

Work Integrated Learning Advisory Group Terms of Reference

Section 1 - Establishment

(1) The Work Integrated Learning Advisory Group (WILAG) is a sub-committee of the Learning and Teaching Committee and is constituted to provide guidance, advise and direction to that committee, and other governance committees within the university, on the quality of work integrated learning to support student learning. The group will also provide guidance to the operational groups within different university portfolios, responsible for the day-to-day application of the systems, processes and policies for work integrated learning.

(2) The WILAG membership will include key stakeholders from a range of stakeholder groups within the university and provide opportunities for direct engagement and reporting to the Chair of the Learning and Teaching Committee. It will also work closely with the Deputy Vice-Chancellor Academic, and other operational groups on matters related to the systems used supporting work integrated learning.

Section 2 - Functions and responsibilities

(3) To develop and promote excellence in, and engagement with, learning and teaching pedagogies supported by work integrated learning.

(4) To recommend policies and procedures to Learning and Teaching Committee and on management issues to the Deputy Vice-Chancellor Academic.

(5) To assess the impact of InPlace on supporting work integrated learning (WIL) activities.

(6) To assess the implications of learning and teaching policies on WIL and vice-versa.

(7) To ensure WIL is aligned to, and supports, CDU's accreditation (HE), registration (VET), review (HE and VET) and CRICOS requirements, and non-award courses.

(8) To provide guidance to the Deputy Vice-Chancellor Academic regarding the quality of WIL experiences.

(9) To provide guidance regarding upgrades, maintenance and other enhancements to In Place.

(10) To advise on the establishment of support roles and associated permissions to ensure consistency and transparency across the University.

(11) To develop processes to capture and coordinate innovations in WIL throughout the University and more generally.

(12) To monitor staff and student engagement and satisfaction with WIL.

(13) To respond to other matters as may be referred to it from time to time by the LTC, Deputy Vice-Chancellor Academic, ITMS, or Faculties.

Section 3 - Membership

(14) Ex Officio Membership:

- a. Director Student Engagement;
- b. Manager Quality Assurance and Enhancement;
- c. Work Integrated Learning Advisor;
- d. Manager Careers and Employability;
- e. Deputy Vice-Chancellor Academic;
- f. Product Specialist WIL and Assessment;
- g. Faculty Associate Deans Work Integrated Learning;
- h. Associate Director, Digital Learning Design; and
- i. ITMS representative.

(15) Persons acting in the capacity of an ex-officio member of the WILAG will hold the rights and privileges of the ex-officio position for the duration of his or her acting appointment. Ex Officio members may nominate an alternate delegate.

(16) Area Representatives:

- a. Student representative;
- b. Industry representative; and
- c. Other members as may be co-opted by the advisory group

Section 4 - Chair

(17) A meeting of the WILAG must be presided over by the Chair, or in the Chair's absence, by the Deputy Chair. Should the Chair or Deputy Chair be unavailable for a meeting, the meeting will be postponed or cancelled.

Section 5 - Secretary

(18) The Secretariat for the WILAG will be provided by Student Engagement

Section 6 - Terms of Office

(19) Ex Officio members will hold the rights and privileges of the ex-officio position for the duration of their acting appointment.

Section 7 - Quorum

(20) The quorum for all committee meetings is 50% plus one of the membership.

Section 8 - Meetings

(21) Advisory Group meetings are held five (5) times a year, in time to report to the next Learning and Teaching Committee, or more often if required. Meetings are held face to face at CDU Casuarina and/or via Teams online.

(22) Meeting schedules for the year are settled in advance and advised to all committee members. Meetings may be moved or cancelled as required during the course of the year at the direction of the Chair.

Section 9 - Agenda

(23) The Secretariat is responsible for collating and distributing the agenda and relevant documents to the committee.

(24) All WILAG agenda items must be forwarded to the Secretariat by COB 5 working days prior to the next scheduled meeting.

(25) The agenda, with attached meeting papers will be distributed at least 3 working days prior to the next scheduled meeting.

(26) The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

Section 10 - Minutes

(27) Meeting minutes will be distributed to the committee approximately one week following each meeting and available to all members on the WILAG SharePoint site.

Section 11 - Reporting

(28) The WILAG is:

- a. an advisory to the Learning and Teaching Committee on matters concerning work integrated learning;
- b. an advisory to the Deputy Vice-Chancellor Academic; and
- c. an advisory to, and consultation with ITMS on matters concerning InPlace.

(29) Items on the agenda are considered and discussed at the meeting with any recommendations being put forward to the Learning and Teaching Committee for approval.

(30) Activities requiring future action will be recorded on the Action Review List held in SharePoint. Each activity will be assigned a specific meeting date for providing the revised/updated paper or report on a pending action. These items will be reviewed on the agenda of the upcoming meeting.

Section 12 - Conflicts of Interest

(31) Where a member has an actual, potential or perceived conflict of interest regarding an agenda item, they must declare this to the Chair at the commencement of discussion of the item, and be prepared to excuse themselves from the discussion, or the room, if required, as per the terms of the Conflicts of Interest Policy.

Section 13 - Non-compliance

(32) Non-compliance with Governance Documents is considered a breach of the [Code of Conduct - Employees](#) or the [Code of Conduct - Students](#), as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the [Charles Darwin](#)

[University and Union Enterprise Agreement 2022](#) and the [Code of Conduct - Students](#).

(33) Complaints may be raised in accordance with the [Complaints Procedure - Staff](#) and [Complaints Policy - Students](#).

(34) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower Reporting \(Improper Conduct\) Procedure](#).

Status and Details

Status	Current
Effective Date	29th February 2024
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Approval Authority	Learning and Teaching Committee
Approval Date	1st March 2023
Expiry Date	Not Applicable
Committee Chair	Sarah Fletcher Director Student Engagement
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Glossary Terms and Definitions

"Work integrated learning" - Defined by the Tertiary Education Quality and Standards Agency where structured and purposefully designed learning and assessment activities integrate theory with the practice of work. Work-integrated learning includes service learning, and activities normally involve students interacting with industry and community within a work context or similar situation. This may be simulated and generally allows students to learn, and apply/demonstrate skills and knowledge applicable to the course of study being undertaken (Adapted from ALTC, The WIL (Work Integrated Learning) Report, Patrick, et al, 2009).

"Faculty" - An organisational and academic unit in the University that delivers courses and conducts research.