THE UNIVERSITY OF QUEENSLAND AUSTRALIA | UQ Policy and Procedures Library

Published on *UQ Policy and Procedures Library* (https://ppl.app.uq.edu.au)

Placements in Coursework Programs - Procedures

[1] [2]

Document Number:
3.10.04b
Topic:
3.10.04 Work Integrated Learning and Work Experience [3]
Approval Authority:
Academic Registrar
Last Approval Date:
Wednesday, February 22, 2017
Review date:
Sunday, December 31, 2017
Evaluation Timeframe:
3 Yearly Review
Audience:
All Staff
All Students
Document Web Links:
PPL 3.10.04 Placements in Coursework Programs - Policy [4]
PPL 3.10.04 Placements in Coursework Programs - Guidelines [5]
PPL 3.50.11 Awards - Procedures [6]
PPL 3.60.01 Student Charter [7]
PPL 3.60.04 Student Integrity and Misconduct [8]
PPL 3.60.02 Student Grievance Resolution [9]
PPL 1.60.07 Working with Children [10]
PPL 1.60.02 Privacy Management [11]
PPL 2.10.07 Workplace Injury, Illness and Incident Reporting [12]
PPL 9.70.01 Insurance [13]
The Fair Work Act 2009 [14]
PPL 3.10.10 Assessment Re-Mark [15]
Work Health and Safety Act 2011 (Qld) [16]
Legal Office [17]
Notes:
April 2017 - Updates to web links and PPL references following the incorporation of University Rules into

the PPL

1. Purpose and Objectives

These procedures enact PPL 3.10.04a Placements in Coursework Programs — Policy [18] for placements undertaken for credit or to fulfil program milestones.

2. Definitions, Terms, Acronyms

Academic Supervisor — the University supervisor responsible for the academic components of the placement

Placement — (also known as clinical immersion, clinical placement, clinical practice, externship, fieldwork, industry experience, industry study, internship, practicum, teaching practice, work placement) is a course, course component, milestone or other activity that gives students practical experience in the application of theoretical concepts and knowledge in an authentic work environment.

To comply with the relevant legislation, placements must be:

1. for the provision of experience to a student enrolled in a course or program at The University of Queensland; and
2. the experience must be a mandatory or assessable part of the course or program.

Placements include placements for credit and placements to fulfil program milestones.

Placement for credit — a form of placement which is undertaken by a student and counts towards the student's total credit requirements for their program.

Placement organisation — the organisation at which the student's placement is undertaken. The type of placement organisation is not limited and includes businesses, government departments, non-government service providers, non-profit organisations and volunteer organisations.

Placement participants — all persons with responsibilities during a placement including but not limited to the student, placement organisation, placement supervisor, University supervisor, and academic supervisor

Placement supervisor — one or more suitable qualified persons appointed by the placement organisation to supervise the student on placement and be available for regular feedback sessions between placement participants. This role may be divided into responsibility for the experiential components of the placement undertaken by a suitably qualified person, and responsibility for the administration of the placement, which may be undertaken by a second person

Placement to fulfil program milestones — a form of placement which is undertaken by a student to complete program requirements but does not generate credit

Police information — about a person, means the following–

1. the person's criminal history;
2. investigative information about the person;

3. information as to whether the person is or has been–
    1. a relevant disqualified person;
    2. the subject of an application for a disqualification order; or
    3. named as the respondent to an application for an offender prohibition order.

Program — the study set for a particular award at the University, as listed in PPL 3.50.11 Awards - Procedures [6].

University supervisor — nominee from the school to monitor the progress of students and liaise with the placement supervisor. In some schools this role is divided into responsibility for the academic components of the placement undertaken by an academic staff member, and responsibility for the administration of the placements, which may be undertaken by a professional staff member. Where there is more than one University supervisor, it is expected that these supervisors communicate effectively in order to manage student placement matters such as occupational health and safety

Work experience — an arrangement which is undertaken by a student under which an organisation will provide experience to the student as part of the student's education, but is not a mandatory or assessable part of a student's course or program. Work experience is regulated under the *Education (Work Experience) Act 1996* and is subject to specific restrictions (see PPL 3.10.04a Placements in Coursework Programs — Policy [18], Section 5.3)

3. Procedures Scope/Coverage

These procedures apply to participants in placements undertaken by students as a mandatory or assessable part of their course or program.

