

Policy Name	Industry Engagement	
Policy Number	A006	
Approval Authority	Academic Board	
Responsible Officer	Director of Studies	
Operational Responsibility	Director of Studies	
Purpose	The purpose of this policy is to establish a consistent, risk-based and quality-assured approach to industry engagement—including consultation on curriculum, work-integrated learning (WIL) placements, industry-partnered projects, external referencing, and advisory committees—to enhance student outcomes and ensure compliance with the Higher Education Standards Framework (HESF) 2021 at LCI Melbourne (LCIM).	
Scope	This policy applies to academic staff and students at LCIM, and organisations engaging with LCIM on projects, placements, internships and other industry facing partnership activities.	
Policy Statement	LCI Melbourne ensures that all industry engagements and Work-Integrated Learning (WIL)—including professional placements, internships, partnerships, and collaborative projects—are designed, delivered, and quality-assured in alignment with the Higher Education Standards Framework (Threshold Standards) 2021. These activities enrich student learning by integrating authentic professional experiences into key units such as Professional Placement, and Design Laboratory projects, supported by academic staff and industry professionals to meet requirements for course design, staffing, learning environments, and continuous improvement.	
Definitions	Work Integrated Learning (WIL)	Work Integrated Learning (WIL) is the term given to educational activities that integrate the academic learning of a discipline with its practical application in the workplace. The aim of WIL is to ensure that students develop the ability to integrate their learning through a combination of academic and work-related activities.
	Organisation	Industry or third-party organisation providing WIL placement, internship or partnership project opportunity to LCI students and staff.
	Professional Placement	Professional Placement is an LCIM unit of study, requiring students to undertake a minimum 70 hour placement (or internship) in industry. This unit provides students with opportunities to further their practical design education in professional practice placement. These placements meet the definition of a vocational placement under the Fair Work Act 2009 and as such are lawfully unpaid.

	Industry Engagement	All activities undertaken by LCIM staff and students with third party organisations in industry to further professional development or learning and teaching opportunities.
Policy Strategies	<p>To maintain compliance with the Higher Education Standards Framework (Threshold Standards) 2021, LCI Melbourne adopts the following Industry Engagement and Professional Placement Strategy:</p> <p>LCI Melbourne (LCIM) maintains a strategic commitment to fostering meaningful, ethical, and high-quality relationships with industry partners to enhance student learning, professional readiness, and graduate outcomes. This strategy establishes the guiding principles, responsibilities, and governance requirements that underpin all Industry Engagement and Work-Integrated Learning (WIL) activities, including professional placements, internships, partnerships, collaborative projects, competitions, and client-driven briefs.</p> <p>Strategic Principles</p> <p>Industry Alignment and Educational Integrity</p> <ul style="list-style-type: none"> • LCIM cultivates a broad and diverse network of creative industry partners to ensure that student learning experiences reflect contemporary professional expectations, sector standards, and evolving creative practices. <p>Student Safety, Equity, and Wellbeing</p> <ul style="list-style-type: none"> • LCIM ensures that all industry engagements are designed and implemented with due consideration for student welfare, health and safety, and equitable access to opportunities across the student cohort. <p>Quality Assurance and Governance</p> <ul style="list-style-type: none"> • All industry engagement proposals and placement arrangements undergo formal review and approval to ensure they align with LCIM's pedagogical priorities, strategic objectives, and institutional quality frameworks. <p>LCIM Strategic Responsibilities</p> <p>Industry Engagement Responsibilities LCIM will:</p> <ul style="list-style-type: none"> • Evaluate and approve proposed industry partnerships or activities to ensure strategic and pedagogical alignment. • Conduct risk assessments for all engagements, including consideration of safety, equity, and access. • Provide academic and professional mentoring to support students in navigating industry experiences. <p>Professional Placement Responsibilities LCIM will:</p> <ul style="list-style-type: none"> • Oversee academic assessment and monitoring of student progress during placements. • Ensure students understand their behavioural and professional 	

