

INSTITUTE OF  
CREATIVE ARTS  
+ TECHNOLOGY

**INDUSTRY  
PARTNERSHIPS**  
**WORK INTEGRATED  
LEARNING (WIL) PROGRAM**

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**THE FASHION INSTITUTE**

**EST. 2010**

### INTRODUCTION

The Institute of Creative Arts and Technology (ICAT), home of The Fashion Institute, is renowned as one of Australia's leading providers of experience and training. Through our nurtured relationships with national and international businesses, across Australia, London and New York, we have the opportunity to guide students into Work Integrated Learning experiences individually tailored to their interests and desires.

At ICAT, we understand that Work Integrated Learning (WIL) is a dynamic approach that seamlessly blends theoretical with practical application, fostering integration and reinforcement of academic learning in experiential settings.

Our key objective is to provide a comprehensive education that integrates business, creativity and innovation with academic disciplines and practical, real-world experience through engagement with industry.

Our Work Integrated Learning (WIL) Program is aimed at providing students with experience across a number of sectors in the industry. Students have the opportunity to work out what they personally believe is the right career path for them through immersive, real-world experiences in that particular field.

ICAT continues to foster connections within the industry through our Work Integrated Learning (WIL) Program, by providing renowned businesses with a pool of talent and cultivating an environment conducive to meaningful internship opportunities. Our programs not only equip students with academic knowledge but also instil practical and real-world experience, ensuring they are ready to contribute effectively to your organisation from day one.

### WHO WE WORK WITH

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We are thrilled to extend an exclusive invitation to you to become a valued partner in our dynamic Work Integrated Learning (WIL) Program. At the Institute of Creative Arts and Technology, home of The Fashion Institute, we are dedicated to fostering the next generation of professionals to be ethical, responsible, innovative and impactful contributors to the fashion industry, and we believe collaboration with industry is key to achieving this goal.

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## WORK INTEGRATED LEARNING PROGRAM INDUSTRY PARTNERSHIPS

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### WHY PARTNER WITH US?

**ACCESS TOP TALENT:** Our talented and driven students are armed with cutting-edge, industry-relevant knowledge and skills. They are motivated, ambitious and eager to apply their learning in a professional setting.

**INNOVATIVE PERSPECTIVES:** Benefit from fresh perspectives and innovative ideas that our students bring to the table and embrace a culture of creativity and out-of-the-box thinking within your organisation.

**PIPELINE FOR FUTURE RECRUITMENT:** The WIL program serves as a natural talent pipeline for future recruitment needs. Identify and nurture potential future employees who are already familiar with your organisational culture and operations.

**TAILORED INTERNSHIPS:** Collaborate with us to tailor internships that align with your specific business needs and objectives. Enjoy the flexibility to structure internships to address current projects, challenges, or areas of strategic importance.

**CONTRIBUTE TO SKILL DEVELOPMENT:** Play a crucial role in shaping the next generation and provide real-world experience that bridges the gap between academic learning and practical application.

**ENHANCE YOUR BRAND PRESENCE:** Position yourself as a leader in supporting education and professional development. Build strong connections with the future of the industry and strengthen your brand presence.

### OUR APPROACH TO WORK INTEGRATED LEARNING

Work Integrated Learning involves experiential learning that enables the practical application of skills and knowledge gained in an academic setting. The individual nature of Work Integrated Learning means that they may vary widely in terms of activity, time, location, and outcomes. This demands a level of flexibility and negotiability, but clarity and equity demand that parameters be set from the very beginning.

For Industry Placements or 'Internships' where the activity is an extended commitment, there are some parameters we have put in place.