These procedures do not apply to participants in activities undertaken by students for work experiences, which are not a mandatory or assessable component of the student's program.

4. Procedures Statement

4.1 Placement criteria

For the purposes of these procedures a placement is a course, a component of a course, milestone or other activity which satisfies all of the following criteria:

1. the placement either:
    1. generates credit, which counts towards a program's total credit requirements; or
    2. is a milestone, which does not generate credit but nevertheless is a requirement for successful completion of a program; or
    3. is otherwise a mandatory or assessable part of a student's program or course.
2. the placement is undertaken in a placement organisation; and
3. the placement involves skills, knowledge and experiences relevant to the program for which the placement generates credit or for which the placement is required to complete specific program requirements.

In many programs a period of placement is compulsory, particularly where students must have practical experience in the application of theoretical concepts and knowledge in order to professionally practice their discipline upon graduation. Some placements are elective and are offered as part of a generalist program

such as an Arts or Science degree.

4.2 Other Arrangements

For arrangements that do not meet the placement criteria, consideration is to be given as to whether the arrangement is:

1. work experience (see PPL 3.10.04a Placements in Coursework Programs — Policy [18], Section 5); or
2. a volunteering activity regulated by *The Fair Work Act 2009* [14] (for example, volunteer work in not-for-profit organisations or as part of a project undertaken to benefit the community).

If the arrangement is not a placement, work experience, or a volunteering activity, *The Fair Work Act 2009* requires that the student is paid at least the minimum wage for the arrangement.

If the characteristics of the particular arrangement indicate that an arrangement is akin to an employment arrangement and ought to be paid, the University supervisor should seek to modify the arrangement. If this is not possible, the University supervisor will need to ensure the student is paid, or the arrangement is discontinued or they should seek further advice.

5. Placement Expectations

The following statement outlines the general expectations and responsibilities for placements undertaken by students at The University of Queensland.

5.1 Respect and Engagement

5.1.1 Respect

Students are ambassadors for the University and are expected to uphold standards of professional behaviour.

Students are to take all due care with the placement organisation's equipment and other property, and in their interactions with people.

5.1.2 Legislative Compliance

All placement participants are expected to remain compliant with relevant legislation. If a student undertakes an interstate or international placement, it is expected they will comply with any laws and regulations applicable to their placement in the relevant jurisdiction.

It is expected that placement organisations provide students with an orientation to the placement and that students adhere to placement-specific requirements, including:

- legislative requirements;
- occupational health and safety and security requirements;
- workplace confidentiality requirements;
- other workplace policies and procedures; and
- their rights within the placement organisation.

As a guide, these legislative requirements may include but are not limited to:

- Blue Card, to comply with *Commission for Children and Young People and Child Guardian Act 2000* (Qld) [19] (see PPL 1.60.07 Working with Children [10]);
- Yellow Identification Card, to comply with *Corrective Services Act 2006* (Qld) [20];
- Yellow Card, to comply with *Disability Services Act 2006* (Qld) [21]; or
- informing the University if they have a change in their police information.

5.1.3 Privacy and Information Disclosure

The University of Queensland is committed to the objectives of the *Information Privacy Act 2009* (Qld) [22]. It is expected that all placement participants adhere to the University's Privacy Management — Policy [11], particularly with respect to the personal details of students.

The University may disclose relevant personal information of the student to placement organisations in the following circumstances:

- to enable the placement organisation to adequately support the student while on placement, for example, information about student performance or behaviour while on a previous placement;
- to enable compliance with any agreements with the placement organisation; and
- to comply with relevant State or Commonwealth laws, for example, the *Work Health and Safety Act 2011* (Qld) [16].

5.1.4 Feedback, Participation and Engagement

Students should be present during agreed site working hours and safely undertake duties as prescribed by the University and the placement supervisor, as negotiated prior to the placement. Placement organisations can expect students to fufil requisite professional responsibilities.

