



CODE OF PRACTICE – WORK INTEGRATED LEARNING (PROFESSIONAL EXPERIENCE)

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Custodian title & e-mail address:	Director, Academic Quality and Standards Unit quality@uow.edu.au		
Author:	EPRS Code of Practice – Practical Placements Working Party		
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Supporting documents, procedures & forms of this policy:	Bullying Prevention Policy Compassionate and Compelling Circumstances Guideline Coursework Rules Critical Incident Guidelines Disability Policy – Students General Course Rules Host Organisation WHS Information Sheet (Appendix 2) IP Student Assignment of Intellectual Property Guidelines IP Student Assignment of Intellectual Property Policy Incident Management and Reporting Guidelines Outbound Student Mobility Critical Incident Procedures Procedure for Managing Alleged General Misconduct by a Student Procedure for Mandatory Reporting of Student Impairment to AHPRA Procedures for the Review of Marks or Grades and Other Academic Decisions (Coursework) Respect for Diversity Policy Review and Appeal of Academic Decisions Policy Sexual Harassment Prevention Policy Student Academic Consideration Policy Student Acknowledgement Form (Appendix 1) Student Conduct Rules WHS Requirements for Professional Experience Guidelines Work Experience Application Form WHS Requirements for Work Integrated Learning (Professional Experience)		
References & Legislation:	DFAT Smart Traveller Disability Discrimination Act 1992 (Cwlth) Fair Work Ombudsman – Guide on Unpaid Work Safe Work NSW		



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

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1 Purpose of Policy

1. The Code of Practice – Work Integrated Learning (Professional Experience) sets out what is expected from students, the University and Host Organisations in providing work integrated learning professional experience programs. It applies to professional experience programs that form the whole or part of a subject or course offered at the University. The Code assists in promoting a productive work integrated learning experience for students and in promoting relevant UOW Work Integrated Learning Design Principles.

2 Application, Scope and Exclusions

1. This Code applies to professional experience (as defined) that students must complete before becoming eligible for the award of a degree or that students are undertaking as part of compulsory or optional components of a subject, either as part of a course or as non- award study.
2. Section 6 of this Code only applies to placement programs (as defined).
3. This Code applies to students studying at UOW Online or at an offshore partner institutions.
4. This Code does not apply to workplace activity undertaken by a student in the course of their ordinary employment that is used, applied or referenced when undertaking assessable tasks as part of study as a student at UOW, including the Faculty of Engineering and Information Sciences Professional Options Program.
5. This Code does not apply to any professional experience undertaken by students as part of any exchange program, Study Abroad opportunity, short courses/internships or cross institutional study with a partner university. These professional experiences are subject to the policies and requirements of the partner university, and should be registered with the Office of Global Mobility.
6. This Code does not apply to UOW Dubai or UOW students studying at UOW College.
7. The provisions of this Code relating to unpaid professional experience opportunities apply to opportunities undertaken in Australia. In all offshore jurisdictions, unpaid professional experience opportunities may be facilitated subject to protection of the safety and wellbeing of the student and only when in compliance with local laws regulating employment.
8. This Code does not regulate title to intellectual property rights including copyright of all material created by a student as part of a student professional experience. Title to such rights is regulated by the University’s policy documents on intellectual property.
9. University staff involved in the delivery of any work integrated learning placement programs or experiences outside the scope of this Code (such as research based fieldwork) or in the management of outbound exchange programs, short study tours, or Study Abroad opportunities and/or cross institutional study that do not involve professional experience are encouraged to apply or operate consistent with those parts of the Code that are appropriate.

