



# VOCATIONAL STUDENT WORK PLACEMENT POLICY

<b>Version:</b>	<b>Approved by:</b>	<b>Approval Date:</b>	<b>Effective Date:</b>	<b>Next Review:</b>						
2	Manager Vocational Programs	1 July 2019	1 July 2019	1 July 2022						
<b>Responsible Officer:</b>	Manager Regulatory Affairs and Policy	<b>Document No:</b>	UOWC-VP-POL-31							
<b>Purpose:</b>	The Student Work Placement Policy sets out the expectations, requirements and responsibilities of UOW College Australia (UOWCA), UOWCA students, and Host Organisations with regard to Student Work Placements.									
<b>Scope:</b>	<b>UOWCA</b>	<input checked="" type="checkbox"/>	<b>UOWCHK</b>	<input type="checkbox"/>	<b>UOWD</b>	<input type="checkbox"/>	<b>UOWGE</b>	<input type="checkbox"/>	<b>UOWM</b>	<input type="checkbox"/>
	The Student Work Placement Policy applies to Student Work Placements undertaken as a formal component of a UOWCA Course. The Policy does not apply to: a. 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 their study at UOWCA; b. Work experience that is not a formal requirement of a UOWCA Course and is not coordinated and managed by UOWCA.									
<b>Related Documents:</b>	Student Work Placement Agreement Template Student Work Placement Acknowledgement Template Work Placement Personal Declaration Form									
<b>References &amp; Legislation:</b>	<i>Education Services for Overseas Students Act 2000 (Cth)</i> National Code of Practice for Providers of Education and Training to Overseas Students 2018									



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## 1. Definitions

Word/Term/Acronym:	Definition:
Assessor	The member of UOWCA staff responsible for assessing the competency of the student undertaking a Student Work Placement.
Host Organisation	Any organisation that provides professional experience to a UOWCA student as a formal component of a UOWCA Course.
Course	A vocational program of study offered by UOWCA.
Disability	<p>Disability, in relation to a person, includes:</p> <ol style="list-style-type: none"><li>total or partial loss of a person's bodily or mental functions;</li><li>total or partial loss of a part of the body;</li><li>the presence of a body of organisms causing disease or illness</li><li>the presence of a body of organisms capable of causing disease or illness</li><li>the malfunction, malformation, or disfigurement of a part of a person's body</li><li>a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction, or</li><li>a disorder or illness that affects a person's thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour,</li></ol> <p>And one which:</p> <ol style="list-style-type: none"><li>presently exists;</li><li>previously existed but no longer exists;</li><li>may exist in the future, or</li><li>is imputed to a person.</li></ol>
Remuneration	Monetary or in kind payments in the form of salary, wages, commission payments or other benefits for work performed but not including incidental or token hospitality, gifts or benefits.



Student	A person enrolled in a course at UOWCA.
Student Work Placement	A placement that involves the student undertaking supervised learning at a workplace controlled by a Host Organisation to gain practical experience and knowledge as a formal requirement of a UOWCA Course. Includes any reference to the terms 'clinical placement' and 'work experience'.
Student Work Placement Acknowledgement	An agreement between UOWCA and a student acknowledging mutual obligations and conditions regarding a student work placement.
Student Work Placement Agreement	An agreement between UOWCA and a Host Organisation setting out mutual obligations and conditions regarding a student work placement.
Student Work Placement Coordinator	A UOWCA Staff member responsible for coordinating Student Work Placements and is the point of contact for the Host Organisation.
Work Placement Supervisor	A staff member of the Host Organisation designated to teach, guide, engage and supervise the Student on their Student Work Placement.

