STUDENT PLACEMENT AND PROJECTS 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: 10 October 2017 (commencing 1 January 2018)

Signature:
Name: Professor Philippa Pattison

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1 Name of policy

This is the Student Placement and Projects 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 placements or projects; and

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

5 Application

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

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

6 Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>coursework</td>
<td>has the meaning given in the University of Sydney (Coursework) Rule 2014, which at the date of this policy is:</td>
</tr>
<tr>
<td>award course</td>
<td>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.</td>
</tr>
<tr>
<td>delegate</td>
<td>means an officer, employee or committee of the University to whom Senate has made a delegation of authority.</td>
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<tr>
<td>faculty</td>
<td>means a faculty or University school or, where applicable, a board of studies.</td>
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<tr>
<td>placement</td>
<td>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).</td>
</tr>
<tr>
<td>placement co-ordinator</td>
<td>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.</td>
</tr>
<tr>
<td>placement provider</td>
<td>means an individual or organisation with whom a student is undertaking a placement under this policy.</td>
</tr>
</tbody>
</table>
**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.

**project** means a problem-based learning experience built around any of researching, proposing or implementing solutions to a real world case study, presented by a project partner. A project may be undertaken individually or by a group, and may or may not require work to be undertaken at sites other than the University.

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

**project partner** means the person or organisation presenting a case study which forms the basis for a project. A project partner may be internal or external to the University.

### 7 Principles

1. Placements and projects are intended to provide students with authentic experiential learning.

2. In order to maximise their learning, students working on a 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. In order to maximise their learning, students working on a project should:
   a. be given a clear explanation of the professional and academic expectations and learning outcomes of the project;
   b. have access to quality preparation for the learning experience;
   c. have access to quality guidance and advice, including in the resolution of any actual or perceived barriers to progress; and
   d. have access to structured opportunities for critical reflection.

4. The requirements for assessment of a placement or a project must be set out in the unit of study outline.
   a. The final assessment mark for each student on placement or undertaking a project 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.
(b) As from 31 December 2018, each student involved in group work on placement or in a project must be assessed according to their individual achievement of the learning outcomes and graduate qualities.

(i) Assessment may include consideration of contributions to effective group functioning and communication in intercultural and interdisciplinary settings.

**Note:** See subclause 15(3). For each student placement or project there must be an identified placement or project co-ordinator.

(5) The relevant unit of study co-ordinator or agreement sponsor must register a copy of the final version of each agreement to which this policy applies in the University contract register, maintained by Archives and Records Management.

**Note:** See Educational Services Agreements Policy 2017.

### 8 Engagement with placement providers and project partners

(1) Placement co-ordinators are responsible for informing placement providers of the objectives and learning outcomes, including the attendance requirements, of the placement.

(2) Placement and project co-ordinators are responsible for establishing appropriate plans for managing any conflict of interests which may arise from any pre-existing relationships between the placement provider or project partner (or relevant member of the their staff) and any proposed student participant.

**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 or project partner.

### 9 Placement and project agreements with external parties

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

(a) the responsibilities of each of the University and the external party;

(b) the insurance requirements for each of the University and the external party;

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

(d) the applicable intellectual property, confidentiality and privacy obligations.

**Note:** The intent of placement and project agreements is that the University should have a clear, documented agreement with each provider of student placements or projects. 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.

(2) Placement and project co-ordinators are responsible for ensuring placement providers and project partners are aware of any reasonable adjustments agreed between the University and the placement provider or project partner 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 or project partner. See clause 13 of this policy.
(3) Before approving an agreement between the University and a placement provider or project partner, the relevant delegate must consider:

(a) the placement provider’s or project partner’s ability to meet the objectives of placements or projects, as applicable;

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

(c) compliance with:

   (i) the *Educational Services Agreements Policy 2017*; and
   
   (ii) the *Higher Education Standards Framework*.

10 Projects with internal parties

(1) The terms of a project with an internal project partner must be recorded in writing and retained in a University file by the project co-ordinator.

   *Note:* See the *University Recordkeeping Policy* and *Recordkeeping Manual*.

(2) Students should not be assigned to a project with an internal partner until the following have been agreed between the project co-ordinator and the internal project partner, and recorded:

(a) the responsibilities of each of the project co-ordinator and the project partner;

(b) the level of supervision which will be provided to participating students; and

(c) the applicable intellectual property, confidentiality and privacy obligations.

11 Communication with students prior to placement or project

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

(a) the objectives of the placement or project, 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 or project;

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

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

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

(d) any obligations of confidentiality which will apply to them during or after the placement or project;

(e) whom to contact in the faculty if the student should have any concerns while undertaking the placement or project, and how contact may be made; and
(f) the circumstances under which a placement or project may be terminated by any of the placement supervisor, the project partner or the placement or project co-ordinator; and

(g) the circumstances under which a student would be considered to have failed any assessment relating to the placement or project.

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

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

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

(b) inform the student as soon as possible of any remaining requirements to be met in order to complete the placement or project requirement of their course.