3 Definitions

Word/Term	Definition (with examples if required)
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Academic consideration	is intended to help minimise the impact of compassionate, compelling or extenuating circumstances beyond a student's control, which significantly impair a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline; or which affects Academic Progress in a subject relevant to their course of study. Academic consideration may be granted on the basis of compassionate, compelling circumstances and/or extenuating circumstances.
Academic Supervisor	means the member of academic staff responsible for the academic supervision of the student undertaking a student professional experience.
Associate	means a UOW student who provides support to a person with a disability who may or may not be a student at UOW. An associate may include but is not limited to: a. a spouse of the person; b. another person who is living with the person on a genuine domestic basis; c. a relative of the person; d. a carer of the person; and/or e. other groups listed within the Disability Discrimination Act 1992 (<i>Cwlth</i>).
Authorised officer	means a person authorised by a senior academic leader in the relevant Faculty (or by the Director of Graduate Career Development and Employability in the case of Career Hub) to determine applications for approval to receive remuneration.
Client	means any person or persons to whom a service is being provided by the Host Organisation.
Critical incident	means any serious incident that affects a student while undertaking a professional experience and includes: a. serious injury/illness involving hospitalisation (e.g.: accident, ill health, incapacitation) arising from an incident while on professional experience including a workplace accident, vehicle accident etc.; b. public health alert; c. mental health issue including a significant incident of self-harm; d. emergency medical evacuation; e. student arrest; f. perpetrating or being the victim of a crime related incident (e.g.: assault, sexual assault, robbery); g. any incident involving a threat to a person (e.g.: stalking, domestic violence, bullying including cyber bullying, harassment); or h. natural disaster.
DFAT Smart Traveller	is the website of the Department of Foreign Affairs and Trade, the Australian Federal Government department tasked with providing information about safety and security issues, and other useful, practical tips on health, local laws, local customs as well as entry and exit requirements.



Disability	<p>in relation to a person, includes:</p> <ul style="list-style-type: none">a. total or partial loss of a person’s bodily or mental functions;b. total or partial loss of a part of the body;c. the presence of a body of organisms causing disease or illness;d. the presence of a body of organisms capable of causing disease or illness;e. the malfunction, malformation, or disfigurement of a part of a person’s body;f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; org. a disorder or illness that affects a person’s thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour; <p>And one which:</p> <ul style="list-style-type: none">h. presently exists;i. previously existed but no longer exists;j. may exist in the future; ork. is imputed to a person.
Faculty	<p>means a faculty of the University offering professional experience programs, and includes, where the context requires:</p> <ul style="list-style-type: none">a. Graduate Career Development and Employability and any other central unit offering professional experience programs as part of a course or subject; andb. any third party engaged by the University to undertake services and functions in relation to the management of a professional experience program.
Host Organisation	<p>means any organisation that provides professional experience to a student.</p>
Placement co-ordinator	<p>means any member of the staff of the University or of a third party engaged by the University for this purpose responsible for the placement of students undertaking a placement program and/or in the administration of a placement program.</p>
Placement program	<p>means a professional experience program that meets the Fair Work Act definition of a “vocational placement” (and may include a practicum, placement or internship) and which involves placement of students that is organised and managed by the University and is undertaken by a student as a compulsory requirement of a course or subject offered by the University, but does not include Work Experience in Industry.</p>
Professional experience	<p>includes any applied or professional work integrated learning activity that is undertaken by a student in a Host Organisation, comprising either:</p> <ul style="list-style-type: none">a. a placement program (as defined);b. Work Experience in Industry;c. any other applied or professional work integrated learning activity that is



	<p>undertaken by a student in a Host Organisation as an optional component of any course and/or any subject in which the student is enrolled; or</p> <p>d. a professional experience opportunity unconnected to a course or subject in which the student is enrolled but that otherwise complies with the Fair Work Act undertaken with the prior knowledge of and assistance from the University.</p> <p>Specific considerations apply for international students, for whom the number of hours they are allowed to work is defined in visa conditions, which may include any work experience related to study.</p>
Reasonable adjustment	<p>means an adjustment is a measure or action (or a group of measures or actions) taken by an education provider that has the effect of assisting a student with a disability to participate fully in the academic experience on the same basis as a student without a disability. Reasonable adjustments can include an aid, a facility, or a service that the student requires because of their disability and it is reasonable in relation to a student studying with a disability if it balances the interests of all parties affected.</p>
Remuneration	<p>means monetary or in-kind payments in the form of salary, wages, commission payments, or other benefit for work performed but not including incidental or token hospitality, gifts or benefits.</p>
Student	<p>means a person registered for a course at the University or studying as an inbound exchange or Study Abroad student at the University.</p>
Supervisor	<p>means any person at the Host Organisation, who may be an employee of the Host Organisation or an employee of the University, and who is responsible for the direction and support of the student during the student professional experience.</p>
University	<p>means the University of Wollongong, and includes any third party engaged by the University to undertake services and functions in relation to the management of a professional experience program.</p>
Work Experience in Industry	<p>means any unit of study (subject) that comprises work:</p> <ol style="list-style-type: none"> a. that is done as a part of, or in connection with, a course of study undertaken with the University; and b. in respect of which student learning and performance is not directed by the University; and c. the purpose of which is to obtain work experience relevant to the course of study; and d. in respect of which NONE of the following tasks are performed by staff of the University or persons engaged by the University: <ol style="list-style-type: none"> i. ongoing and regular input and contact with students; ii. oversight and direction of work occurring during its performance, not just the progress of a student’s work; iii. defining and managing the implementation of educational content and objectives of the unit;



