

Work Integrated Learning Work Placements Procedure

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Policy Supported:

[Work Integrated Learning Policy](#)

Audience:

Staff, Students

Preamble:

This *Work Integrated Learning Work Placements Procedure* is to be read in conjunction with the *Work Integrated Learning Policy* and the *Work Integrated Learning Units Guideline*. The information provided is intended to assist staff to arrange and manage work placements that meet the requirements of the *Work Integrated Learning Policy*.

Objectives:

- Good Practice and Risk Management: To establish and share both good practice across the diversity of WIL and a procedural framework including risk management.

Definitions:

Any defined terms below are specific to this document. The definition of common terms appears in the Murdoch University Dictionary of Terms.

- “Unit Coordinator”
- “Work Integrated Learning (WIL)”
- “Work Placement”
- “Workplace Partner”

Implementation Steps:

1. REQUIREMENTS OF A WORK PLACEMENT

1.1 Work placements

Work placements provide opportunities for students to complete a period of work in business, government or community organisations as a required

component of a University course or a specific unit (regardless of whether that unit is a core unit or an elective unit chosen by the student). A work placement is intended to be a learning experience, established by the University, to enable students to integrate theoretical learning for a course of study with its practical application in the workplace. Placements must have both an academic coordinator and a nominated person who can take on a supervisory role in the workplace. Work placements can vary in duration, structure and how the placements are sourced.

1.2 Work placement units

Where a work placement is a required component of a unit, that work placement unit must contain the following elements:

1.2.1 P-coded enrolment mode

- (a) If the unit is a 'full' placement unit – where all the assessment for the unit is directly related to the placement – the unit must be coded as 'P' enrolment mode;
- (b) If the unit is a 'partial' placement unit – where the assessment includes other items that do not related directly to the placement – the unit does not need be coded as 'P' enrolment mode.

1.2.2 Unit information

- (a) The unit title must clearly indicate that it is a work placement unit;
- (b) All 'full' and 'partial' work placement units must be acknowledged as a 'work placement' unit in the Academic Planning database;
- (c) Work placement units should be worth at least 3 credit points per teaching period;
- (d) Work placement units should abide by the normal student workload formula in the *Units Policy* (50 hours per credit point). A 'full' placement unit should include 80% stipulated hours in the workplace plus 20% other study time (i.e. A student is expected to spend the equivalent of 40 hours in the workplace plus 10 hours additional study time per credit point). The stipulated hours in a 'partial' placement should be weighted accordingly;
- (e) Where a work placement is a required component of a unit, the total work placement hours expected of students must be explicitly stated within the Unit Information and Learning Guide.

1.2.3 Preparation for work placement

- (a) Preparation for the work placement should be either in a prerequisite unit, or included as part of the work placement unit;

- (b) Adequate student preparedness must be determined prior to commencement of the work placement.

1.3 Professional accreditation

Work placements may be required for professional accreditation in some courses. The Discipline should provide work placements where professional accreditation of a course requires that students complete a form of work placement. The satisfactory completion of such work placements may be a compulsory requirement for completion of the relevant course.

Where work placements are a required component of a course, the total hours expected of students must be explicitly stated within the university handbook.

2. PLACEMENT PHASES

Work placements should be designed to incorporate the three phases of placement activity to maximise the learning benefits achieved:

2.1 Preparatory phase

Essential activities are undertaken prior to a student commencing at the site of the work placement; partnerships with work placement sites are established, formal agreements are put in place, the objectives, intentions and approaches are set, students are provided with required information concerning the placement, preparation for students includes professional behaviour in the workplace.

2.2 Placement phase

Activities undertaken during the time the student spends at the work placement site; the approach is applied in practice under workplace supervision, and the outcomes are assessed.

2.3 Reflective phase

Activities undertaken logically follow the previous phase, especially reflective learning from the placement, ideally through student completion of some form of report, journal or presentation. This phase also includes a retrospective evaluation of the work placement by the Discipline.