	<p>obligations when participating in a placement.</p> <ul style="list-style-type: none"> • Manage student conduct, discipline, and performance issues arising during placement. • Intervene or terminate placements where student conduct, performance, safety, or enrolment status warrants action. • Inform students of all financial and logistical responsibilities related to placement participation, including travel, accommodation, and visa requirements (where applicable). <p>Organisational Responsibilities (Host Partners) Industry organisations hosting LCIM students must:</p> <ul style="list-style-type: none"> • Provide qualified supervisors and appropriate workplace learning experiences relevant to the unit and its educational objectives. • Ensure access to appropriate client information, consistent with legal and ethical obligations. • Engage in planning to manage any activity that presents safety considerations. • Notify LCIM of required checks (e.g., Working With Children Check, Police Check) at least four weeks before placement commencement. • Track student attendance and workplace location during placement. • Report injuries, incidents, or concerns regarding student conduct immediately. • Provide formal evaluation of student performance in the required LCIM format. <p>Employment Conditions</p> <ul style="list-style-type: none"> • Professional placements are educational in nature and do not constitute an employment relationship under Fair Work legislation. Students undertake placements for academic credit and professional development rather than paid employment. <p>International Student Considerations</p> <ul style="list-style-type: none"> • International students may participate in placements provided they comply with their visa conditions. Placement hours must be considered alongside any other work undertaken while studying at LCIM. <p>Intellectual Property Strategy</p> <ul style="list-style-type: none"> • IP created by a student during a professional placement will vest in the host organisation, except where work is produced solely for LCIM assessment purposes. • IP created during all other industry engagements (collaborative projects, competitions, client briefs) remains the property of the student unless a separate commercial agreement is reached with the organisation. <p>Confidentiality and Privacy Strategy Both LCIM and partner organisations commit to:</p> <ul style="list-style-type: none"> • Protecting personal, health, and commercially sensitive information disclosed through Industry Engagement or WIL activities.
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	<ul style="list-style-type: none"> Ensuring confidentiality unless disclosure is required by law. Complying with the Privacy and Data Protection Act 2014, (Victoria, Version 32) and applicable Information Privacy Principles. Ensuring students entering organisations are bound by appropriate confidentiality undertakings. 		
Relevant Legislation	<p>Commonwealth Legislation:</p> <p>Higher Education Standards Framework 2021 (2022) Higher Education Support Act 2003 Australia Qualifications Framework (AQF) (2022) Education Services for Overseas Students Act 2000 (ESOS) Commonwealth Register of International Courses for Overseas Students (CRICOS) (2022) Privacy Act 1988 (2022) Fair Work Act 2009</p> <p>State Legislation:</p> <p>Privacy and Data Protection Act 2014 TEQSA Academic Integrity Guidance Note Fair Work Ombudsman Fair Work Guidance Work Experience and Internships Fact Sheet – Student Placements</p>		
Key Related Documents	<p>A006 Industry Engagement Procedure A001 Academic Grievance, Complaints and Appeals Policy and Procedure A002 Learning and Teaching Policy and Procedure A003 Academic Integrity Policy and Procedure G002 Student Code of Conduct G014 Privacy and Intellectual Property Policy and Procedure G015 Staff Code of Conduct LCI Melbourne Professional Placement Handbook LCI Melbourne Professional Placement Agreement Conditions LCI Melbourne WIL Placement Risk Management Matrix LCI Melbourne Student Placement Risk Management Checklist LCI Melbourne WIL Placement and Workplace Safety Agreement</p>		
Date Approved	22 July 2024		
Date of Commencement	22 July 2024		
Date for Review	MTG 1 2026		
Amendment History	Updates to Policy and Procedure		
Documents superseded by this Procedure	Industry Engagement Policy 2020		
Signed and dated for LCI Melbourne	Professor Andrew Flitman	MTG 4 2024 AB minutes	14 October 2024

INFORMATION FOR PUBLISHING ON POLICY REGISTER				
Policy / Procedure Category		Academic		
Responsible Officer		Director of Studies		
Stakeholders		Academic (Teaching) Staff – Permanent Academic (Teaching) Staff – Sessional/Casual Director of Studies Student Experience Advisor Students Industry partners and host organisations		
Review Date		MTG 1 2026		
Approved by Academic Board				
Change and Version Control				
Version	Authored by	Description of Changes	Date Approved	Effective Date
1.0	Dean	New Policy	Q2 2020	Q2 2020
2.0	Academic Operations Manager	Update to Policy	21 February 2023	21 February 2023
3.0	Dean	Amendments to Policy and Procedure for further CRICOS Compliance	22 July 2024	22 July 2024
4.0	Dean	Amendments to Policy	14 October 2024	14 October 2024
5.0	Director of Studies	Amendments to policy	M1 February 2026	M1 February 2026