	<ul style="list-style-type: none">iv. defining and managing assessment of student learning and performance during the placement; orv. defining and managing the standard of learning and performance to be achieved by the student during the placement.
Work Integrated Learning Design Principles	<p>means the following design principles for work integrated learning experiences in the curriculum at the University – work integrated learning experiences are:</p> <ul style="list-style-type: none">a. learner centred experiences;b. purposefully designed;c. experiences that benefit all stakeholders;d. experiences that evidence engaged feedback;e. supported; andf. monitored, evaluated and compliant.
Volunteering	<p>Volunteering is a permissible form of professional experience provided it does not contravene the Fair Work Act, meaning it must:</p> <ul style="list-style-type: none">a. Involve unpaid service for an organisation that has charitable purposes (i.e. helping the community, supporting a community cause etc.) as its main objectives, such as a church, sporting club, government school, charity or community organisation;b. Not involve an employment relationships between the organisation and the students; andc. Not involve any obligation on the student to attend a workplace, or to perform specific work.

4 Requirements applying to all Professional Experience Programs and Opportunities

1. All professional experience programs or opportunities including Work Experience in Industry programs must be designed and delivered having regard to the following requirements:
 - 1.1. Students must be provided access to this Code when enrolled in any program of study that involves a professional experience. Faculties must also require students to sign and submit to the Faculty a form of acknowledgement containing, at a minimum, the provisions set out in the sample form of acknowledgement attached to this Code (Appendix 1).
 - 1.2. Professional experience programs must be supported effectively by the University to ensure that any identified inherent requirements for the relevant course (if any) and any preparatory requirements for students undertaking a professional experience are identified and communicated to students and to ensure that students will receive an appropriate induction on arrival at a Host Organisation.
 - 1.3. Where relevant, students must receive clear information on the course or subject learning outcomes and the assessment tasks involved in the professional experience, and on the acceptable scope of their practice while undertaking a professional



experience (for example, in the form of information in the subject outline for the relevant subject or via Sonia Online).

- 1.4. Students, Faculty staff and Career Hub must complete and submit to the Finance and Insurance Officer, Financial Services Division a Work Experience Application Form. This provision does not apply if:
 - a. the student is remunerated as provided in section 5 of this Code; or
 - b. there is an existing agreement in place between the University and the Host Organisation for the conduct of professional experience activities with that Host Organisation.
- 1.5. Students must have access to support while undertaking the professional experience including, at a minimum:
 - a. information on and access to responsible staff by email or by telephone during normal working hours,
 - b. information on the processes to be followed in the event of a critical incident arising during the professional experience;
 - c. by negotiation, access to responsible staff while undertaking the professional experience outside of normal working hours; and
 - d. information on the ongoing availability of student support services for students while undertaking the professional experience.
- 1.6. Students must be informed of and comply with reasonable standards of professional behaviour, with the reasonable requirements of the Host Organisation and must observe their conduct obligations under the Student Conduct Rules during the professional experience.
- 1.7. Students must comply with appropriate standards of WH&S.
- 1.8. Students must be informed of their rights and obligations with respect to working in a safe, respectful and harassment free workplace while undertaking the professional experience.
- 1.9. Students and Host Organisations must be provided with opportunities to offer feedback to the University on the professional experience, and the University must consider and act on relevant feedback in evaluating professional experience programs and related subjects.
- 1.10. Where the professional experience is a compulsory component of any course open to enrolments from international students:
 - a. the relevant course must be registered on the CRICOS Register, and that details of the work component are included in the registration,
 - b. international students must be informed about the Australian employment context and relevant workplace legislation, and
 - c. international students must be advised that time spent undertaking compulsory professional experience does not count towards the 40 hours per fortnight work limit that applies to student visa holders during study sessions, but that in undertaking work beyond the professional experience, students must comply with the limitations imposed by their student visa.
- 1.11. Where the professional experience is a placement program, then should a Host



Organisation, for reasons unrelated to the capacity of a student to undertake or continue with a professional experience, be unable to commence or continue a professional experience, the University will assist the student to find alternatives that may meet the requirements of the relevant subject or course.