Students are expected to participate fully in the learning process, taking initiative and responsibility for their own learning. The University should ensure each student is made explicitly aware of their responsibilities to engage in any required learning activities prior to the placement.

Students are to be engaged with placement organisation staff and provided with professional role models, including staff other than the placement supervisor where appropriate.

It is expected that the placement supervisor will provide regular feedback to the student regarding their work performance, including occupational health and safety and any difficulties experienced.

5.2 Learning and Teaching

In order to successfully complete the placement, it is expected that the student and the placement supervisor would be provided with all necessary documentation about the placement and the placement organisation.

5.2.1 Learning Opportunities

It is the responsibility of placement organisations to provide students with access to an appropriate range of learning opportunities in order to fulfil the learning objectives of the placement. This includes the opportunity to:

- participate in a broad range of organisational experiences;
- participate in learning experiences that enable professional development;
- have time for study, research and reflection;
- receive regular feedback on progress from the placement organisation;
- meet the required learning objectives of the placement; and
- demonstrate the acquisition of relevant skills, knowledge and appropriate graduate attributes.

5.2.2 Supervision

Placement organisations are responsible for providing each student with:

- a placement supervisor;
- professional role models;
- regular supervision as relevant to occupational health and safety risks; and
- professional development opportunities.

5.2.3 Academic Integrity

All University community members share responsibility for maintaining the academic standing of the University. As such, students have a responsibility to maintain the highest standards of academic integrity in their work and ensure they appropriately acknowledge the ideas, interpretations, words or creative works of others.

Academic integrity expectations are further outlined in PPL 3.60.01 Student Charter [7] and PPL 3.60.04 Student Integrity and Misconduct [8].

5.3 Resources and Facilities

5.3.1 Environment and Resources

It is the responsibility of placement organisations to provide students with appropriate infrastructure to carry out their work. For example, a student may require office space, computer time or field transport to complete their tasks.

Student should be advised in advance of any placement-related costs and whether those costs are to be reimbursed.

5.3.2 Occupational Health and Safety (OHS)

All placement participants must remain compliant with relevant legislation.

The University supervisor is responsible for confirming that the placement organisation has appropriate OHS risk management systems and strategies in place as negotiated prior to the placement. The University OHS Division [23] can provide guidance for this purpose where specialist knowledge is required.

Placement organisations are expected to manage the OHS risks related to their site and provide students with access to the relevant information and resources in order for the student to comply with the placement organisation's own OHS obligations.

Placement organisations are also responsible for enforcing and monitoring student compliance with OHS

requirements and should liaise with the University supervisor in the case that compliance issues are found.

The student is responsible for immediately notifying the placement supervisor in the case that they have a concern regarding their health and safety or in the instance of an incident, injury or illness.

Placement organisations must ensure that any incidents, injuries and illnesses experienced by the student during the course of the placement are investigated and managed, and reported immediately to the University supervisor.

The University supervisor and student are responsible for ensuring that a University online Injury, Illness and Incident Report is lodged as soon as possible and in accordance with PPL 2.10.07b Workplace Injury, Illness and Incident Reporting — Procedures [12].

It is expected that students comply with the OHS policies and directions of the placement organisation.

5.4 Legal Agreements

The aim of a student placement agreement is to detail the responsibilities of the University and the placement organisation and set out the terms and conditions of the placement. The standard student placement agreements are the preferred method for managing the terms and conditions of placements between the University and the placement organisation.

Standard student placement agreements are available via the Legal Office website [17]. In addition, the University has a number of agreements in place with specific external organisations through which placements are managed.

Student placement agreements should be arranged prior to a student placement commencing.

Where necessary, UQ staff should contact the Legal Office for advice in relation to the content and application of student placement agreements.

5.5 Insurance

The student must be appropriately and adequately insured while undertaking their placement at the placement organisations (see PPL 9.70.01 Insurance [13]).

The University provides student personal accident, public liability and travel insurance cover to enrolled students undertaking placements that are a requirement of their program. Coverage is subject to the following conditions:

- the student is not employed by the placement organisation and the student does not receive remuneration from the placement organisation for their participation in the placement; and
- the placement must be a course requirement and participation in the placement must be sanctioned by the University.