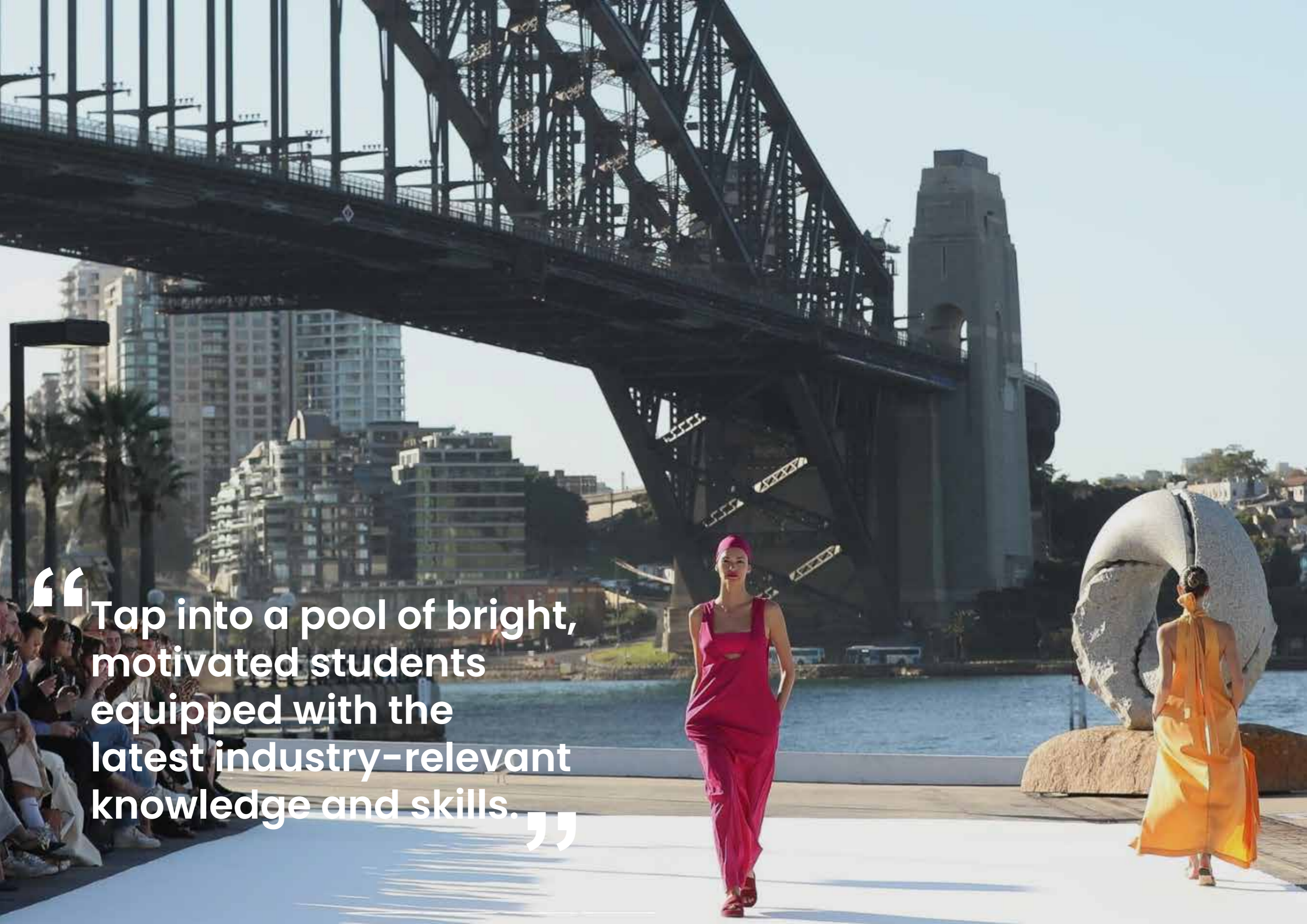
**TIME:** Industry Placements or 'Internships' are a 12 week (3 month) commitment. This not only provides students with a more realistic exposure to the day-to-day operations of the industry, it allows them to refine their skills and have the opportunity to adapt to the workplace culture, integrate into teams, and contribute meaningfully to projects, providing a tangible value to the organisation. Having students committed for 12 weeks also ensures continuity and avoids disruptions, contributing to the overall success of ongoing initiatives.

The number of days per week and hours can be flexible, accommodating to the specific needs and dynamics of the workplace and to ensure that students can meet both academic and workplace requirements effectively.

**LOCATION:** Industry Placements are typically situated in a company workplace for practical accessibility, with due consideration to student well-being and safety. Additionally, online or work-from-home placements are feasible alternatives. The importance of student well-being is paramount and it is essential that the workplace complies with Workplace Health and Safety (WHS) legislation. In cases where students express interest in placements beyond the standard scope, opportunities are evaluated based on merit, ensuring minimal disruption to the student's academic program.

**OUTCOME:** Ideally, the Industry Placement would deliver the best match between student interest and employer intent and provide the best professional preparation for students. In either case, this will be within the framework agreed upon with the student and organisation during the placement.





“Tap into a pool of bright, motivated students equipped with the latest industry-relevant knowledge and skills.”