2. The University must only facilitate other professional experience opportunities if they are lawful.
3. A professional experience opportunity unconnected to a course or subject and undertaken in Australia will only comply with the Fair Work Act if the opportunity involves paid work (provided it is remunerated at the appropriate rate of pay) or if it meets the requirements set out at section 4(4) below.
4. If the professional experience opportunity is unpaid, the opportunity is only lawful under the Fair Work Act if:
 - a. it does not involve students undertaking 'productive' work (the key tasks ordinarily undertaken by employees in an organisation); and
 - b. has the student (rather than the Host Organisation) as the main beneficiary of the opportunity, through observation, interaction and learning, such that any benefit derived by the Host Organisation is secondary; and
 - c. involves primarily activities that are meaningful learning experiences, or which facilitate training or skill development; or
 - d. it involves volunteering on the part of the student.

5 Remuneration of Students

1. Under the Fair Work Act, 2009 (Commonwealth), unpaid work experience may be unlawful if it gives rise to an employment relationship between the worker and the employer. An exemption exists if the unpaid work experience is a vocational placement undertaken as a requirement of an education or training course for which there is no entitlement to pay for the work the student undertakes and in which the primary purpose is student learning and development.
2. Host Organisations may remunerate students undertaking a professional experience provided that any remuneration offered to the student is consistent with the employment provisions governed by the Fair Work Act, 2009 (Commonwealth) and Fair Work Regulations, 2009 (Commonwealth).
3. Any student who is remunerated while undertaking a professional experience is deemed to be the employee of the Host Organisation and will not be covered by the University's insurance cover. Any student who is not remunerated will be covered by University insurance.
4. The Financial Services Division must receive notice of each student to be covered by the University's insurance cover prior to the student commencing a professional experience.

6 People Living with Disability - Implications for Professional Experience

1. The Disability Policy – Students outlines the rights and responsibilities of students and staff in relation to students with disabilities, and students who have an associate with a disability.
2. As detailed in section 5.1 of the Disability Policy - Students, the University encourages students with a disability to disclose the nature and extent of their disability to Disability Services. It is the responsibility of the student to register with Disability Services as soon as



they are aware of their disability and in a timely manner that allows UOW to best support their needs.

3. Students should advise the Faculty in a timely manner of any disability (whether registered or not) that will or may affect the student's capacity to safely, equitably and successfully meet the requirements of professional experience, or which may be affected by the location or design of the professional experience.
4. As detailed under section 5.3 of the Disability Policy – Students, information in relation to the particulars of a disability, provided by a student or an associate shall remain confidential and shall be restricted to those persons with a legitimate need to know, including staff in the Host Organisation, in accordance with the Privacy Policy, the UOW Code of Conduct – Staff and other relevant privacy legislation.
5. As detailed under section 6 of the Disability Policy – Students:
 - a. consultation shall occur in relation to reasonable adjustment to the professional experience;
 - b. consultation shall involve the student requesting reasonable adjustment and the staff member responsible for co-ordinating professional experiences;
 - c. in some cases the University may be limited in assessing or providing for reasonable adjustment to students who have not registered with Disability Services; and
 - d. Disability Services must be involved in discussion related to reasonable adjustment, and in the final determination of reasonable adjustments to be implemented for professional experience.
6. As detailed under section 6 of the Disability Policy – Students:
 - a. the University is not required to provide an adjustment to the extent that it would impose unjustifiable hardship on the University or the Host Organisation;
 - b. the University cannot compromise the academic standards of a course, subject or other requirements or components that are inherent in or essential to the nature of the course or subject; and
 - c. the University reserves the right to isolate or discriminate against a student with a disability, where it is reasonably necessary to protect the health or welfare of the student or other people.
7. Where reasonable adjustments are required in respect of the professional experience, the Faculty must determine in consultation with the Disability Services what information the Host Organisation requires in order to provide a safe, equitable and successful professional experience. It is not always necessary that a Host Organisation be provided specific detail on the disability in order to support this need. The Faculty must seek the student's written consent to disclose necessary information on the disability and the recommended reasonable adjustments. This may be sought by way of the Student Acknowledgement Form.
8. If the student does not consent to disclosure as provided in section 6.7, it may be difficult for the University to provide the student with a safe, equitable and successful professional experience. The Faculty must not disclose this information to the Host Organisation without consent and the Faculty should discuss with the student the implications of this decision, including whether this precludes the Faculty from providing the student with a professional experience opportunity.
9. Where a student does not advise the Faculty as provided in section 6.2 and the Faculty has