(i) If a placement or project is terminated because the placement provider, project partner or facilities provided are determined to be unsuitable, the relevant co-ordinator must work with the student to provide options for the student to meet the placement or project requirements of their course without penalty.

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

12 Communication with students while undertaking placement or project

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

(a) the quality of the experience;

(b) the student’s progress; and

(c) potential or actual problems.

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

13 Work health and safety

(1) Placement, project and unit of study co-ordinators must:

(a) take all reasonable steps to identify and record where students are undertaking placements or projects at any given time;
(b) for placements or projects where work is undertaken on non-University premises:
   (i) inform placement providers or project partners of the requirement to provide a work health and safety induction to all participating students;
   (ii) notify placement providers or project partners that the placement or project co-ordinator needs to be informed of any work health or safety concern;
   (iii) inform students of relevant work health and safety issues before they commence the placement or project; and

(c) notify students of the contact details for relevant faculty staff who should be informed of any work health or safety concern during a placement or project.

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

(3) Placement and project co-ordinators must request students to disclose health issues that have a work health and safety significance for placement before commencing a placement or project, 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.

14 Feedback after placements and projects

(1) Placement, project and unit of study co-ordinators must establish and maintain robust mechanisms to obtain feedback from:
   (a) students, particularly in relation to:
      (i) the quality of the supervision;
      (ii) their level of preparedness for the placement or project; and
      (iii) the overall value of the placement or project as a learning experience; and
   (b) placement providers and project partners, particularly in relation to:
      (i) the educational design of the placement or project;
      (ii) the preparedness of students on placement or project; and
      (iii) the performance of students during the placement or project.

15 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.

(3) Subclause 7(4)(b) commences on 31 December 2018.
NOTES

Student Placement and Projects Policy 2015

Date adopted: 10 December 2015
Date commenced: 1 January 2016
Date amended: 10 October 2017
Date amendment commenced: 1 January 2018
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
Educational Services Agreements Policy 2017
Privacy Policy 2013
Travel Policy
University Recordkeeping Policy
Assessment Procedures 2011
Privacy Management Plan
Recordkeeping Manual
Travel Procedures
## AMENDMENT HISTORY

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<tr>
<td>14</td>
<td>Transitional provisions clause added</td>
<td>1 June 2016</td>
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<td>6</td>
<td>Amendments relating to organisational design changes</td>
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<td>1 January 2018</td>
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<td>4(a)</td>
<td>Reference to programs deleted, and projects added.</td>
<td>1 January 2018</td>
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<td>1 January 2018</td>
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<td>1 January 2018</td>
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<td>1 January 2018</td>
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<td>1 January 2018</td>
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<td>New subclause and reference to Educational Services Agreements Policy</td>
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<td></td>
<td>2017 added.</td>
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<td>8</td>
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<td>1 January 2018</td>
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<td>8(1)</td>
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<td>1 January 2018</td>
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<td>Provision</td>
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<td>8(2)</td>
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<td>1 January 2018</td>
</tr>
<tr>
<td>9</td>
<td>Heading amended: ‘and project’ and ‘with external parties’ added.</td>
<td>1 January 2018</td>
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<tr>
<td>9(1)</td>
<td>Amended to reflect external project partners, and ‘placement provider’ deleted and replaced with ‘external party.’</td>
<td>1 January 2018</td>
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<td>9(1)(a); 9(1)(b)</td>
<td>‘placement provider’ deleted and replaced with ‘external party.’</td>
<td>1 January 2018</td>
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<td>9(1)(c)</td>
<td>Amended to refer to participating students, and ‘on placement’ deleted.</td>
<td>1 January 2018</td>
</tr>
<tr>
<td>9(1)(d)</td>
<td>Reference to placement deleted.</td>
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<td>9(1) note</td>
<td>Note added.</td>
<td>1 January 2018</td>
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<td>9(3); 14(b)</td>
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<td>1 January 2018</td>
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<tr>
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<tr>
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<td>9(2); 11(1)(f); 11(2)(b)(i); 11(3); 13(1)(b)(ii); 11(1)(g)</td>
<td>Reference to project and project partners added. Reference to projects and text: ‘the circumstances under which’ added.</td>
<td>1 January 2018</td>
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<tr>
<td>11(2); 13(1); 14(1)</td>
<td>Reference to project and unit of study co-ordinators added.</td>
<td>1 January 2018</td>
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<tr>
<td>12</td>
<td>Heading amended: ‘undertaking’ an ‘or project’ added.</td>
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<tr>
<td>12(1)(c)</td>
<td>Word (‘problems’) added.</td>
<td>1 January 2018</td>
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<tr>
<td>13(1)(b)</td>
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<tr>
<td>13(1)(b)(i)</td>
<td>Reference to project partners and participating students added.</td>
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<tr>
<td>14</td>
<td>Heading amended: ‘and projects’ added.</td>
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<td>14(1)(a)(ii)</td>
<td>New clause added.</td>
<td>1 January 2018</td>
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<tr>
<td>14(1)(a)(iii)</td>
<td>Text added: ‘or project as a learning experience’</td>
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<td>New subclause referencing 7(4)(b) commencement date.</td>
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