Handbook for

Work-Integrated Learning Programme
1. **About Work-Integrated Learning Programme (WILP)**
   
a. Work-Integrated Learning Programme (WILP) involves work-based learning experiences that take place in an organisational context relevant to a student’s future profession, or the development of generic skills that will be valuable to that profession.

b. The aim of the WILP is to bridge the gap between classroom learning and the real world, thereby enabling students to integrate their knowledge, concepts and skills learned from textbooks or classrooms in a practical way in the workplace, and to positively influence their career planning.

2. **Objectives of WILP**

   WILP is designed to:

a. provide an experiential learning opportunity for students to integrate classroom learning with real-world workplace experience, to gain and learn from hands-on experience, and to make the general knowledge and skills acquired at work transferable to their future career;

b. help students build appropriate self-values, interpersonal relationships and communication skills through work experience, strengthen students’ motivation and intelligence in face of adversity and stress, and develop students’ critical thinking and problem-solving skills, ethical values and professional quality in handling regular tasks as well as challenges at work;

c. help students search for meaning at study, at work and in life, through engaging in a real work and reflection process.

3. **Programme Structure**

   **Requirements of WILP**

a. WILP is a non-credit bearing programme and is one of the graduation requirements for all bachelor’s degree students (including both first-year and senior-year entry students) admitted in/after the 2015/16 academic year.

b. The programme comprises two components:

| Component I: | Engagement in either a minimum of 480 accumulated hours of full-time, discipline-related internship(s) before graduation, or practicum if it is offered by the academic programme in which the student is enrolled |
c. Both Components I and II are compulsory for all first-year entry students (cohort 2015 and thereafter). Senior-year entry students (cohort 2015 and thereafter) are required to fulfil the requirements of Component II only.

d. With reference to the above components, the WILP requirements that students have to fulfil prior to graduation can be summarised as follows:

<table>
<thead>
<tr>
<th>Component I:</th>
<th>Component II:</th>
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<tbody>
<tr>
<td>Practicum offered by the degree programme</td>
<td>Attend at least 4 College Seminars in each academic year before graduation</td>
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</table>

- **Full-time means no fewer than 40 working hours per week on average**
- **No more than two internships and one of which should last for at least two consecutive months**

<table>
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<tr>
<th>Cohort 2015 and thereafter</th>
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<tbody>
<tr>
<td>Year-one entry students of a degree programme which offers practicum</td>
</tr>
<tr>
<td>Practicum offered by the degree programme</td>
</tr>
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</table>

e. Internship must be discipline-related in terms of business nature and/or job nature, with allowance provided by the host companies. Students are responsible for finding their own internship, which should take place at a specific time designated by the prescribed study pattern. No-pay internships, unless approved by respective academic school dean on a case-by-case basis, will not be recognised.
by the WILP. Internship opportunities will also be offered via the Student Affairs Office to students who have difficulties in finding an internship.

**Non-local Students**

f. Non-local students holding a “No Objection Letter” (“NOL”) issued by the Immigration Department of the Government of the HKSAR can legally participate in internship programmes for a prescribed duration only if such internship programmes are endorsed by the College as study or curriculum related.

g. Non-local students who do not have or have lost the NOL should approach the Registry for assistance in application/reapprication of the Letter.

h. A non-local student should never start participating in internship of any kind prior to uploading his/her NOL to the WILP Online System and obtaining approval for his/her internship endorsement from the respective academic school.

**Mature Students**

i. Mature students who have gained two years of full-time work experience that is relevant to their disciplines before admission to TWC may choose to apply for exemption from Component I of the WILP.

j. Component II is not exemptible under any circumstances.

k. Applications for exemption, along with supporting documents, should be made via the WILP Online System and will be approved by respective academic school dean.

**Students with Special Educational Needs (SEN)**

l. In line with the College’s commitment in the development of a barrier-free learning environment and provision of equal opportunities in academic pursuits for students with SEN, special internship arrangements may be adopted to accommodate their needs on a case-by-case basis. These special arrangements may include flexibility in fulfilling the required number of internship hours and priority in selecting an internship offered by the College’s various schools.

m. SEN students who would like to apply for special internship arrangements will be required to provide relevant supporting documents (e.g. medical certificates) to SAO for evaluation purposes.

**Non-compliance Cases**
n. The WILP is one of the graduation requirements for bachelor’s degree students. As such, students must fulfil the requirements during the course of study. Non-compliance cases, such as not having attended the required number of seminars in a certain academic year or not having fulfilling the required hours of internship before graduation, will be followed up by the respective academic schools. Students are encouraged and will be reminded to review their attendance of seminars by April of each year so that they will be able to catch up during the rest of their studies if necessary.

4. Guidelines for Assessing Suitable WILP Internships

a. Apart from internships sourced via the College, students must obtain prior endorsement from respective academic schools via the WILP Online System before commencing their internships. The academic schools will assess the suitability of the self-sourced internships and whether they meet the requirements of the WILP. Students, designated academic staff of the respective discipline and SAO will be notified of the assessment results via the WILP Online System.

b. Internship opportunities offered via the SAO will have been assessed for their suitability for engagement of our students.

c. Internship opportunities will be assessed against the following criteria for their suitability for WILP students:

   i) Whether they are considered to be discipline-related in terms of business nature and/or job nature;
   ii) Whether they can potentially contribute to the professional growth of the students;
   iii) Whether the concerned working environment is safe;
   iv) Whether the concerned business is legal and ethical.

d. Internship has to be a structured and measurable learning experience which takes place in an organizational context. Internship such as private tutoring or freelance translation work at home will not be counted towards WILP internship.

e. The WILP internship should take place at a specific time designated by the prescribed study pattern.

5. Post-Internship Reflective Paper

a. To encourage students to think deeply about their learning experience and to facilitate the College’s assessment of student learning during a WILP internship, students will be required to submit a Post-Internship Reflective Paper via the WILP.
Online System within two weeks after each round of internship. Submitted papers will be reviewed by designated academic staff of the respective discipline.

6. Transition from Co-operative Education Scheme to WILP

a. First-year entry students who were admitted in/before the 2014/15 academic year and have not completed or started the Co-operative Education Scheme (Co-op Scheme) may choose to join the WILP instead of the Co-op Scheme at their own will.

b. It is not a requirement for senior-year entry students who were admitted in/before the 2014/15 academic year to join the WILP. They are welcome to join the College Seminars voluntarily.

c. All bachelor’s degree students admitted in/after the 2015/16 academic year are required to join the WILP.

7. WILP Forms

The following forms can be downloaded via the webpage at [http://www.twc.edu.hk/ccc/work-integrated-learning-programme-wilp](http://www.twc.edu.hk/ccc/work-integrated-learning-programme-wilp):

- Form-SA0-20 Self-sourced Internship Endorsement Form
- Form-SA0-21 Internship Registration Form
- Form-SA0-22 Letter of Consent
- Form-SA0-23 Application for Internship Exemption or Special Arrangement
- Form-SA0-24 Internship Record & Completion Certificate
- Form-SA0-25 Application for WILP Transcript
- Post-Internship Reflective Paper – Requirements and Guidelines