a reasonable belief that a student has a disability that will or may adversely affect the student's capacity to safely, equitably and successfully undertake a professional experience, then the Faculty must arrange to meet with the student to discuss the professional experience and request further information on any disability.

10. The Faculty or the Host Organisation, in consultation with the Faculty, may preclude a student from commencing or exclude a student from continuing to participate in a professional experience where it is reasonably necessary to protect the welfare of the student or of others or if the student does not consent to disclosure as provided in section 6.7.
11. Where a student is precluded from commencing or is excluded from a professional experience because of the student's disability or because the student refuses to consent to disclose to a Host Organisation, the Faculty will assist the student in exploring alternatives that may facilitate the student meeting the requirements of the subject or of their course.

Note: the University may be limited in assessing or providing reasonable adjustment to students with a disability that is not registered with Disability Services.

7 Personal Circumstances Impacting on a Professional Experience

1. The Student Academic Consideration Policy outlines the rights and responsibilities of students and staff in relation to academic consideration (granted on the basis of medical grounds, compassionate grounds and/or extenuating circumstances).
2. As detailed under section 5.1 of the Student Academic Consideration Policy, academic consideration will only be considered for illness, injury, other serious cause, or extenuating circumstances which,
 - a. significantly impact a student's ability to meet the requirements of a subject's teaching/learning and/or assessment tasks as defined in the Subject Outline;
 - b. are beyond the student's control, not due to their action or inaction, and which could not have been reasonably foreseen nor avoided; and
 - c. are supported by documentary evidence as outlined in section 9 of Student Academic Consideration Policy.

8 Specific Additional Requirements for Placement Programs

Responsibilities of Student

Prior to the Placement

1. The student will:
 - a. satisfy any reasonable preconditions for the placement program imposed by the Host Organisation, any registration or accreditation body or by legislation (e.g. Police Checks/Prohibited Persons Checks/Medical Checks);
 - b. complete any preparatory activities required by the Faculty as part of the course and/or by the Host Organisation, any registration or accreditation body or by legislation;
 - c. read and become familiar with the provisions of this Code and any specific provisions applying to the placement program as outlined in the relevant subject outline or placement handbook and/or on the subject Moodle site;
 - d. if studying in Australia and undertaking a placement offshore;



- i. become familiar with any relevant Australian Department of Foreign Affairs and Trade travel warnings via DFAT Smart Traveller,
 - ii. refrain from travel on placement to a destination with a travel alert on DFAT Smart Traveller of “Do Not Travel” (NB: such a destination may not be covered by existing travel insurance), and
 - iii. for students who are Australian citizens, register their intended travel via DFAT Smart Traveller;
- e. if studying at an offshore campus and undertaking a placement in another country, take all reasonable precautions with regard to safety and security in the destination country, including refraining from travelling to any high risk destination countries.

While on the Placement

2. The student will:

- a. comply with all requirements for undertaking the placement program (including attendance, dress, behaviour, IT policies and requirements imposed by any registration or accreditation body or by legislation);
- b. comply with reasonable directions given by officers of the Host Organisation and/or the University in connection with the placement;
- c. be available to undertake activity during the scheduled hours agreed to between the Host Organisation and the University;
- d. undertake activity during unscheduled hours only with the prior agreement of the University;
- e. undertake additional activities as required by the University in the event of absence affecting the student’s progress during the placement (whether or not as a result of seeking academic consideration as a result of the absence);
- f. notify the Host Organisation, the Placement Coordinator and the Academic Supervisor in a timely manner of any unscheduled absences from the Host Organisation during the placement;
- g. adhere to the standards of professional behaviour appropriate to the student’s discipline;
- h. otherwise behave in an appropriate manner consistent with relevant University policies, codes, standards and rules as detailed in the Student Conduct Rules;
- i. comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
- j. at all times appropriately and responsibly use the resources of the Host Organisation.
- k. maintain appropriate levels of communication with the University regarding their progress during the placement, including complying with any specific communication requirements specified by the Faculty;
- l. undertake all assessment activities required in relation to the placement; and
- m. preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the placement.