3. PREPARATORY PHASE

3.1 Establishing a work placement

The following steps must be completed in establishing a work placement arrangement prior to the student commencing their placement. They can be undertaken concurrently rather than sequentially depending on the situation and the time available:

3.1.1 Arrangement with Workplace Partner

The Unit Coordinator or Placement Coordinator's discussions with the Workplace Partner should cover such topics as risk

assessment, physical environment, duration of the placement, expectations of student performance, assumed level of knowledge of the students, workplace supervision arrangement, insurance, intellectual property, accessibility for students with a disability.

In many circumstances it is preferable that the Placement Coordinator visits the site of the proposed activity to ensure that:

- (a) The expectations and responsibilities of each party are clearly identified and agreed upon;
- (b) All risks associated with the proposed work placement have been identified and minimised;
- (c) The Workplace Partner is able to provide the student with an experience that is in keeping with the learning outcomes of the work placement unit.

In cases where a site visit is not practicable such options as a visit by a third party or evidence of the organisation undertaking placement activities with other tertiary education institutions should be used.

3.1.2 Risk assessment

A risk assessment should be completed for each work placement in advance of the actual placement of students with that Workplace Partner. Details of the risk assessment, including any mitigation put in place, should be recorded in the College's recognised record management system for all work placements. If the Discipline considers there to be an unacceptable risk to the student, the Workplace Partner, or any other person involved in the WIL activity, then the Discipline reserves the right not to assign a student to a particular Workplace Partner or to withdraw a student from such a work placement. At all times the Discipline must act promptly to address any concern about the safety and suitability of a work placement and the well-being of the student(s) involved.

3.1.3 Work placement agreements

Work Placement Business Agreements:

- (a) The Work Placement Business Agreement spells out the legal terms and conditions as well as the roles and responsibilities of the University, the Workplace Partner and the Student;
- (b) Work Placement Business Agreements are specific to the College, and will usually use the standard agreement approved by the University Secretary's Office. Agreements should be signed by both the Dean Engagement (or their delegate) and an appropriate representative of the Workplace Partner;
- (c) Where a variation to the standard agreement is required, this must be approved by the University Secretary's Office prior to signing;

- (d) The original signed copy of all Work Placement Business Agreements must be sent to the University Secretary's Office. A copy of the agreement should be retained by the College, and a copy provided to the Workplace Partner.

Work Placement Student Agreements:

- (e) Students are required to sign a Work Placement Student Agreement between themselves and the University;
- (f) This Agreement details the student's responsibilities while undertaking a work placement, the length of the placement and the location. Learning goals and expected outcomes, along with tasks expected to be undertaken by the student, should be provided either within the Work Placement Student Agreement or within the relevant Unit Information and Learning Guide;

Some Workplace Partners may expect students to sign a confidentiality agreement before they commence a work placement with them. Students should seek advice from their Placement Coordinator or Unit Coordinator before signing any such agreement.

3.1.4 Disability rights and access

All activities that are not conducted in a classroom, such as work placements, should be designed to allow for reasonable adjustment for students with disabilities without compromising academic standards and the inherent requirements of the unit. For more detail, refer to the University's *Student Disability Policy*, and the accompanying *Student Disability Reasonable Adjustment Guideline* and the *Student Disability Inherent Requirements Guideline*.

3.1.5 International students

WIL activities for international students must comply with the students' visa conditions. Conditions for paid work whilst studying allows students to work a maximum of 20 hours per week during the term and unlimited hours when their course is not in session (between formal semester or equivalent teaching periods, not mid teaching period breaks).

Unpaid work placements that are a required part of a student's course or a unit (regardless of whether that unit is a core unit or elective unit chosen by the student) are not included in the limit of 20 hours per week. Courses which include a period of mandatory work placement, clinical placement or professional experience as required under accreditation requirements for that course, do permit full-time workplace-based learning.

3.1.6 Remuneration

Students work placements are not normally remunerated. However, some work placements may be paid or reimbursed.

Disciplines need to give careful consideration to whether the proposed work placement is remunerated and, if this is intended, it should be negotiated between the Discipline, the Workplace Partner and the student through a contractual arrangement.

It should be noted that where a work placement attracts remuneration, the student may become an employee of the Workplace Partner and as such, the University's insurer may not provide cover for the student. This may also result in a requirement for the Workplace Partner to pay superannuation and provide other employment-related benefits to the student.

It should be noted that where an international student undertakes a work placement that is remunerated, this must comply with the students' visa conditions (see section 3.1.5).