Students undertaking an unpaid placement to satisfy compulsory program requirements are covered by the University's insurance policy, provided they have University approval prior to the commencement of the placement. Students are to consult with the relevant school or faculty in order to determine the appropriate approval process. An agreement may be required between the University and the placement organisation.

Board and lodging provided on more remote properties is not regarded as remuneration. If a student

receives remuneration for their work, the student should be covered by the employer's insurance.

Where necessary, University staff should consult the Finance and Business Services (FBS) website [24], or contact FBS [25] at insurance@uq.edu.au [26] for advice regarding insurance requirements for students attending placements.

5.6 Grievance Resolution

Where a breakdown in the placement has occurred, it is appropriate for the following method of grievance resolution to be applied:

1. In the first instance a meeting is held between the student, the placement supervisor and the University supervisor.
2. If mediation at this level is not successful, the case is referred to the appropriate Head of School.
3. If the Head of School is unable to resolve the problem to the satisfaction of all parties, the Student Grievance Resolution process must be followed.

Students who wish to lodge a grievance or appeal a decision should consult PPL 3.60.02 Student Grievance Resolution [9].

6. Placements for Credit

A placement which is assessable and generates credit towards a program's total credit requirement is managed by the University through its schools. The University must ensure that an appropriate placement is obtained for all students undertaking the course and that both the student and the placement organisation have been provided with the appropriate literature and documentation. In some instances an appropriate placement is an entry requirement for the student's program.

Maintaining effective communication between students, the placement organisation and the University is essential; any difficulties should be discussed as a priority.

Faculties and schools are encouraged to follow best practice principles as guidelines for the development, administration and review of placements. For further information, see PPL 3.10.04c Placements in Coursework Programs — Guidelines [5].

6.1 Unit Values of Placement Courses

A unit value must be allocated to each standalone placement course that generates credit towards a program's total credit requirement. For further information, see PPL 3.20.02 Course and Program Design [27].

6.2 Supervision

Students must be given appropriate supervision, including an academic supervisor from the University and a supervisor from the placement organisation who is appropriately briefed in the requirements of supervision.

The placement organisation agrees to supervise and support placement students, and oversee their work and progress throughout the placement. The placement organisation must ensure that the level of

supervision is appropriate for the occupational health and safety risks associated with the student placement activities. High risk activities, such as horse handling, would require a higher level of experienced supervision in addition to other risk control measures.

The placement organisation will appoint one or more suitably qualified persons to supervise each student and be available for regular feedback sessions. Placement supervisors should be adequately briefed by the relevant school in the supervisory requirements of the placement, and should be given access to documentation regarding the placement. Placement supervisors should be made aware of the University policies and procedures governing placements. In some instances, the placement supervisor will be involved in assessment of the student's performance, in which case they should be given a briefing on the academic assessment standards and procedures that apply to the specific assessment type.

The University agrees to administer the placement and will nominate a University supervisor from the school to monitor the progress of the student and liaise with the placement supervisor. It is the responsibility of the University to provide the student and the placement organisation with reasonable access to the University supervisor.

6.3 Assessment

The placement organisation must be appropriately and adequately briefed by the University about the needs of students on placement and about the University's criteria and standards for assessment.

6.3.1 Use of Criterion-Referencing

Students on placement should be assessed in accordance with the University's assessment policy, using a criterion-referenced standards framework. This framework should be provided to students and placement organisations in advance of the placement. For further information, see PPL 3.10.02 Assessment [28] and PPL 3.10.07b Grading System — Procedures [29].

6.3.2 Use of Non-Graded Pass/Fail

In the following circumstances it may be appropriate to use the non-graded pass (P) and the non-graded failure (N) rather than numeric results:

- there is an essential level of competence which all students must attain but either it is of little significance whether they progress beyond it, or the distance they have progressed beyond it may be very difficult or impossible to measure; or
- the likely variability of the placement experience renders it inequitable to allocate numerical grades.

The allocation of a non-graded pass/fail to a placement component of a course does not preclude the allocation of a graded result to the course as a whole.