## EXPECTATIONS FOR QUALITY WORK INTEGRATED LEARNING

To ensure a seamless and valuable experience for both your organisation and our students, the following guidelines and expectations have been established.

Definition of key terms:

**Host Organisation** means any business or organisation that is prepared and capable of hosting at least one ICAT student for industry placement.

**Industry Placement** or **Internship** means experience-based learning where industry knowledge and skills are applied for a minimum period of 12 weeks (3 months).

### SELECTION CRITERIA:

**Legal Status** - Host organisations must possess a legally constituted status as a business or organisation in accordance with Australian Law.

**Learning Opportunities** - Host organisations should present learning opportunities that align with the specified learning outcomes of the Work Integrated Learning units. [Page 11 + 12]

**Orientation and Training** - Host organisations must demonstrate the ability to adequately orientate students to their workplace culture and procedures.

**Supervision** - Host organisations must have the capacity to provide appropriate supervision for students during the placement.

**Compliance with Responsibilities** - Host organisations are expected to adhere to the Institute of Creative Arts and Technology (ICAT) host organisation responsibilities outlined in the Industry Placement Agreement.

**Workplace Environment** - Host organisations commit to providing and maintaining a safe workplace that is free from discrimination or harassment.

**Legislative Compliance** - Host organisations and their employees must comply with all relevant legislation, regulations, codes of practice, and Australian standards. [Page 15]

**Monitoring** - Host organisations agree to regular check-ins and/or site visits by an ICAT representative to monitor and assess students' progress as needed.

**Feedback Provision** - Host organisations commit to providing timely, constructive, and supportive performance feedback to students and/or the Institute of Creative Arts and Technology.

## PROCESS FOR HOST ORGANISATIONS

### STEP 1 - OPPORTUNITY

The initial step to become a Host Organisation within our Work Integrated Learning Program involves reaching out to our Careers Manager to discuss available opportunities within your business. These may include:

**Internships or Industry Placement:** Students provide weekly assistance (usually 1 day) to a business for a designated period (min. 12 weeks). Internships can be paid or unpaid, involving an exchange of services for experiential learning.

**Work Experience:** A short-term work placement where students engage in junior-level tasks to acquire practical industry experience.

**Event Experiences:** Students gain behind-the-scenes insights into events, working with PR teams, stylists, production crews, etc. This involvement is structured on a project basis without an ongoing commitment expectation.

**Shoots and Sales:** Companies are also encouraged to reach out when they need assistance on photo shoots and with warehouse sales.

All opportunities necessitate a brief description outlining what is offered, required days/hours, location, and any prerequisites for previous skills/experiences. This information is then communicated to students to ensure they have a clear understanding of the opportunities they are expressing interest in.

For Industry Placements and Work Experience, ICAT will issue a Host Organisation Contract for review and signing before any candidates can be recruited. This contract outlines the expectations, legal status, learning opportunities, orientation and training, supervision, compliance with responsibilities, workplace environment, legislative compliance, monitoring, and feedback provision. This comprehensive agreement ensures a transparent and mutually beneficial arrangement between ICAT, the host organisation, and the participating students.

### STEP 2 - RECRUITMENT PROCEDURE

After clarifying your requirements with ICAT's Careers Manager and upon receiving your signed Host Organisation Contract, our team will typically reach out to the student database and gauge interest from potential candidates. In cases where a student is deemed an ideal fit, this step may be expedited.

Upon specifying a deadline for your requirements, ICAT will share resumes and availabilities of interested students. It is your responsibility to inform ICAT of your preferred candidates and schedule meetings with them. In the case of Industry Placement, two common approaches are taken for the initial meeting:

**Interview:** Conduct a brief conversation with the student to discuss expectations, the desired intern/assistant qualities, and other relevant aspects.

**Trial:** Offer a full day of experiential learning to assess the student's suitability for the opportunity.

Once you have selected a candidate for placement, the student will be notified and required to sign ICAT's Industry Placement Contract before commencing their commitment.

Please note that many companies have internal contracts or confidentiality agreements, which students may be required to sign at the beginning of their commitment.

### STEP 3 - COMMENCEMENT

It is important to communicate any requirements and details to the student and our Careers Manager to ensure the student is fully prepared for the commencement of their placement. Requirements and details could involve students having their own laptop, do they need to bring lunch or are there options to buy lunch nearby, do they need their own car, is parking available, who do they ask for when they arrive, or if the placement is online expectations of the working environment etc.

