

Program and Course Work Integrated Learning Procedure RACI Matrix

Response to the WIL Internal Audit Report – Management Action Plan Item 4

15 April 2024

Purpose: The RACI documents responsibilities as outlined in the Program and Course Work Integrated Learning Procedure. It is intended as a support tool for staff, providing another view of their responsibilities as outlined in the WIL Procedure.

Responsible – Responsible for completing the task
Accountable – Delegates and reviews work
Consulted – Provides advice or subject matter expertise
Informed – Is kept up to date on progress

Task	Reference (P&C WIL Procedure clause no.)	Role/area								
		*WIL Coordinator/ WIL Team	Course Coordinator	Program Manager	Partner organisation	Dean/HoS/ Cluster Director	School or Industry Cluster	Student	RMIT Legal Services	RMIT Group
WIL Agreements										
Prepare and inform all parties about their duties, roles, rights and responsibilities for participating in WIL activities in a timely manner.	cl. (22)	R/I	I	I	I	I		I		
Document agreed intellectual property ownership and rights.	cl. (24)	R			I			I		I
Ensure RMIT Legal Services reviews a partner organisation WIL agreement when RMIT is requested to use it by the partner.	cl. (26)	R							C	
Consult RMIT Legal Services on additional legal or other obligations or costs.	cl. (28)	R							C	
Ensure a student signs a Schedule - Student Undertaking where an overarching WIL agreement is in place.	cl. (29)	R							C	
Manage completed WIL agreements, change annexures and Student Undertakings.	cl. (31)	R								
Responsibilities										
Complete due diligence and risk assessment.	cl. (34)	A/R	C	C	C	I				
Assess student eligibility to undertake WIL activity against requirements in program or course guide.	cl. (35)	R	R							
Check supervising staff (partner organisation) have current WWC prior to students 17 or under commencing.	cl. (36)	R	R		C					
Students to be registered in MOBI for WIL activities to be completed overseas.	cl. (39)	A						R		
Inform students of their roles, rights and responsibilities and applicable eligibility requirements throughout the WIL activity.	cl. (40)	R						I		
Inform students of required conduct and safety policies on campus, online and partner organisations.	cl. (40)	R						I		
Inform students to contact their designated RMIT contact as soon as possible if the student decides to end a WIL activity early.	cl. (40)	R						I		
Inform students that RMIT student wellbeing services etc. are available during the WIL activity.	cl. (40)	R						I		
Ensure students are assigned to, and/or are approved for, appropriate WIL activities.	cl. (41)	R								
Ensure reasonable adjustments to WIL activities are made for students as required.	cl. (41)	R								
Inform partner organisations of information as detailed in the WIL Procedure cl. (42).	cl. (42)	R			I					
Determine the processes for monitoring and supervising student progress throughout the WIL activity prior to commencement and document in the Schedule - Student Undertaking.	cl. (43)	R								
Identify potential risk management issues and implement risk mitigations before commencement of the WIL activity.	cl. (45)	R			R					
Report all WIL emergencies, critical incidents and identified hazards to the partner organisation supervisor, RMIT Health Safety and Wellbeing and Program Manager.	cl. (47)	R		I	I					I (RMIT Health, Safety & Wellbeing)
Students studying in Australia on a student visa to be aware of their current visa conditions in terms of work and any impact an offshore WIL Activity may have on future visa applications.	cl. (48)							R		
Changes or cancellation of WIL activities in WIL courses										
Facilitate alternative WIL activities where WIL activities are no longer supported by a partner and are ended early.	cl. (50)		R							
Update WIL Agreement details in change annexure and records in InPlace where WIL activities have significant change.	cl. (52)	R								
If a student wants to end their WIL activity early, request in writing to their WIL Coordinator or Program Manager.	cl. (53)	C		C				R		
Where a student requests to end a WIL activity early, the WIL Coordinator or Program Manager seeks relevant advice and implements any interim measures to manage risk.	cl. (53)	R		R						C (RMIT Risk, Safer Community, ARG)
Where a student request to end a WIL activity early, provide response in a reasonable timeframe setting out whether the activity should continue, stop or alternative activity.	cl. (53)	R		R				I		
If the partner organisation decides to end an activity early, seek relevant information from the partner which has informed their decision.	cl. (56)				C		R			
If the partner organisation decides to end an activity early, seek information from the student about the partner or any other relevant circumstances.	cl. (56)						R	C		
Apply relevant processes under the Student Conduct Policy suite where the basis for the end of a WIL activity relates to student behaviour or conduct which may also constitute student misconduct.	cl. (57)						R			
Meet with the student to provide an opportunity to respond where the basis for the end of a WIL activity relates to competency or performance.	cl. (58)						R	C		
In all instances where a WIL activity is ended early, a decision must be determined about a student's progress in relation to the WIL course considering the factors outlined in clause (59) of the WIL Procedure.	cl. (59)	R		R		R		I		

Note: ARG, Integrity, Academic Policy collects feedback and issues to inform cyclic policy reviews and manage amendments. The Program and Course Guide Instruction provides the rules for development of content of program and course guides, including WIL information at clauses (28) (57)f iii and (58).

* **WIL Coordinator:** The term 'WIL Coordinator' is used throughout this document to mean either the WIL practitioner, WIL Coordinator or nominee (these could be an academic, teaching or professional staff member).