3.1.7 Overseas placements

An overseas work placement should be assessed as identified above (see section 3.1.1). The Unit Coordinator or Placement Coordinator should also ensure that:

- (a) travel warnings for the work placement location have been checked prior to the student's departure;
- (b) the student's travel arrangements are recorded in the appropriate University travel registry;
- (c) the student has been informed of any necessary arrangements regarding travel insurance provision;
- (d) a review has been undertaken of the location with regard to any professional accreditation requirements (where applicable);
- (e) contact with Murdoch University staff is available for the student throughout the work placement, including a formal communication plan that has been developed and is stored in a recognised College-based record management system.

3.2 Preparation for work placement

Unit Coordinators of work placement units must ensure that all students meet the standards necessary for entry to the workplace and are otherwise prepared for their work placement. Preparation information should be provided within the Unit Information and Learning Guide, through online preparation modules and/or through face-to-face preparation workshops.

Essential preparation for work placements should contain information to help students understand the many issues, roles and responsibilities involved and should include: ethical requirements, confidentiality, insurance, occupational safety and health, intellectual property, mandatory requirements and professional behaviour in the workplace.

3.2.1 Ethical requirements

All members of the University (both staff and students) are expected to comply with the University's *Code of Ethics* in regard

to its statement of the ethical principles, values and behaviours. The University is responsible for informing students of relevant ethical and legal matters in preparation for their placement. Ethical requirements must be referred to within the Unit Information and Learning Guide, through online preparation modules and/or through face-to-face workshops. The Workplace Partner is responsible for informing students of specific ethical and legal matters in relation to their placement.

3.2.2 Confidentiality

Disciplines should advise students of the requirement to treat any personal or confidential information which they encounter while undertaking their work placement as private and confidential, and not to disclose or use the information for their own personal purposes. Students must abide by the Work Placement Student Agreement or any other confidentiality agreement they have entered into, as well as all codes of practice or laws applicable to the protection of privacy or confidentiality of information. Students must be made aware of any mandatory reporting requirements associated with their work placement.

3.2.3 Professional behaviour in the workplace

During a work placement students are required to comply with the requirements of the University's *Student Code of Conduct* and other relevant codes of conduct required for professional registration.

3.2.4 Electronic collaboration and social media

The use of any electronic collaboration and social media system by a student whilst on a work placement must be undertaken in accordance with the University's *Electronic Collaboration and Social Media Policy*, the social media policies of the Workplace Partner, and applicable state and federal laws.

3.2.5 Insurance

Insurance cover is automatically provided for the University's students engaged in unpaid work placements that are completed as part of the requirements of a University course or a specific unit therein:

- (a) Professional Indemnity – for a breach of professional duty and/or the execution of professional activities by reason or act, error or omission whilst under suitably qualified supervision;
- (b) Public Liability – for negligence by the student resulting in injury and/or property damage to a third party for which the University or the student becomes legally liable;
- (c) Personal Accident – for students who have an accident while on a work placement. If an accident prevents the student from earning their usual form of income for more than 7 days there

may be some loss of income cover. Students are not covered for medical expenses if injured on work placement other than limited non-Medicare expenses. Permanent disablement and accidental death benefits may also apply;

- (d) Medical Malpractice where applicable;
- (e) Travel Insurance – Travel insurance may be available for travel which is more than 100km from the university and/or home. Medical expenses in Australia are not able to be covered under the *Travel Policy*;
- (f) Motor Vehicles – non University vehicles are not covered by the University's insurance;
- (g) Where required, a letter detailing the insurance cover for students on work placements should be provided to the Workplace Partner;
- (h) Where the work placement involves paid employment, students are covered by the employee insurance applicable in the Workplace Partner concerned. The Workplace Partner must have adequate public liability insurance, professional indemnity/medical malpractice and workers compensation as required;
- (i) International exchange students are not covered under the Murdoch insurance policies. They should check with their own Institution to confirm cover.

3.2.6 Occupational Safety and Health

All work placements must conform to all applicable Occupational Safety and Health laws that place legal obligations on all parties to ensure the health and safety of themselves and others in the workplace. Under Occupational Safety and Health legislation Workplace Partners are responsible for ensuring that their workplace is safe for students on work placement.