The Host Organisation must nominate a Workplace Supervisor to oversee the student's placement, provide advice and support for the student and act as a point of contact for ICAT. Workplace Supervisors should acknowledge the purpose of the placement is to provide the student with industry experience and insight into the processes of the industry environment as a basis for self-reflection and experiential learning.



**NOTE TO HOST ORGANISATIONS:**

*Students are not intended to fulfill the duties of regular employees; otherwise, remuneration is required. See [Unpaid Fair Work Ombudsman Fact Sheet](#)*

**STEP 4 - CONCLUSION OF PLACEMENT + FEEDBACK**

As per the Industry Placement Contract that students sign at the beginning of their internship, students understand that there are strict procedures when departing a business. Just like the real working world, we encourage students to wrap up their commitments professionally to ensure relationships within the business are maintained. To do so, students are to provide their supervisor at least one weeks verbal and written notice. Students also understand that they can only finish up their internships if they have completed the minimum set given time as allocated by the business/supervisor responsible.

On completion of the placement, Workplace Supervisors are expected to evaluate and offer feedback on the student using ICAT's Industry Supervisor Report. In some cases, providing a Letter of Recommendation is an excellent way to showcase the student's performance and contribute to their professional development.

The Careers Manager will also take an active role in facilitating the recruitment of another intern for the host organisation as required.



## STUDENT ORIENTATION + OBLIGATIONS

Before a student can commence any form of Work Integrated Learning (WIL), all students are required to undergo an orientation and induction process.

**ORIENTATION AND INDUCTION:** During O-Week, new students attend a dedicated Careers Masterclass with ICAT's Careers Manager. This session informs students about how WIL prepares them for future careers, study options for using WIL credits, resume development, interview skills, self-assessment of skills, alignment of opportunities, workplace behaviour, and workplace health and safety.

**SUPERVISION AND MENTORSHIP:** Regular check-ins and feedback sessions are facilitated to align appropriate opportunities. Every student is required to have a one-on-one appointment with the Careers Manager to discuss the requirements and expectations of industry opportunities, providing insights into the student's goals, areas of interest, and previous experience.

**INDUSTRY PLACEMENT CONTRACT:** Students are mandated to complete and sign an Industry Placement Contract for each new industry placement. This contract outlines the expectations of their conduct during the placement, representing The Fashion Institute in a respectable manner, adhering to workplace rules, attending training as scheduled, notifying of any changes or absences, and maintaining confidentiality of business information.

## STUDENT ABSENCES

Students understand that they must notify both their supervisor and The Fashion Institute for any absences from their Industry Placement commitments. Students are to call their Industry Supervisor (never SMS) prior to their start time, and preferably with 24 hours notice. Students must also explain why they are unable to attend and offer another date to make up for the lost day (where possible).

## STUDENT DRESS CODE

### INTERNSHIPS

It is suggested that students wear a fashion-forward, comfortable and smart outfit to their internships. We of course are open to your requirements and what will best suit your business/offices so please ensure you mention this when placing one of our students in the initial stages.

### EVENTS

To maintain the continuity of our students' backstage at fast-paced fashion shows and events, we have had students wear our branded plain black t-shirts to all event activities. Students are also encouraged to wear an all-black ensemble paired with comfortable footwear. Again, if you would prefer our students wear something particular, please do let us know.

## STUDY REQUIREMENTS

Students can log hours of Work Integrated Learning for credit towards their studies. ICAT offers students two Industry Experience units: Industry Experience 1 (at the end of the first year of study - T3) and Industry Experience 2 (in the final year of study - T6).

In both Industry Experience units, students will actively engage in Work Integrated Learning directly relevant to their field of study. These Industry Experience arrangements can be at a work site, in a work-from-home agreement, or in an approved virtual setting. This immersive experience involves applying theoretical knowledge and practical skills acquired throughout the course. By participating in Work Integrated Learning activities such as an Industry Placement. Students observe, develop, analyse, and critically evaluate their skills and knowledge, reflecting on the implications for future career goals.

Industry Experience 1 and Industry Experience 2 serve as capstone units at the conclusion of each academic year. Eligibility for enrolment is contingent upon factors such as location and previously logged hours of completed Industry Experience in the relevant academic year. Logged hours of Industry Experience cannot be carried from Year 1 to Year 2.