## 2. Policy Principles

Student Work Placements at UOWCA must be designed, coordinated and managed with regard to the following principles:

1. Students must be provided with access to this policy when enrolled in a UOWCA Course that involves a Student Work Placement;
2. Students must sign and submit to UOWCA a Student Work Placement Acknowledgement accepting the provisions of this Policy and the requirements and mutual obligations and conditions applying to the Student Work Placement.
3. UOWCA will ensure that students are not assigned to a Student Work Placement without an overarching Student Work Placement Agreement or Student Work Experience Agreement being in place between UOWCA and the Host Organisation which includes:
  - a. the scope, nature and timeframes of the Student Work Placement;
  - b. the responsibilities of UOWCA and the Host Organisation;
  - c. the insurance requirements for UOWCA and the Host Organisation;



- d. the level of supervision that will be provided to students on Student Work Placements by UOWCA and the Host Organisation;
  - e. intellectual property, indemnity and privacy obligations applicable to the Student Work Placement.
4. Where the Host Organisation makes amendments to a Student Work Placement Agreement, or requires its own agreements, these shall be reviewed by the Executive Director Legal and Commercial or delegate.
  5. UOWCA will ensure that Student Work Placements are adequately supported, including:
    - a. identifying and communicating any inherent requirements for the relevant UOWCA course arising from the Student Work Placement;
    - b. providing clear information about the subject learning outcomes and assessment tasks involved in the Student Work Placement, and on the scope of their activities while undertaking a Student Work Placement;
    - c. identifying and communicating any preparatory requirements for students undertaking a Student Work Placement prior to the placement;
    - d. ensuring students will receive an appropriate induction on arrival at a Host Organisation for a Student Work Placement.
  6. While undertaking a Student Work Placement, students will have access to support services including, at a minimum, access to UOWCA staff by email or by telephone during normal working hours (and, by negotiation, access to vocational staff while undertaking the Placement outside of normal working hours).
  7. Students must comply with reasonable standards of professional behaviour and with the reasonable requirements of the Host Organisation during the Student Work Placement.
  8. Students must comply with appropriate standards of Workplace, Health and Safety (WHS) and with employment equity and diversity standards.
  9. Students and Host Organisations must be provided with opportunities to offer feedback to UOWCA on the Student Work Placement, and UOWCA must consider and act on relevant feedback in evaluating Student Work Placement programs.

### **3. Remuneration of Students**

1. Unless approved prior by the UOWCA General Manager and Executive Director Legal and Commercial, students on Student Work Placements should not be offered or accept any form of remuneration in connection with the Placement.
2. Any student who is remunerated while undertaking a Student Work Placement is deemed to be the employee of the Host Organisation and will not be covered by UOWCA's insurance cover.

### **4. Personal Circumstances Impacting on Student Work Placements**

1. Students must advise UOWCA in a timely manner of any disability (whether registered with UOW Disability Services or not), medical condition or other personal circumstance that will or may adversely affect the student's capacity to undertake a Student Work Placement via UOWCA Work Placement Personal Declaration Form.
2. Personal circumstances that should be advised to UOWCA include actual or potential conflicts of interest at the Host Organisation (for example family or other close connections) so these can be managed appropriately.
3. Where a student does not advise UOWCA as provided in clause 6.1 and UOWCA is aware of or suspects that a student has a disability (whether registered with UOW Disability Services or not), medical condition or other personal circumstance that will or may adversely affect the student's capacity to undertake a student professional experience, then UOWCA must arrange to meet with the student to discuss the Student Work Placement.
4. Where the student is registered as having a disability with UOWCA and requires reasonable adjustment in order to undertake the Student Work Placement, students should request a reasonable adjustment. NOTE: UOWCA may be limited in assessing or providing reasonable adjustment to students with a disability who are not registered with UOW Disability Services.
5. Reasonable adjustments or other arrangements do not include adjustments that will compromise the academic integrity of the Student Work Placement and/or the inherent requirements of the Course.