Disciplines must ensure, as far as is reasonably practicable, that Workplace Partners provide adequately for Occupational Safety and Health so that students are not placed in situations of potential harm. In addition, Disciplines must ensure that students understand their rights and responsibilities in regard to Occupational Safety and Health before commencing a work placement.

All accidents must be reported to the workplace supervisor and Unit Coordinator or Placement Coordinator, and a University online [Incident Report](#) must be submitted.

3.2.7 Intellectual property

In accordance with the University's [Intellectual Property Regulations](#), in most instances students personally own intellectual property that they generate in the course of their studies. In relation to work placements, students may be requested to assign their

intellectual property, where necessary, to meet the University's legal obligations to Workplace Partners.

3.2.8 Mandatory requirements

Where students are required to undertake a Police Clearance, a Working with Children Check, professional registration, immunisation or other mandatory requirements, these must be specified in the Unit Information and Learning Guide including, where appropriate, any responsibilities on the student to incur the cost of these requirements.

It is the responsibility of the Unit Coordinator or Placement Coordinator to ensure that a record is kept of the satisfactory completion of all mandatory requirements for each student prior to their commencement of a work placement.

4. PLACEMENT PHASE

4.1 Placement database

Colleges are responsible for retaining records of all work placements in a College-based record management system. Records of work placements should include:

- (a) details of the workplace including; the placement location, the name and contact details of the workplace supervisor and a copy of the Work Placement Business Agreement;
- (b) details of the student including; the relevant unit enrolment, a copy of the Work Placement Student Agreement, the dates of the work placement and the risk assessment completed in relation to the work placement.

4.2 Supervision

Disciplines are responsible for ensuring that adequate workplace supervision is provided to students by the Workplace Partner during work placements:

- (a) Before a work placement commences any person who will undertake a supervisory role needs to be adequately prepared and understand the responsibilities of that role as outlined in section 6;
- (b) During a work placement the Discipline should ensure that workplace supervision and student progress is monitored. In some instances this may involve a visit to the work placement site when a student is undertaking a work placement, while in others contact with the Workplace Partner and student by email, telephone or videoconference may be appropriate;
- (c) The Discipline must ensure that the workplace supervisor provides timely input into the evaluation of the student while on placement. Whilst this feedback is essential, its contribution to the final grade is at the discretion of the Unit Coordinator, as specified in the Unit Information and Learning Guide.

4.3 Conflicts of interest

A student should not normally undertake a placement in a workplace where there is a possible or perceived conflict of interest, for example, where:

- (a) a family member is the owner, or in a principal position of responsibility, in the Workplace Partner where the student is to be placed;
- (b) a family member is responsible for supervising the student in the workplace;
- (c) the student is in paid employment with the Workplace Partner, unless the work placement involves remuneration that has been approved by the University;
- (d) the student might be responsible for teaching or assessing a family member.

A student is responsible for informing their Unit Coordinator or Placement Coordinator if such a situation arises. The conflict should be resolved in the first instance through consultation between the Unit Coordinator or Placement Coordinator and the workplace supervisor. In the event of uncertainty, the final decision rests with the relevant Head of Discipline.

4.3.1 Employee of the Workplace Partner

In exceptional circumstances, where a student has been given permission to undertake a work placement where they are in paid employment with the Workplace Partner, then the following safeguards shall be observed:

- (a) The student shall have a different workplace supervisor to the one for their paid employment;
- (b) The tasks/project shall be different for those undertaken in their paid employment to ensure a genuine learning experience;
- (c) Where practical, the work placement shall be undertaken on different days to the paid employment.

This clause does not apply where the student is completing a work placement that involves remuneration that has been approved by the University.

4.4 Involuntary withdrawal from a work placement

A student undertaking a work placement may, subject to approval by the College or nominee, be removed involuntarily from the work placement.

4.4.1 School approved conditions and procedures

The conditions and procedures for the involuntary withdrawal of a student from a work placement must be determined by the College and must be approved by the College Academic Committee. These conditions and procedures must be stated in the Unit Information and Learning Guide of all work placement units offered by the College.