## UNIT LEARNING OUTCOMES

### INDUSTRY EXPERIENCE 1

Industry Experience 1 is designed to provide students with a practical understanding of workplace dynamics and to bridge the gap between academic learning and professional application. With 60 hours of Work Integrated Learning, students will engage in industry-specific tasks, gaining valuable insights and practical skills that enhance their understanding of industry demands and dynamics. The 12 weeks of content will also support an understanding of workplace culture, self-assessment, professional and effective communication skills, collaboration, strategic thinking, and future career planning.

1. Apply theoretical knowledge gained in class to industry-specific tasks during 60 hours of Work Integrated Learning, demonstrating the practical application of academic concepts in a professional setting.
2. Analyse and critically assess different workplace cultures, gaining insights into the impact of culture on organisational dynamics and employee interactions.
3. Demonstrate effective communication skills by participating in day-to-day activities and fostering interpersonal relationships within the professional environment.
4. Engage in collaborative problem-solving activities, requiring them to analyse challenges, work collaboratively and propose effective solutions.
5. Reflect on personal and professional development, using insights gained from industry experience to inform future learning and career planning.

### INDUSTRY EXPERIENCE 2

Industry Experience 2 enhances practical skills and strategic thinking through 120 hours of Work Integrated Learning. Students emerge adept and ready to navigate, meet industry demands, and contribute effectively. The 12 weeks of content also supports business acumen, global business dynamics, data analytics, event planning, personal branding, project management, job applications, interviews, and workplace responsibilities. This cultivates future-ready graduates with a comprehensive skill set for success.

1. Identify, evaluate, and actively pursue internship and career opportunities, showing a strategic approach to career advancement.

2. Apply academic concepts in real-world settings, accumulating 120 hours of hands-on industry experience.
3. Blend business acumen and global insights for informed decision-making, demonstrating a high-level synthesis of knowledge.
4. Improve communication skills by actively engaging in daily workplace activities, fostering effective relationships, networking, and collaboration.
5. Strategically plan career growth by combining industry experience and personal project development. Use insights gained to shape future academic and career pursuits, building a dynamic career portfolio.

### **STUDENT ASSESSMENT**

Students will be required to produce a log of evidence of all their Industry Experience hours and submit various forms of assessment across the two units to demonstrate the achievement of the Industry Experience Unit Learning Outcomes. This evidence will be in the form of a Workplace Culture Analysis, Supervisor Reports, Careers Meetings, Industry Projects, Written Reflections, and the development of a Career Portfolio and Plan.

### **WORKPLACE HEALTH AND SAFETY**

Work Integrated Learning (WIL) is only available to actively enrolled students at ICAT. This means they are covered by ICAT's Personal Accident Insurance for Voluntary Workers.

As a Host Organisation, you must notify ICAT as soon as possible, and no later than the end of the working day, of any incident involving an ICAT student, including:

- Any accident, injury or death occurring during or as a result of the placement, including in relation to the student or a member of the public; and
- Any incident which relates to a work, health and safety issue and provide details of the incident including any witnesses.

A Certificate of Currency and a Combined Product Disclosure Statement and Policy Wording is available upon request.

All Host Organisations must comply with all relevant laws and requirements of any Commonwealth, state, territory or local authority, including work, health and safety legislation.

[A Guide to Work Health and Safety for Volunteer Organisations](#)

### **LEGISLATION**

[Fair Work Australia, Guidance on Work Experience, and Internships](#)

[TEQSA Guidance Note: Work Integrated Learning](#)

[Fair Work Australia, Student Placements](#)

[Fair Work Australia, Work experience and internships](#)

[Fair Work Australia, Young Workers and Students](#)

### **RELATED POLICIES**

Available to read on the Institute of Creative Arts and Technology website:

Work Integrated Learning Policy  
Work Integrated Learning Framework  
Support for Students Policy  
Complaints and Appeals Policy

### **POINT OF CONTACT**

For any enquiries and discussions related to Work Integrated Learning at The Fashion Institute and Industry Partnerships, please direct all communication to our Careers Manager.

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## GET IN TOUCH

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#### COMPLIANCE:

The Education Services for Overseas Students (ESOS) Act 2000 sets out the legal framework governing the delivery of education to overseas students studying in Australia on a student visa. ICAT, in providing education services to overseas students, complies with the ESOS Framework and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code). A description of the ESOS Framework can be found at: [education.gov.au/esos-framework](http://education.gov.au/esos-framework)