Incidents and Illness during Placement

3. The student will:
 - a. observe the Host Organisation's procedures for responding to any hazards or critical incidents in the workplace occurring during the placement;
 - b. provide advice in a timely manner to the University in relation to the hazard or critical incident affecting the student during the placement;
 - c. where required by the Faculty, provide a medical certificate or other documentation deemed necessary to the University for any absence from scheduled attendance at the Host Organisation of 1 day or more;
 - d. be responsible for applying for academic consideration for any absence during the placement in circumstances outlined in the Student Academic Consideration Policy (see section 7.2 above).

Faculty Responsibilities

Prior to the Placement

4. The Faculty will:
 - a. identify, through the Placement Coordinator for the Faculty, Academic Unit or subject and based on relevant supporting information, suitable placement positions for its students and organise and implement placement programs in consultation with Host Organisations and students;
 - b. advise the student (for example, by way of information in the relevant subject outline or via Moodle or Sonia Online) of all preconditions applying to the student imposed by the Host Organisation and requirements imposed by any registration or accreditation body or by legislation (including Police Checks, Prohibited Persons Checks and Medical Checks and vaccinations, and any related costs);
 - c. if a student placement is being undertaken offshore by a student studying onshore, advise the student of Government services available to travellers via DFAT Smart Traveller;
 - d. make this Code available to all students undertaking a placement and to all Host Organisations;
 - e. consult, through the Academic Supervisor or their nominee, with the student and with Disability Services regarding any reasonable adjustment sought by a student registered with Disability Services that will or may affect the placement;
 - f. identify and communicate to students and the Host Organisation the learning outcomes of the placement program;
 - g. by way of a written agreement between the University and the Host Organisation, communicate to the Host Organisation the expectations of the University in relation to Host Organisations including,
 - i. the Host Organisation providing a safe work environment, including relevant supporting evidence of same if required, and
 - ii. the Host Organisation reporting, investigating and resolving any workplace incidents involving students, including but not limited to critical incidents;



and

- h. ensure the Host Organisation has all relevant information on the placement program requirements, including:
 - i. information on their obligations and the obligations of students under this Code and access to a copy of this Code,
 - ii. for all onshore placement programs, the Host Organisation WHS Information Sheet outlining responsibilities of Host Organisations (Appendix 2), and
 - iii. for all offshore placement programs, relevant equivalent information on WHS arrangements in that location.
- i. where there is a risk of injury or illness to the student while undertaking the placement, ensure a risk assessment is completed in accordance with the WHS Requirements for Professional Experience Guidelines.

While on the Placement

5. The Faculty will:
 - a. facilitate, through the Placement Coordinator and/or the Academic Supervisor, ongoing communication between the University, the Host Organisation and students;
 - b. maintain the confidentiality of student information;
 - c. organise and plan the placement program with students and supervisors and negotiate on aspects of student progress and assessment;
 - d. be in regular contact with all of the Host Organisation's sites at which placement is being undertaken;
 - e. be accessible by appropriate means of communication and during office hours to resolve with students and/or Host Organisations any issues arising relating to the placement; and
 - f. assist to resolve any issues of concern arising between Host Organisations and students undertaking a placement.
 - g. complete a SafetyNet incident report following notification of any incident involving a student while undertaking placement and undertake follow-up in accordance with the Incident Management and Reporting Guidelines. If the incident involves a serious injury or illness to a student the Safe and Respectful Communities Manager is to be notified by the placement coordinator.

Assessment

6. The Faculty will:
 - a. liaise with the Host Organisation and the student and thereafter complete a comprehensive assessment on each student's progress against the objectives of the placement program;
 - b. ensure that students receive appropriate feedback (both formative and summative) in respect of their learning while undertaking the placement consistent with University teaching and assessment policy;
 - c. seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of the Faculty's placement programs; and



- d. utilise information provided by students and Host Organisations as part of its responsibilities in reviewing subjects, courses and curricula of which professional experience is a part.

