3 hours/week	2 hours/week over ad hock weeks for 4 weeks	4 hours for self-directed learning and reflection across semester	105 – 120 hours Either <ul style="list-style-type: none"> <li>• Placement</li> <li>• Project</li> <li>• Virtual</li> <li>• Simulation</li> <li>• Fieldwork</li> <li>• Other</li> </ul>
36	8	4	105

