

Academic Policy	
Work Integrated Learning	
1_A_POL_WorkIntegratedLearning_190301	
1. Policy Statement	The School of Audio Engineering (NZ) Ltd, trading as SAE Institute, has established Work Integrated Learning as a central tenet of Professional Practice in all degree programmes. This is commensurate with principles of industry alignment and work readiness as required by NZ tertiary regulators and as a feature of SAE programmes across other territories.
2. Purpose	To detail the processes by which students engage in Work Integrated Learning, the institute's methods of managing relationships with industry host organisations and the meaningful assessment and reflection of work experience.
3. Scope	This policy applies in the context of SAE Institute operations in New Zealand and is applicable to students enrolled with, or intending to enrol with SAE. Procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation. Students registered with SAE Institute who transfer their studies to a campus outside New Zealand, will have their registration with SAE in New Zealand terminated and are required to adhere to the guidelines, policies and procedures of the legal entity to whom they have transferred their registration. This policy is applicable to all students or prospective students of SAE, irrespective of their place of residence, campus or mode of study.
4. Associated Policies and Procedures	<ul style="list-style-type: none"> ● Learning and Teaching Policy
5. Associated Documents	<ul style="list-style-type: none"> ● SAE Work Placement Agreement ● SAE Work Placement Handbook
6. Policy	<p>Work Integrated Learning is one of the six essential tenets of the SAE 2019 Teaching and Learning Framework embedded across all 2019 programmes and is a fundamental component of the following common core courses:</p> <ul style="list-style-type: none"> ● CC600 Professional Practice 2 ● CC700 Professional Practice 3 <p>SAE Institute has a firm commitment to work-assurance: delivering practical skill and knowledge training in industry-aligned programmes. Each level of study includes 30 credits of Professional Practice focused on the development of employability skills, delivered across 36 weeks.</p> <p>Courses CC500, CC600 and CC700 aim to develop and enhance the key employability skills of SAE students by addressing the needs of both employees</p>

and employers within the global Creative Industries. A range of topics which help bridge the gap between tertiary study and the workplace have been chosen to prepare students for the future of employment. These topics include transferable skills, professional communication strategies, knowledge of the creative industries from a professional sense and the mechanism and means to promote yourself. These topics are reviewed and informed by the SAE Creative Industries Advisory Committee to ensure graduates are equipped for success.

While CC500 provides an on-campus and online work context, CC600 and CC700 deepen the student engagement with employability skills by professional workplace experience, described as **Work-Integrated Learning**. Students are required to complete 40 hours of Industry placement in each of Levels 6 and 7. Both student and employer are required to reflect upon aspects of work suitability demonstrated during the contract. The student presents a summary of experiences and reflection of learning at the completion of each course.

Students are provided with the SAE Work Placement Handbook which details the Work Placement allows the student to gain industry experience and to equip them with a range of practical and novice level professional skills built on the knowledge they have gained during their study. The student will be matched with a suitable Host Organisation¹ dependent on their interests and experience.

SAE Creative Media Institute will maintain a list of suitable organisations with which in-principle agreements have been made. Students would not be encouraged to approach organisations on this list directly, but are strongly encouraged to proactively seek Work Placement opportunities with organisations that are not on the list, subject to authorisation by the SAE Industry Liaison.

For a Work Placement to proceed, SAE, the Host Organisation and the Student must commit to the learning outcomes in the CC600 or CC700 Project Outlines. In addition to these skills, the shift to learning from experience in the workplace requires an additional set of skills and attitudes regarding learning, such as: how to analyse experiences, the ability to learn from others, the ability to act without all the facts available, choosing among multiple courses of action, learning about organisational culture, using a wide range of resources and activities as learning opportunities (e.g. memos, policies, decision-making processes), and understanding the competing and varied interests in the shaping of one's work or professional identity.

¹ For the purposes of this document the term Host Organisation is used to cover any relevant organisation eager to provide a Placement for an SAE Student.

Learning from workplace experience also entails the identification and creation of opportunities for experiences from which new learning will flow. This may involve the learner volunteering or seeking out special projects or assignments in the workplace, being active in suggesting initiatives in which he or she may be involved, negotiating with supervisors for more varied tasks and responsibilities, or creating new ways of carrying out routine tasks.

Type of Work Placement

A student may take part in a Work Placement with an individual group, organisation or event operating within the creative industries. The work placement should be external to SAE Auckland.