The exception to the use of pass/fail would be those courses in the final or honours year of a program which constitute more than one third of the units in that year and which, in accordance with PPL 3.50.05 Award of University Medals [30], should be allocated a grade. This is to assist in the calculation of a grade point average for the award of medals.

6.3.3 Conduct of Assessment

Assessment should be conducted by the academic supervisor or by the academic supervisor in conjunction with the placement supervisor. While the placement supervisor should provide input on the

student performance while on placement, assessment judgements should not be made by the placement supervisor alone. The school conducting the placement should ensure the placement supervisor is fully conversant with the criteria and standards expected by the University. Placement supervisors should conduct regular feedback sessions with the student and alert the University supervisor as soon as possible should a student's performance be unsatisfactory.

6.3.4 Supplementary Assessment and Assessment Re-mark

Supplementary assessment provisions should be considered in accordance with PPL 3.10.09b Supplementary Assessment – Procedures [31].

Assessment re-mark provisions should be considered in accordance with PPL 3.10.10b Assessment Re-mark – Procedures [15].

6.4 Reasonable Adjustments

Prior to the commencement of a placement, students are required to notify the school and the placement organisation of any pre-existing commitments or personal conditions that may impact on their placement. The University will undertake to negotiate reasonable adjustments to accommodate students under specific circumstances in accordance with PPL 3.50.06 Academic Adjustments [32].

Students must immediately and courteously advise the placement supervisor and the University supervisor of any difficulties associate with the continuation of their placement. Examples include medical conditions and occupational health and safety risks.

6.5 Student Integrity and Misconduct

Where a placement supervisor or University supervisor identifies a student whose:

1. behaviour may be contrary to relevant placement policy, procedures or placement agreements; or
2. behaviour may constitute a contravention of any Academic Misconduct provision listed under section 6.1 of PPL 3.60.04a Student Integrity and Misconduct – Policy [8]; or
3. behaviour may constitute a contravention of any General Misconduct provision listed under section 6.2 of PPL 3.60.04a Student Integrity and Misconduct – Policy [8];

the student may, upon the recommendation of the University supervisor or placement supervisor, be removed from placement while a preliminary investigation is being conducted into the alleged misconduct.

The University supervisor will:

- inform the student of the reason for their removal in writing; and
- report and refer the alleged misconduct in accordance with section 7 of the PPL 3.60.04a Student Integrity and Misconduct – Policy [8].

In dealing with a complaint of misconduct under section 7.3 of PPL 3.60.04a Student Integrity and Misconduct – Policy [8], the Integrity Officer or Academic Registrar may decide it appropriate to do one or more of the following:

1. counsel the student if the conduct is determined to be inadvertent or unintentional;
2. allow the student to continue with the placement;
3. recommend that the student complete an alternate placement.

In accordance with the relevant Placement Agreement, a placement organisation has the right to discontinue a student's placement.

PPL 3.60.04 Student Integrity and Misconduct [33] will be applied in cases which amount to misconduct or unprofessional conduct.

6.6 Additional Requirements

Students may require additional identification requirements before they can commence a placement. These additional requirements are placement specific and in some instances are organised via the faculty or school administering the placement.

Students are advised to consult the relevant faculty or school in order to determine the appropriate application process for each additional identification requirement.

The University will determine if suitable alternative placements are available should a student's application for any additional requirements be rejected.

6.7 Fitness to Practise

If concerns are raised in regards to a student's placement, PPL 3.30.14 Fitness to Practise will be applied.

7. Placements to Fulfil Program Milestones

A placement which does not generate credit but nevertheless is a requirement for successful completion of a program is organised by the student. As such, students are responsible for negotiating and securing suitable placements in order to fulfil the milestone requirement of their program.

7.1 Unit Values of Placements

A placement which does not generate credit is not assigned a unit value.

7.2 Supervision

The University will provide advice to the student about the nature of supervision and support that is required to satisfy milestone requirements.

7.3 Assessment

The University will provide advice to the student about the certification and reporting that is required to satisfy the milestone requirements.

Workflow State:
Approved
Approval Text:
Web links and references updated and entry republished on 3 April 2017.