6. Where UOWCA, following discussions with the student, considers that the disability, medical condition or other personal circumstance is likely to affect the student's capacity to undertake the Student Work Placement, UOWCA must seek the student's written consent to disclose the disability, medical condition or other personal circumstance to the Host Organisation in order to determine whether a Student Work Placement can be undertaken and, if so, whether any reasonable adjustments or other arrangements are necessary.
7. If the student does not consent to disclosure as provided in clause 6.6, UOWCA must not disclose this information to the Host Organisation. If appropriate reasonable adjustments are then not able to be made by UOWCA independently of the Host Organisation, the Student Work Placement will be forfeited and the student will be required to complete the Student Work Placement or appropriate alternative (as outlined in clause 6.10) at a later date.
8. Where the student consents to disclosure as provided in clause 6.6, UOWCA will work with the Host Organisation to determine whether reasonable adjustments or other arrangements can be made for the student in order to facilitate the Student Work Placement.
9. There may be circumstances in which UOWCA, or the Host Organisation in consultation with UOWCA, determines that it is unable to commence or continue a Student Work Placement owing to the student's disability, medical condition or personal circumstances, or owing to the student not consenting to disclosure as provided in clause 6.6.
10. Where a student cannot commence or continue a Student Work Placement because of the student's disability, medical condition or other personal circumstance or because the student refuses to consent to disclose to a Host Organisation, UOWCA will assist the student in exploring alternatives, where possible, to facilitate the student in meeting the requirements of the Course.

## **5. Roles & Responsibilities**

## 1. UOWCA Diploma of Nursing Students only

For patient safety purposes and optimal student learning and health during clinical work placement experiences, it is important for Diploma of Nursing students to be fit for practice. This includes ensuring students are well-rested and have adequate rest periods between shifts. It is therefore not advisable for students to engage in paid employment in addition to placement shifts during the clinical work placement components of their course or have less than 7 hours sleep prior to a shift. Whilst the need for paid employment is recognised, students are provided with sufficient notice of clinical work placement dates to make alternate paid employment arrangements. Students must be available for all clinical work placement weeks including any make-up periods required. Work commitments are not an acceptable reason for absence from workplace experience.

## 2. All UOWCA Students

### **Prior to the Student Work Placement, the Student will:**

1. comply with any reasonable preconditions for the Work Placement imposed by the Host Organisation (e.g. Police Checks / Prohibited Persons Checks / Medical Checks).
2. successfully complete any preparatory activities and/or assessment tasks required by UOWCA to determine eligibility to commence as part of the Student Work Placement.
3. read and become familiar with the provisions in this Policy, the Student Work Placement Acknowledgement and any specific provisions applying to the Student Work Placement as outlined in the relevant Course materials;
4. meet any expenses associated with the Student Work Placement that UOWCA prescribes (excluding insurance costs and costs of implementing reasonable adjustments) such as those relating to travel to and from the Student Work Placement, uniform (excluding UOWCA branded items provided by UOWCA) or specific requirements of the Host Organisation including attire;
5. make alternate arrangements for personal commitments, including paid employment, child care etc where such activities and commitments may potentially impact the student's ability to attend their scheduled Student Work Placement.

### **Whilst on the Student Work Placement, the student will:**





6. adhere to the standards of professional behaviour appropriate to the student's discipline;
7. comply with all requirements for undertaking the Student Work Placement (including attendance, dress, personal grooming, behaviour etc);
8. comply with reasonable directions given by the Host Organisation and / or UOWCA in connection with the placement;
9. undertake activity during the scheduled hours agreed to between the Host Organisation and UOWCA;
10. undertake activity during unscheduled hours only with the prior agreement of UOWCA;
11. undertake additional activities as required by UOWCA in the event of absence affecting the student's progress during the Student Work Placement (whether or not as a result of seeking academic consideration as a result of the absence);
12. notify the Student Work Placement Coordinator, the Assessor and the Work Placement Supervisor in a timely manner of any unscheduled absences from the Host Organisation during the placement;
13. otherwise behave in an appropriate manner consistent with relevant UOWCA policies, codes, standards and rules;
14. comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
15. be fit for practice. For students undertaking Student Work Placements in the health sector, it is important for students to have adequate rest between shifts for learning, health and patient safety purposes. It is not advisable for students to undertake paid employment during the Student Work Placement period. Whilst the need for paid employment is understandable, students will have sufficient notice of Student Work Placement dates to make alternate paid employment arrangements;
16. be available for all Student Work Placement shifts, including any make-up shifts. Work commitments are not an acceptable reason for absence from Student Work Placement;
17. at all times appropriately and responsibly use the resources of the Host Organisation;



18. maintain appropriate levels of communication with UOWCA regarding his or her progress during the placement, including complying with any specific communication requirements specified by UOWCA;
19. attempt to undertake all assessment activities required in relation to the Student Work Placement; and
20. preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the Student Work Placement.

