

# FACULTY OF ARTS AND SOCIAL SCIENCES - STUDENT PLACEMENT PROGRAM PROVISIONS 2023

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## 1 Purpose and application

- (1) These provisions give effect to the [Student Placement Policy 2015](#) (“the policy”) in the Faculty of Arts and Social Sciences.
- (2) These provisions apply to:
  - (a) placements with organisations other than the University;
  - (b) for academic credit; and
  - (c) which are unpaid.
- (3) These provisions do not apply to:
  - (a) placements within the University;
  - (b) placements not undertaken for academic credit, including [ArtSS Career Ready](#) work placements; or
  - (c) paid placements.

## 2 Commencement

These provisions commence on 4 December 2023.

## 3 Interpretation

- (1) Words and phrases used in these provisions and not otherwise defined in this document have the meanings they have in the [policy](#).  
**Note:** See clause 6 of the [policy](#).
- (2) In these provisions:

|                               |   |
|-------------------------------|---|
| <b>faculty staff</b>          | means faculty and school professional staff involved in the establishment and conduct of a student placement program.                                       |
| <b>information manual</b>     | means a written document setting out all of the information required by clause 6(3) of these provisions.  |
| <b>OGC</b>                    | means the Office of General Counsel. This office provides legal services to the University.   |
| <b>placement co-ordinator</b> | means the member of academic staff who is responsible for a particular student placement program. This may be a unit coordinator or an academic supervisor. |
| <b>placement officer</b>      | means the School or faculty based professional staff member involved in the establishment and conduct of a student placement program.                       |

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|--|---|
| <b>post-completion seminar</b>           | means a seminar organised after completion of a placement, as required by clause 10 of these provisions.  |
| <b>pre-commencement seminar</b>          | means a seminar organised prior to commencement of a placement, as required by clause 6 of these provisions.  |
| <b>Sonia</b>                             | is the software system used by the University to manage student placements.   |
| <b>student placement</b>                 | means supervised learning at a workplace that is controlled by a placement provider, for the purposes of a student's practical education.   |
| <b>student placement agreement (SPA)</b> | means a written agreement between the University and a placement provider, relating to one or more students, as required by clause 5 of these provisions and clause 9 of the <a href="#">policy</a> . |
| <b>student placement program</b>         | an arrangement made within a degree structure to accommodate and recognise placements as either core or elective units in a degree.   |
| <b>student placement schedule</b>        | means a schedule in the format specified for the relevant SPA, which provides details of each placed student, as required by clause 8 of these provisions.  |

#### 4 Student placement process overview

- (1) A student placement may be
  - (a) an internship;
  - (b) practicum;
  - (c) fieldwork;
  - (d) work experience; or
  - (e) a project-based opportunity.
- (2) Student placements should:
  - (a) be designed for third or fourth year undergraduate students or postgraduate students; and
  - (b) complement the progressive learning outcomes of a major or a minor within a degree or a degree program.
- (3) Each student placement program should follow the following sequence.
  - (a) For a new placement program, the placement co-ordinator consults with the placement officer about:
    - (i) the required learning outcomes and types of tasks necessary to achieve them;
    - (ii) the type of external organisation which may provide placement opportunities (which may or may not be organisations which have an existing relationship with the University);
    - (iii) indicative timing, pre-requisite knowledge, and events necessary to recruit and select students for placements during the academic year;
    - (iv) maximum number of students who can enrol.
  - (b) For a new or existing placement program, placement officers contact potential placement providers and arrange for discussions. This discussion should include the placement coordinator where there is a concern about the academic quality of the placement offer.