4.4.2 Conditions for involuntary withdrawal

A Discipline may withdraw a student involuntarily from a work placement, either for a specific period of time (and be subject to specific requirements) or for the remainder of the duration of the placement, where:

- (a) The student is unable after feedback, due instruction and guidance, to perform satisfactorily without an inappropriate or an unattainable degree of supervision with respect to:
 - the stated learning objectives of the work placement; or
 - skills involving clients' comfort or safety within a workplace; or
 - the performance of technical procedures already taught, demonstrated and practised in a prior clinical or practical situation.
- (b) The student performs in a manner detrimental to the professional experience of other students; or
- (c) The student breaches the University's *Code of Ethics* or *Student Code of Conduct* or the legal, ethical or professional codes of the organisation providing the placement or of the industry concerned; or
- (d) The student demonstrates negligence in the performance of an assigned duty.

4.4.3 Procedures for involuntary withdrawal

College procedures in the case of involuntary withdrawals must address the following:

- (a) The due process that must be observed by which the Unit Coordinator or Placement Coordinator shall consult with appropriate parties (including the student) in determining whether the student's continued attendance at the workplace constitutes an unacceptable risk;
- (b) With whom the authority resides in the Discipline to determine that the student should be withdrawn from the work placement;
- (c) Provisions for advising the student, which must include written advice on; the nature of the problem with the student's work placement, any remedial action that must be taken by the student, and the consequences for course completion of unsuccessful completion of the work placement;
- (d) Clearly stated that where a withdrawal from a work placement is justified on the basis of the reasons listed in section 4.4.2 the student will have a grade of fail recorded for the work placement unit by the College;

- (e) When a student fails a work placement, procedures to guide the decision by the Academic Chair regarding re-enrolment or enrolment in subsequent work placement units (see *Academic Monitoring and Progression Policy*).

4.5 Withdrawal of students from work placement units

4.5.1 Students must not withdraw from P-coded enrolment mode units

Students in 'full placement' P-coded enrolment mode units must not withdraw themselves from the unit. Students who wish to withdraw from P-coded enrolment mode units must discuss their situation with the Unit Coordinator or Placement Coordinator responsible for managing placements in the Discipline. This requirement must be stated in the Unit Information and Learning Guide of all work placement units offered by the College.

4.5.2 College-initiated withdrawal from P-coded enrolment mode units

Students may be withdrawn from a P-coded enrolment mode unit by the Discipline for the following reasons:

- (a) The student has not met the prerequisites for the unit;
- (b) The student has not met the mandatory requirements before the work placement commences;
- (c) Voluntary withdrawal before the scheduled work placement commences;
- (d) An inability to complete a scheduled work placement for reasons of illness, accident or other personal circumstances, (in these situations either a medical certificate or statutory declaration is required);
- (e) The Workplace Partner is unable or unwilling to maintain an appropriate experience for the student and an alternative work placement cannot be arranged within the work placement unit and teaching period.

Where the withdrawal is made by the Discipline under provisions (a) to (e) above the student will be withdrawn as a Murdoch initiated withdrawal (WO) before the Census Date, or as a Murdoch administrative withdrawal (WOA) after the Census Date. In such circumstances the Discipline is responsible for advising the student of the action.

5. REFLECTIVE PHASE

Disciplines must have processes in place for evaluating work placements. The review should include consultation with the Workplace Partner and the student(s). Wherever possible, such review and consultation processes should be completed prior to another student or group of students commencing with the Workplace Partner.

6. ROLES AND RESPONSIBILITIES

Following are the roles and responsibilities of the University, the Workplace Partner and the student engaged in work placement units.

6.1 The University

The University, through the relevant Head of Discipline or delegated authority is responsible for:

6.1.1 Preparatory phase

Work placement units

- (a) ensuring that the work placement fits into the learning objectives of the course and unit;
- (b) specifying how the placement is to be assessed including the means by which assessment will measure the achievement of the learning objectives;
- (c) accounting for the stage of degree progression of the students when organising a work placement unit;
- (d) ensuring that appropriate resourcing is provided for work placement units including appropriate staffing and workload allowances for the management of student placements;
- (e) ensuring that staff responsible for managing and supervising placements have undertaken any training required;