**With regard to incidents and illness during the Student Work Placement, the student will:**

21. observe the Host Organisation's policies and procedures for responding to any hazards or incidents occurring during the placement;
22. provide written advice in a timely manner to UOWCA in relation to any hazard or incident affecting the student during the placement;
23. where required by UOWCA, provide a medical certificate or other documentation deemed necessary to UOWCA for any absence from scheduled attendance at the Host Organisation of 2 days or more;
24. be responsible for applying for academic consideration for any absence during the Student Work Placement that significantly impairs the student's ability to complete an assessment task during the Student Work Placement.

### **3. UOWCA Responsibilities**

**Prior to the Student Work Placement, UOWCA will:**

- 1 ensure appropriate consistency and quality assurance in the management and administration of Student Work Placements at UOWCA;
- 2 identify, through the Student Work Placement Coordinator, suitable placements for UOWCA students and organise and implement Student Work Placement programs in consultation with Host Organisations and students;
- 3 advise the student of all preconditions applying to the student imposed by regulatory authorities and/or the Host Organisation (including Police Checks, Prohibited Persons Checks and Medical Checks);

- 4 consult, through the Assessor or their nominee, with the student and with Host Organisation regarding any reasonable adjustment sought by a student registered with UOW Disability Services that will or may affect the placement;
- 5 ensure the Host Organisation is aware of any reasonable adjustments agreed between UOWCA and the Host Organisation to accommodate a student with a disability;
- 6 identify and communicate to students and the Host Organisation the learning objectives of all Student Work Placements;
- 7 ensure that students receive an industry-specific WHS briefing and information prior to the commencement of the Student Work Placement;
- 8 ensure that the Host Organisation has all relevant information about the Student Work Placement requirements, including a copy of this Policy, the Student Work Placement Agreement, the relevant Course information and the Host Organisation WHS Information Sheet outlining responsibilities of Host Organisations (refer Appendix 1);
- 9 ensure that information regarding compulsory Student Work Placements have been communicated to international students in writing in the offer of admission as required by Standard 2, subsection 2.1.2 and Standard 3 subsection 3.3.1 of the ESOS National Code.

**During the Student Work Placement, UOWCA will:**

- 10 facilitate, through the Student Work Placement Coordinator and/or the Assessor, ongoing communication between UOWCA, the Host Organisation and students;
- 11 maintain the confidentiality of student information;
- 12 organise and plan the Student Work Placement with students and supervisors and negotiate on aspects of student progress and assessment;
- 13 be in regular contact with all of the Host Organisation's sites at which Student Work Placements are being undertaken;
- 14 ensure the Assessor or delegate attends the Student Work Placement to monitor and/or assess the student.
- 15 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

- 16 assist to resolve any issues of concern arising between Host Organisations and students undertaking a Student Work Placement.
- 17 With regard to incidents and illness during the Student Work Placement, the College's Assessor will complete an incident report and take any actions required under the College's Critical Incident Policy.

**In relation to assessment, UOWCA will:**

- 18 liaise with the Host Organisation and the student and thereafter complete a comprehensive assessment on each student's progress against the objectives of the Student Work Placement program;
- 19 seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of UOWCA's Student Work Placement programs;  
and
- 20 utilise information provided by students and Host Organisations as part of its responsibilities in reviewing subjects, courses and curricula of which Student Work Placements are a part.