Editors:
Mr Diego Rodriguez Perez [34]
Mr Ian Vallely [35]

Subscribers
Ms Mina Singh [37]
Daciana Horvath UQU [38]
Ms Bronwyn Henderson [39]
Mrs Trudi Summerhayes [40]
Custodians
Academic Registrar Mr Mark Erickson
academic.registrar@uq.edu.au [42]

3094 reads Subscribe to: This Procedures document [43]

Source URL (retrieved on *2020-04-03 10:38*): https://ppl.app.uq.edu.au/content/work-integrated-learning-and-work-experience-procedures

Links:
[1] https://ppl.app.uq.edu.au/print/node/550
[2] https://ppl.app.uq.edu.au/printpdf/node/550
[3] https://ppl.app.uq.edu.au/content/3.10.04-work-integrated-learning-and-work-experience#Procedures
[4] http://ppl.app.uq.edu.au/content/3.10.04-placements-coursework-programs
[5] http://ppl.app.uq.edu.au/content/3.10.04-placements-coursework-programs#Guidelines
[6] https://ppl.app.uq.edu.au/content/3.50.11-awards#Procedures
[7] http://ppl.app.uq.edu.au/content/3.60.01-student-charter
[8] http://ppl.app.uq.edu.au/content/3.60.04-student-integrity-and-misconduct
[9] http://ppl.app.uq.edu.au/content/3.60.02-student-grievance-resolution
[10] http://ppl.app.uq.edu.au/content/1.60.07-working-children
[11] http://ppl.app.uq.edu.au/content/1.60.02-privacy-management
[12] http://ppl.app.uq.edu.au/content/2.10.07-workplace-injury-illness-and-incident-reporting
[13] http://ppl.app.uq.edu.au/content/9.70.01-insurance
[14] https://www.legislation.gov.au/Details/C2016C00931
[15] http://ppl.app.uq.edu.au/content/3.10.10-assessment-re-mark
[16] https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WorkHSA11.pdf
[17] http://legalservices.app.uq.edu.au/
[18] http://ppl.app.uq.edu.au/content/3.10.04-placements-coursework-programs#Policy
[19] https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CommisChildA00.pdf
[20] https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/C/CorServA06.pdf
[21] https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/D/DisabServA06.pdf
[22] https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/I/InfoPrivA09.pdf
[23] http://www.uq.edu.au/ohs/
[24] http://www.fbs.uq.edu.au/course-placements-insurance
[25] https://ppl.app.uq.edu.au/glossary/term/122
[26] mailto:insurance@uq.edu.au?subject=Placements
[27] http://ppl.app.uq.edu.au/content/3.20.02-course-and-program-design
[28] http://ppl.app.uq.edu.au/content/3.10.02-assessment
[29] http://ppl.app.uq.edu.au/content/3.10.07-grading-system
[30] http://ppl.app.uq.edu.au/content/3.50.05-award-university-medals
[31] http://ppl.app.uq.edu.au/content/3.10.09-supplementary-assessment
[32] http://ppl.app.uq.edu.au/content/3.50.06-academic-adjustments
[33] http://ppl.app.uq.edu.au\content\3.60.04-student-integrity-and-misconduct
[34] https://ppl.app.uq.edu.au/users/mr-diego-rodriguez-perez
[35] https://ppl.app.uq.edu.au/users/mr-ian-vallely
[36] https://ppl.app.uq.edu.au/admin/build/views/edit/Subscribers?destination=node%2F550#views-tab-node_content_1
[37] https://ppl.app.uq.edu.au/users/ms-mina-singh
[38] https://ppl.app.uq.edu.au/users/daciana-horvath-uqu
[39] https://ppl.app.uq.edu.au/users/uqbhende

[40] https://ppl.app.uq.edu.au/users/mrs-trudi-summerhayes
[41] https://ppl.app.uq.edu.au/admin/build/views/edit/uq_role_attachment?destination=node%2F550#views-tab-node_content_1
[42] mailto:'+'academic.registrar@uq.edu.au'+
[43] https://ppl.app.uq.edu.au/notifications/subscribe/6965/thread/nid/550?destination=node%2F550