STUDENT PLACEMENT POLICY 2015

The Deputy Vice-Chancellor (Education) as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 10 December 2015

Last amended: 8 June 2017 (administrative amendments only)

Signature:
Name: Professor Philippa Pattison

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1 Name of policy
This is the Student Placement Policy 2015.

2 Commencement
This policy commences on 1 January 2016.

3 Policy is binding
Except to the extent that a contrary intention is expressed, this policy binds the University, staff, students and affiliates.
4  **Statement of intent**

This policy:

(a) provides for students to be properly supported while undertaking professional placement programs; and

(b) sets out the University’s requirements for the development and management of such programs.

5  **Application**

(1) This policy applies to placement undertaken by students as a required part of a coursework award course.

(2) This policy does not apply to other placements, but may be used as a guide to practice in relation to such placements.

6  **Definitions**

coursework award course has the meaning given in the *University of Sydney (Coursework) Rule 2014*, which at the date of this policy is:

a course approved by the Senate, on the recommendation of Academic Board, that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, graduate certificates, graduate diplomas and those master’s degrees that comprise less than 66% research are coursework award courses.

Faculty means a faculty or University school, as established in each case by its constitution or, where applicable, a board of studies.

placement means assigning a student to undertake supervised learning at a workplace that is controlled by a placement provider, for the purpose of the student’s practical education. A placement is a vocational placement as provided in the *Fair Work Act 2009 (Cth)*.

placement co-coordinator means a member of staff of a Faculty with responsibilities as set out in this policy. The placement co-coordinator may be the unit of study coordinator.

placement provider means an individual or organisation with whom a student is undertaking a placement under this policy.

placement supervisor means the placement provider (if an individual) or an employee of the placement provider who is responsible for the work based supervision of a student on placement. The University may also employ supervisors who visit the workplace. In this policy the placement supervisor refers to the person employed by the placement provider.
7 Principles for placements

(1) Placements are intended to provide students with authentic experiential learning.

(2) In order to maximise their learning, students on placement should:
   (a) be given a clear explanation of the professional and academic expectations and learning outcomes of the placement;
   (b) have access to quality supervision;
   (c) be given work related responsibilities relevant to the intended learning outcomes; and
   (d) have structured opportunities for critical reflection.

(3) The requirements for assessment of a placement must be set out in the unit of study outline.
   (a) The final assessment mark for each student on placement must be determined by the relevant member of the faculty’s academic staff, consistently with the requirements of the Coursework Policy 2014 and the Assessment Procedures 2011.

(4) For each student placement there must be an identified placement co-ordinator.

8 Engagement with placement providers

Placement co-ordinators are responsible for:

   (a) informing placement providers of the objectives and learning outcome including the attendance requirements, of the placement;

   (b) establishing appropriate plans for managing any conflict of interests which may arise from any pre-existing relationships between the placement provider (or relevant member of the placement provider’s staff) and any student proposed for placement with that provider.

   Note: The details of any such plan will depend on the particular circumstances of each case. If no appropriate plan can be developed, the student should be placed with another placement provider.

9 Placement agreements

(1) Students must not be assigned to a placement provider without an overarching written agreement between the University and the placement provider which sets out:

   (a) the responsibilities of each of the University and the placement provider;

   (b) the insurance requirements for each of the University and the placement provider;

   (c) the level of supervision which will be provided to students on placement; and

   (d) intellectual property, confidentiality and privacy obligations applicable to placement.
(2) Placement co-ordinators are responsible for ensuring placement providers are aware of any reasonable adjustments agreed between the University and the placement provider to accommodate a student with a disability.

**Note:** The University will only be able to make or agree to any such adjustments if the student has disclosed the disability and consented to the release of necessary information to the placement provider. See clause 12 of this policy.

(3) Before approving an agreement between the University and a placement provider, the relevant delegate must consider:

(a) the placement provider’s ability to meet objectives of placements;

(b) the appropriateness of the learning environment and the proposed learning experience.

**Note:** The intent of placement agreements is that the University should have a clear, documented agreement with each provider of student placements. This does not mean a separate agreement for each student, or necessarily each cohort, but a document to which each party has formally agreed which sets out the terms of the relationship.

**10 Communication with students prior to placement**

(1) Placement co-ordinators must inform students of the following before the student commences a placement:

(a) the objectives of the placement, including:

   (i) learning outcomes;

   (ii) assessment requirements; and

   (iii) attendance requirements.