Expectations in relation to the Host Organisation

Prior to the Placement

7. The University expects each Host Organisation will:
 - a. nominate an officer of the Host Organisation as a Supervisor to support and liaise with students and the University during the placement;
 - b. advise relevant staff of the Host Organisation about the placement program;
 - c. have in place appropriate insurances including public liability (\$10 million minimum) and professional indemnity cover;
 - d. provide the Faculty with a brief of the professional activities that student(s) might be expected to undertake during the placement; and
 - e. seek the consent of the University (via an authorised officer) before offering or providing any remuneration to a student undertaking a placement.

While on the Placement

8. The University expects each Host Organisation will:
 - a. adequately supervise students unless otherwise agreed with the University;
 - b. provide a safe placement environment for students free from discrimination and harassment;

comply with responsibilities of a person conducting a business or undertaking as outlined in the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, specifically in relation to the health, safety and welfare of students on work experience. This includes providing induction training to students (including WHS induction) at the commencement of the placement;
 - c. put in place adequate support for students to assist in achieving the learning and other objectives of the placement, including,
 - i. modelling appropriate standards of professional behaviour for the relevant discipline,
 - ii. providing the student with an adequate workspace and with appropriate resources,
 - iii. providing an appropriate range of experiences for the student,
 - iv. where necessary, supporting the student to identify accommodation;
 - d. care for students and advise the Faculty in the event of any accident, incident or illness affecting the student or on becoming aware of any other critical incident affecting the student;
 - e. provide reasonable access to Faculty staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
 - f. report promptly to the Faculty should it become apparent that a student is having difficulty meeting the objectives of the placement or is otherwise unable to



continue with the placement.

Assessment

9. The University expects each Host Organisation will participate in monitoring and evaluating each student's performance during the placement. This includes making observations and providing feedback (both formative and summative) to students to assist their learning, as well as reporting to the University on the student's performance and progress.

9 Insurance Coverage

1. The University maintains the following insurance protections which may be applicable to students undertaking professional experience:
 - a. General and Product Liability Protection
 - b. Professional Liability Protection
 - c. Malpractice Protection
 - d. Student Personal Accident Insurance
2. Students undertaking a professional experience will fall within the scope of this cover subject to the conditions and exclusions set out in that cover and provided they are not employed by the Host Organisation and/or do not receive remuneration in respect of their participation in the professional experience program.

10 Professional Registration and Legislative Reporting Obligations

Some systems of professional registration may preclude students from providing client care or services either generally or in specific cases, and where this occurs, the student may be precluded from commencing the professional experience or may be excluded from the professional experience.

1. In some circumstances (for example, the medical and allied health professions regulated by the Australian Health Practitioner Regulation Agency), the University, Host Organisations and/or registered or accredited professionals may have a legal responsibility to notify professional registration bodies of matters that may relate to the fitness of a student to undertake any care or provide services while undertaking a professional experience, and as a result the student may be precluded from commencing the professional experience or excluded from the professional experience.
2. There may be mandatory legislative obligations on the part of the University staff and/or Host Organisation staff to report certain conduct of students while on professional experience, and as a result the student may be precluded from commencing the professional experience or excluded from the professional experience.

11 Further Grounds for Preclusion or Exclusion of a Student from a Professional Experience

1. The Faculty or the Host Organisation, in consultation with the Faculty, may determine that a student:
 - a. should be precluded from commencing a professional experience on the basis of;
 - i. the student being assessed to be unlikely to perform satisfactorily in that



- placement as advised to the student by the relevant Faculty in writing, or
- ii. any other circumstance as detailed in this Code; or
- b. should be excluded from continuing in a professional experience owing to:
- i. the student's failure to perform satisfactorily while undertaking the professional experience,
 - ii. alleged student misconduct as detailed in the Student Conduct Rules, or
 - iii. any other circumstance as detailed in this Code.
2. A student may make a complaint about any decision to preclude or exclude them from undertaking a professional experience under the Review and Appeal of Academic Decisions Policy and Procedures for the Review of Marks or Grades & Other Academic Decisions (Coursework).
3. Students acknowledge that the Coursework Rules provide that a student may be excluded from their course where the student fails to perform satisfactorily in a mandatory placement component of a course or for other specified reasons is deemed to be unlikely to perform satisfactorily in that placement and therefore has been assessed as unsuitable to continue in such professional practice by the delegated authority, or where the external agency has refused to permit that student access to their facilities.