Time

A student must accrue 80 Work Placement hours across one or more organisations or projects, spread evenly over a two year period. The more hours worked will usually result in a more productive outcome for both student and organisation. Students need to ensure they dedicate time to both their studies and their Work Placement.

Location

For practical purposes the Work Placement experience would normally be located within the greater metropolitan or surrounding area of SAE Auckland. If a student expressed interest in a region outside of Auckland or an International Work Placement, it would be considered on its merits with the understanding that it would be undertaken either as the only course of study in the trimester, or in an intensive mode between trimesters. All costs incurred as a result of undertaking the placement will need to be covered by the student. International placements will not be covered by SAE.

Outcome

Ideally, the Work Placement would deliver the best match between student interest and employer intent but will be within the framework set by the course objectives that are instantiated in the guidelines to supervisors.

Role of the Workplace Supervisor

The Host Organisation will nominate a Workplace Supervisor to oversee the Work Placement and provide a point for contact for SAE. Workplace Supervisors should be aware that the student's main interest is to gain industry experience and a practical insight into the processes of an industry environment and to use this as a basis for reflection and learning.

Workplace Supervisors are encouraged to include the student in daily activities as appropriate to allow the student to acquire a sense of day-to-day working life. In summary the Workplace Supervisor will:

- Sign the Work Placement Agreement on behalf of the Host Organisation that states obligations on observing appropriate workplace rules, codes of conduct and ethics.
- Provide advice and support for the student in the workplace
- Evaluate the student using an online form to provide feedback on placement.

Role and Responsibilities of the Student

For the whole of the period of the Work Placement, the student remains an SAE student. This means that all administrative matters, questions relating to their enrolment status, as well as responsibility for the coordination of the Work Placement, should be directed to SAE.

The student is expected to attend all classes in which they are enrolled throughout the trimester in which the Work Placement is undertaken. When the student has been formally notified of Work Placement and Supervision arrangements, they should arrange a meeting with their Workplace Supervisor to plan their timetable accordingly.

The student must contact their Course Coordinator if there are any problems that cannot be resolved with the Workplace Supervisor. The student should note that at all times they remain responsible for their own conduct. In signing the Work Placement Agreement, the student agrees to the terms of the Work Placement Handbook, and that adequate time is available for observation and reflection.

Clearances

Depending upon the exact focus of the Work Placement undertaken, it may be necessary to gain formal clearances before commencing. Much of the observation done as part of the Work Placement would be defined as undergraduate training and would not need formal clearances. However, appropriate practice must be observed at all times.

Workplace Code of Practice

As part of student participation in Work Placement, the student must agree to abide by a defined code of practice. As well as recognising and acting in accordance with all the provisions set out above, the student should be aware that their Work Placement is likely to be in a busy working environment and they should act at all times with respect for normal daily activities.

	<p>As well as a general requirement for appropriate standards of behaviour, decorum, and dress, there are a number of specific protocols that must be observed:</p> <ol style="list-style-type: none"> a. Confidentiality: The student should be aware that they may be working in a sensitive environment and it is essential that they adhere to a code of absolute confidentiality and discretion. All information gained through access to written materials, informal activities, conversations, meetings, even overheard telephone conversations, should be regarded as confidential unless otherwise notified. The long-term success of SAE's Work Placement Program will depend on all students acting in accordance with this understanding. b. Status: Depending on context, the student may be afforded the same privileges as paid staff. At the same time, the student should accept the same disciplines and constraints to which paid staff are committed. It is important that the student does not allow anyone to believe that they are members of paid staff. c. Correspondence: While it may be appropriate for some correspondence in connection with your Work Placement to come from the office of the Industry Supervisor, nothing should be sent under the Industry Supervisor's letterhead or via email without prior permission. d. Expenses: Any travel costs, or other incidental costs incurred by the student as part of the Work Placement will remain the responsibility of the student. e. Advice: Students must not provide advice regarding the Work Placement Organisation's product or service to customers, clients, or others within or outside the organisation without express permission and guidance of the Workplace Supervisor. <p>Health and Safety and Insurance</p> <p>During the Work Placement, the student at all times remains enrolled at SAE and is expected to abide by its usual policies. The student is covered by SAE insurance policies. A copy of SAE's insurance policy documentation will be provided directly to the Host Organisation if required.</p>
<p>7. Records</p>	<p>1_A_POL_WorkIntegratedLearning_190301</p> <p>DRAFT released for consultation 17 April 2019</p> <p>FINAL approved by Academic Board 17 May 2019 and released</p>