(b) how to apply for special consideration or special arrangements in relation to the placement;

**Note:** See *Coursework Policy 2014* and *Assessment Procedures 2011*.

(c) what other University policies or procedures apply to a particular placement;

**Note:** For example, the *Travel Policy* and *Travel Procedures* will apply to international placements.

(d) whom to contact in the Faculty if the student should have any concerns while on placement, and how contact may be made; and

(e) the circumstances under which a placement may be terminated by either the placement supervisor or the placement co-ordinator or when a student would be considered to have failed any assessment relating to the placement.

**Note:** Requirements to complete placements are specified in the relevant course resolutions.

(2) If a placement is terminated early for reasons beyond a student’s control, the placement co-ordinator must:

(a) arrange for the student to be assessed on the basis of the completed component of the placement; and

(b) inform the student as soon as possible of any remaining requirements to be met in order to complete the placement requirement of their course.
(i) If a placement is terminated because the placement provider or facilities provided are determined to be unsuitable, the placement co-ordinator must work with the student to provide options for the student to meet the placement requirements of their course without penalty.

(3) Placement co-ordinators must request from students details of any pre-existing relationships between the placement provider (or relevant member of the placement provider’s staff) and any student proposed for placement with that provider.

(4) Faculties should develop and register local provisions setting out any requirements for placements in addition to those specified in University policy and procedures.

Note: All University policies and procedures, and registered local provisions, are available from the Policy Register.

11 Communication with students while on placement

(1) Placement co-ordinators must establish and maintain mechanisms for communication between the faculty and students on placement, including in relation to:

(a) the quality of the placement experience;
(b) the student’s progress; and
(c) potential or actual problems with the placement.

(2) Communication mechanisms must be available to students at all time while on placement.

12 Work health and safety of students on placement

(1) Placement co-ordinators must:

(a) take all reasonable steps to identify and record where students are undertaking placements at any given time;
(b) inform placement providers of the requirement to provide a work health and safety induction to all students on placement;
(c) notify placement providers that the placement co-ordinator needs to be informed of any work health or safety concern during a placement;
(d) inform students of relevant work health and safety issues before they go on placement; and
(e) notify students of the contact details for relevant faculty staff who should be informed of any work health or safety concern during a placement.

(2) Placement co-ordinators are responsible for recording reported work health and safety incidents occurring during placements on the University’s work health and safety reporting system, Riskware.

(3) Placement co-ordinators must request students to disclose health issues that have a work health and safety significance for placement before going on placement, so that student safety can be optimised.

Note: Such information must be handled consistently with the Privacy Policy 2013, Privacy Management Plan, University Recordkeeping Policy and Recordkeeping Manual.
13 Feedback after placements

(1) Placement co-ordinators must establish and maintain robust mechanisms to obtain feedback from:

(a) students, particularly in relation to:
   (i) the quality of the supervision; and
   (ii) the overall value of the placement; and

(b) placement providers, particularly in relation to:
   (i) the educational design of the placement;
   (ii) the preparedness of students on placement; and
   (iii) the performance of students on placement.

14 Transitional provisions

(1) Faculties are required to achieve compliance with the requirements of this policy by 1 January 2017.

(2) In particular, by 1 January 2017 each faculty must:

(a) develop and register appropriate local provisions for implementation of this policy in the faculty’s circumstances; and

(b) develop and be ready to implement standard template agreements for student placements.

NOTES

Student Placement Policy 2015

Date adopted: 10 December 2015
Date commenced: 1 January 2016
Date amended: 19 May 2016
Date amendment commenced: 1 June 2016
Date amended: 8 June 2017 (administrative amendments only)
Administrator: Deputy Vice-Chancellor (Education)
Review date: 10 December 2020

Rescinded documents:

Related documents:

Fair Work Act 2009 (Cth)
Health Records and Information Privacy Act 2002 (NSW)
Privacy and Personal Information Protection Act 1998 (NSW)
Work Health and Safety Act 2011 (NSW)
University of Sydney (Coursework) Rule 2014
University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016
Coursework Policy 2014
Privacy Policy 2013
Travel Policy
University Recordkeeping Policy
Assessment Procedures 2011
Privacy Management Plan
Recordkeeping Manual
Travel Procedures

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