12 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	7 August 1998	University Council	First Version
2	5 February 2009	Deputy Vice Chancellor (Academic)	Migrated to UOW Policy Template as per Policy Directory Refresh
3	9 March 2010	Vice Principal (Administration)	Future review date identified in accordance with Standard on UOW Policy
4	Spring Session 2010	University Council	Major revision arising from EPRS Working Party 2008 – 2009; replaces existing Code of Practice – Practical Placements
5	22 June 2011	Vice-Principal (Administration)	Updated to reflect change of name from Wollongong College Australia to UOW College
6	23 November 2011	Vice-Principal (Administration)	Definition for “Associate” and “Disability” added, in line with the Disability Action Plan 2011-2015.
7	19 December 2012	Vice-Principal (Administration)	Updated references from OHS to WHS.
8	6 February 2015	University Council	Scheduled review.
9	8 April 2015	Deputy Vice Chancellor (Academic)	Minor amendments to clarify the use of appendix 1.
10	4 December 2015	University Council	Consequential Amendments as a result of Graduate Qualities Policy rescission.
11	17 July 2019	Vice-Chancellor	Scheduled review under the supervision of the Work Integrated Learning Advisory Committee. Updated scope and application. Code renamed to refer to Work Integrated Learning.
12	1 January 2020 (Approved 9 June 2020)	Deputy Vice-Chancellor (Education)	Administrative amendments to reflect the rescission of General Course Rules replaced by Coursework Rules.
13	22 October 2020	Vice-Chancellor	Consequential administrative amendment to reflect the rescission of the Coursework Student Academic Complaints Policy replaced by the Review and Appeal of Academic Decisions Policy and the Procedures for the



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			Review of Marks or Grades and Other Academic Decisions (Coursework).
14	24 March 2023	Vice-Chancellor	Minor amendments to the Code to take better account of the Fair Work Act regulation of unpaid work.



Appendix 1 – Student Acknowledgement Form

(SAMPLE FOR FACULTY USE)

PROFESSIONAL EXPERIENCE PROGRAM FACULTY OF [INSERT]

I, _____,
(Student Number: _____)
of _____
acknowledge and confirm that:

1. I have read and understand the Code of Practice – Work Integrated Learning (Professional Experience), noting in particular my responsibilities under the Code as a student undertaking a professional experience.
2. I have read and understand the [insert any additional faculty handbook or guidance material]

(Signature)

Date



Appendix 2 – Host Organisation WHS Information Sheet

The University of Wollongong (UOW) is committed to providing a safe and healthy workplace for its workers, students and visitors. This statement outlines the minimal work health and safety requirements that must be met by your organisation in providing a professional experience program.

UOW requires all Host Organisations that are providing productive learning experiences to students to implement necessary requirements to maintain the health and safety of all students participating in professional experience programs that may be impacted by the work being undertaken.

As a minimum it is expected that the Host Organisation and its workers will:

- Provide and maintain a safe working environment and safe systems of work,
- Provide and maintain plant that is safe and without risks to health,
- Ensure that substances are used, stored, handled, processed and transported in a manner that is safe and without risks to health,
- Provide adequate facilities for the welfare of employees,
- Provide such information, instruction, training or supervision to students that enable them to perform their work safely,
- Consult with students about WHS issues that directly affect them,
- Comply with the Work Health and Safety Act and Regulation 2011, applicable codes of practice and Australian Standards or equivalent standards,
- Where appropriate have a current workers compensation policy and public liability insurance cover,
- Cooperate and liaise with the University on all work health and safety matters that can affect student participating in Professional experience programs and,
- Report any health and safety issues to the UOW placement coordinator or to the University's WHS Unit on (61) (2) 42213931.

Failure to observe the requirements listed above may necessitate the suspension of the professional experience programs with the University.

For any further information please visit [Safe Work NSW](#).

If you have any additional questions please do not hesitate to contact the placement coordinator for the Faculty, School or subject.

Faculty/Division

Sub Unit

University of Wollongong NSW 2522 Australia

Telephone: (number)

(Email) www.uow.edu.au

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