Establishing work placements

- (f) ensuring that a risk assessment of the work placement has been completed;
- (g) ensuring that arrangements for appropriate workplace supervision are in place for each student;
- (h) ensuring that Workplace Partners are aware of insurance arrangements and implications;
- (i) ensuring that the Work Placement Business Agreement is signed by all parties and copies provided for each Workplace Partner;
- (j) in conjunction with the Workplace Partner, ensuring that work placement sites provide suitable learning opportunities for students;
- (k) ensuring the work placement meets with relevant professional accreditation requirements (where appropriate);
- (l) in conjunction with the Workplace Partner, ensuring the roles and responsibilities of workplace supervisors and students are fully understood, before, during and after placement;
- (m) ensuring that workplace supervisors understand the assessment requirements and the role of each person in the assessment process;

- (n) providing adequate briefing, training and resources for workplace supervisors;
- (o) establishing procedures for dealing with absences, conflict or other difficulties encountered during the work placement;

Student preparation for work placements

- (p) ensuring that individual students are eligible to undertake a work placement, for example, completion of required pre-requisite units or program schedule requirements;
- (q) ensuring that students and prospective students are appropriately informed and prepared through the Unit Information and Learning Guide or specific induction programs of all requirements for the work placement as outlined in section 4.2;
- (r) ensuring that the Work Placement Student Agreement is signed by all parties and copies provided;
- (s) ensuring that students are equipped to meet the program of workplace activities agreed with the Workplace Partner;
- (t) verifying that students have met any mandatory requirements for the work placement such as immunisations, Police Clearance, Working with Children Check or professional registration;
- (u) ensuring that students are informed of any additional costs associated with undertaking a work placement;
- (v) assisting students with disabilities seeking to negotiate reasonable adjustment to the working environment;
- (w) ensuring that students understand the assessment requirements and the role of each person in the assessment process;

6.1.2 Placement phase

- (a) notifying students and Workplace Partners of the contact details of the staff member(s) responsible for coordinating the work placement and supervising the student(s) concerned;
- (b) in conjunction with the Workplace Partner, providing suitable induction programs for students;
- (c) ensuring that students and Workplace Partners are aware of the procedures for reporting any incidents or accidents to the University;
- (d) monitoring and assessing student progress in consultation with the workplace supervisor;
- (e) providing support and guidance to the student in conjunction with the Workplace Partner.

6.1.3 Reflective phase

- (a) in conjunction with the Workplace Partner, providing suitable de-briefing for students;
- (b) in consultation with the Workplace Partner and the student(s), evaluate work placements.

6.2 The Workplace Partner

The Workplace Partner, often through the workplace supervisor, is responsible for:

6.2.1 Preparatory phase

- (a) providing a supervisor in the workplace for each student. The supervisor needs to be prepared to accept the responsibility and carry out the duties outlined;
- (b) providing details of the program of work to the academic supervisor and the student;
- (c) where the work placement involves paid employment, ensuring the Workplace Partner has adequate public liability insurance, professional indemnity/medical malpractice and workers compensation as required.

6.2.2 Placement phase

Student support and supervision

- (a) informing relevant staff members of the presence of the student, and the reasons and purpose of the work placement;
- (b) providing a positive learning environment with opportunities for varied learning experiences in keeping with the placement requirements;
- (c) providing suitable support which should include:
 - acting as a mentor and role model in introducing students to acceptable codes of ethics, conduct and professional behaviours; and
 - ensuring that the student is aware on any on-site policies and procedures, including matters of confidentiality and privacy.

Work environment

- (d) providing adequate work space, access to required equipment and other necessary resources;
- (e) complying with Occupational Safety and Health legislation and providing a safe working environment, including providing an Occupational Safety and Health induction for students.
- (f) This should include but is not limited to:
- (g) the organisation's safety and health policy;
- (h) emergency procedures including emergency phone numbers;

- (i) first aid arrangements (including names and phone numbers of first-aiders);
- (j) procedure for reporting accidents/incidents/hazards; and
- (k) hazards associated with the work place and the measures in place to control the risks to health and safety, e.g. safe work procedures, personal protective equipment, training and supervision.