## **6. Expectations in relation to the Host Organisation**

1. Prior to a Student Work Placement, UOWCA expects each Host Organisation will:
  - a. nominate an officer of the Host Organisation as a Work Placement Supervisor to support and liaise with students and UOWCA during the Student Work Placement;
  - b. advise relevant staff of the Host Organisation about the Student Work Placement program;
  - c. have in place appropriate insurances including public liability (\$10 million minimum) and professional indemnity cover;
  - d. seek the consent of UOWCA before offering or providing any remuneration to a student undertaking a Student Work Placement;
  - e. provide students and relevant UOWCA staff with an appropriate orientation to the site and any necessary access swipe cards or identification documentation on arrival at the Host Organisation for a Student Work Placement.
2. While a student is on the Student Work Placement, UOWCA expects each Host Organisation will:

- a. adequately supervise students;
  - b. provide a safe workplace environment for students free from discrimination and harassment;
  - c. 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 Student Work Placements. This includes providing induction training to students (including WHS induction) at the commencement of the placement;
  - d. put in place adequate support for students to assist in achieving the objectives of the Student Work 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;
  - e. care for students and advise UOWCA in the event of any accident, incident or illness affecting the student;
  - f. provide reasonable access to UOWCA staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
  - g. promptly report to UOWCA should it become apparent that a student is having difficulty meeting the objectives of the Student Work Placement or is otherwise unable to continue with the placement.
3. In relation to assessment, UOWCA expects each Host Organisation will participate in monitoring and evaluating each student's performance during the Student Work Placement. This includes making observations and providing feedback to students, as well as reporting to UOWCA on the student's performance and progress.

## 7. Student Work Placement Agreements

1. Student Work Placement Agreements drafted by UOWCA will be valid for a period of 12 months. UOWCA will review such Student Work Placement Agreements on an annual basis to ensure agreement terms are working effectively.

2. Following annual Student Work Placement Agreement review as per Part 3.1, UOWCA will determine whether to discontinue the arrangement or amend and/or re-issue the Student Work Placement Agreement for signing for a further 12 month term.
3. Student Work Placement Agreements drafted by the Host Organisation will be subject to the terms set out therein regarding duration, review and termination.

## **8. Insurance Coverage**

1. UOWCA maintains the following insurance protections which may be applicable to students undertaking Student Work Placements:
  - a. General and Product Liability Protection
  - b. Professional Liability Protection
  - c. Malpractice Protection
  - d. Student Personal Accident Insurance
2. Students undertaking Student Work Placements 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 student professional experience program.

## **9. Professional Registration and Legislative Reporting Obligations**

1. UOW College Australia and/or Host Organisations may have a legal responsibility to notify professional registration bodies in circumstances where a student may no longer meet the legal requirements to attend placement or have a health impairment to such a degree that there may be a substantial risk of harm to the public. In these circumstances, the student will be counselled in regards to support and/or alternative study options.
2. In cases where the College is obliged to report particular student circumstances to an external authority including the Nursing and Midwifery Board of Australia (NMBA) or the Australian Health Practitioner Regulation Agency (AHPRA), UOWCA will undertake its obligations expediently and in accordance with the UOWGE Privacy Policy.

## 10. Exceptions and Exclusion

1. Where a placement is terminated as a result of unforeseen circumstance arising at the Host Organisation, e.g., fire, the College will withdraw the student from the Student Work Placement and will arrange for an alternate Student Work Placement.
2. There may be circumstances in which UOW College Australia or the Host Organisation, in consultation with the College, determines that it is unable to continue a Student Work Placement. In these circumstances, UOWCA will arrange for an alternate Student Work Placement, without risk of academic penalty, provided the termination of the existing Student Work Placement was not due to student misconduct or any matters referred to in Part 9.
3. UOW College Australia will manage unsatisfactory performance and/or misconduct by a student on a Student Work Placement in accordance with the relevant policies, including the *Student Progression and Support Policy* and the *Academic Integrity and Student Conduct Policy*.

## 11. Change History

Version	Approved By	Date Effective	Amendment
1	Madeleine Dimitroulis, Manager Regulatory Affairs and Policy	20/0/2017	First Version.
2	Elizabeth Thomas, Manager RTO	1 July 2019	Updated in accordance with legislative provisions for mandatory reporting. Editions made throughout and migrated to new policy template.