Liaison with the University

- (l) contacting the academic supervisor in the event of a student having an accident, sustaining an injury or being involved in a safety incident whilst on work placement;
- (m) informing the academic supervisor of any circumstances that may affect the successful completion of individual student programs;
- (n) consulting with the academic supervisor regarding impediments to student performance;
- (o) participating in the evaluation of student progress and supplying written assessments of student performance, as required.

6.2.3 Reflective phase

- (a) contributing to the evaluation of work placements.

6.3 The Student

Students undertaking a work placement are responsible for:

6.4 Preparatory phase

- (a) ensuring that they are enrolled in the unit;
- (b) ensuring that they have read and understood all the information relating to work placements in the Unit Information and Learning Guide;
- (c) completing any mandatory requirements to undertake a work placement, such as immunisations, Police Clearance, Working with Children Check or professional registration;
- (d) ensuring that they have understood and signed the Student Work Placement Agreement;
- (e) attending or completing induction, orientation or preparation programs including reading all materials and completing all activities provided;
- (f) disclosing any disability or condition that may affect their ability to safely and effectively complete the work placement – if unsure, students must seek guidance from the Unit Coordinator or Placement Coordinator;

- (g) consenting to the release of necessary information to the Workplace Partner if applying for reasonable adjustments for disclosed disabilities.

6.4.1 Placement phase

Work environment

- (a) participating in any safety training or instruction provided by the Workplace Partner until deemed competent by the trainer to undertake any task in a safe manner;
- (b) complying with all requirements, policies and procedures of the workplace, including attendance at the required hours and dressing appropriately for the workplace;
- (c) in the event of an accident, injury or damage whilst undertaking a work placement activity, advise the workplace supervisor and the academic supervisor as soon as practicable following the accident. The student should complete the University's online [Incident Report](#) and lodge a copy with the workplace supervisor and academic supervisor;

Ethics, conduct and professional behaviour

- (d) acting in accordance with the University's *Code of Ethics* and *Student Code of Conduct*;
- (e) complying with other relevant workplace or professional ethical guidelines or codes of conduct;
- (f) treating any personal or confidential information which they encounter while undertaking their work placement as private and confidential, and not to disclose or use the information for their own personal purposes;
- (g) working at all times within their recognised scope of practice;
- (h) respecting intellectual property issues in the workplace;

Communication with supervisors

- (i) maintaining communication with both workplace supervisor(s) and the academic supervisor, and notifying them of any problems that arise;
- (j) advising the workplace supervisor of illness or other unforeseen circumstances that require leaving or not attending the workplace;
- (k) taking responsibility for their own learning by participating fully in the learning process, undertaking all learning opportunities provided, and seeking feedback and guidance on improvement;

6.4.2 Reflective phase

- (a) attending any de-briefing sessions provided by the Workplace Partner and/or the College;

- (b) contributing to the evaluation of work placements.

Performance Indicators:

There are no performance indicators.

Related Documents:

[Academic Monitoring and Progression Policy](#)

[Coursework Regulations: Effective from 1 January 2018](#)

[Code of Ethics](#)

[Electronic Collaboration and Social Media Policy](#)

[Student Code of Conduct](#)

[Student Disability Policy](#)

[Student Disability Reasonable Adjustment Guideline](#)

[Student Disability Inherent Requirements Guideline](#)

[Travel Policy \(1502\)](#)

[Units Policy](#)

[Work Integrated Learning Units Guideline](#)

References:

There are no references.

Approval and Implementation:

Approval Authority:	Pro Vice Chancellor (Education)
Responsible Officer(s):	Work Integrated Learning Lead
Contact Officer:	Manager Student Records

Revision History:

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Approved Administrative amendment	28/08/2019		12/03/2022	AC/65/2019
Administrative amendment	31/05/2018		25/01/2020	
Clauses 3.1.3 and 4.4 amended	17/01/2018			

Approved/ Amended/ Rescinded	Date Approved	Effective Date	Next Review Date	Resolution No. (if applicable)
Clause 3.1.3 amended	14/09/2017			
Approved	10/02/2017		25/01/2020	
Recommended by LTC	24/11/2016			LTC/41/2016(iv)
Policy approved	25/01/2017		25/01/2020	AC/10/2017(i)
Approved	06/12/2012		06/12/2015	LTC/60/2012