- (c) For new placement providers, placement officers arrange for a new SPA.
  - (d) For organisations with whom a current SPA exists, faculty staff confirm with the placement coordinator:
    - (i) the duration of the SPA; and
    - (ii) which faculty academic programs have student placements with that placement provider.
    - (iii) The current reporting requirements for each placement [see 3(l)(ii)]
  - (e) The placement officer recruits appropriate students for placement, and requests all necessary information from each.
  - (f) Recruited students provide the placement officer (as directed) with the requested information which is uploaded to Sonia.
  - (g) The placement co-ordinator and/or placement officer hold a compulsory pre-commencement seminar for the recruited students, and provide them with an information manual.
  - (h) The placement officer completes a student placement schedule for each student undertaking a placement.
  - (i) The placement officer informs the placement provider of the requirement for:
    - (i) each placed student to receive a work health and safety induction;
    - (ii) informing the placement coordinator of any work health or safety issues which arise during a placement the requirement for providing any relevant work place adjustments for particular students; and
    - (iii) any amendments to dates and/or duties.
  - (j) The student undertakes the placement, monitored by the placement officer and/ or coordinator as outlined in clause 9 and completes all assessment tasks.
  - (k) The placement coordinator marks all required assessment tasks and enters them in the Faculty grades system.
  - (l) The placement coordinator and/or placement officer arranges a post-completion seminar.
  - (m) The placement coordinator obtains written feedback from the student and the placement provider, via Sonia.
- (4) The placement process is summarised in the flow chart in Schedule 1.

## 5 Student placement agreements (SPAs)

- (1) An SPA must be in place with the placement provider before any student placement commences.  
**Note:** See clause 9 of the [policy](#).
- (2) The placement officer must explain the nature and purpose of the placements to the placement provider as part of discussions about possible student placements.
- (3) The SPA must:
  - (a) be in a template approved by the Office of General Counsel;
  - (b) be signed:
    - (i) on behalf of the University, by the Deputy Dean;
    - (ii) on behalf of the placement provider, by an authorised representative;
  - (c) specify an agreed term of years;
  - (d) provide that the number of placements will be negotiated between the faculty and the placement provider during each teaching semester;
  - (e) provide for a student placement schedule to be completed for each student before their placement commences;

- (f) specify the responsibilities and insurance requirements of the University and the placement provider;
- (g) specify the supervision provided to students during placement, and
- (h) specify the intellectual property, confidentiality and privacy obligations applicable to the placement.

**Note:** See clause 9 of the [policy](#).

- (4) Template agreements, and instructions for selecting and completing them, will be available for download from Sharepoint.
- (5) If either party requires a substantial variation from a template SPA (including but not limited to adding or removing clauses or making changes to provisions relating to intellectual property):
  - (a) faculty staff must obtain advice from OGC before the variation is agreed to; and
  - (b) the varied SPA must be signed by the Deputy Dean.
- (6) Once an SPA has been signed:
  - (a) the Faculty Placement Officer will register it with the University's Contracts Register; and
  - (b) the placement officer will arrange for a copy to be provided to the placement provider.
- (7) The steps for completing an SPA are summarised in the flow chart in Schedule 2.

## **6 Pre-commencement seminars**

- (1) The placement coordinator and/or placement officer must organise compulsory pre-commencement seminars for all students undertaking placements, before the placement commences.
- (2) The purposes of pre-commencement seminars are to:
  - (a) inform students fully of the requirements and expectations associated with their placement; and
  - (b) provide students with the opportunity to:
    - (i) inform the faculty of any requirements they may have in relation to the placement;
    - (ii) clarify commitments and expectations of the placement; and
    - (iii) obtain responses from staff to their concerns;
    - (iv) confirm that all relevant documentation has been completed.
- (3) Pre-commencement seminars must provide the following information to students:
  - (a) the learning outcomes expected from the placement;
  - (b) the duties that they will be expected to perform in order to meet the learning outcomes;
  - (c) the assessment requirements of the placement;
  - (d) the dates on which the placement commences and finishes;
  - (e) expected contact hours with the placement provider during each week of the placement;
  - (f) expected contact hours with the placement coordinator during the placement;
  - (g) how students can apply for special consideration or special arrangements in relation to their placement, if required;
  - (h) relevant work health and safety issues, including details of academic plans;
  - (i) contact details for the placement coordinator and relevant placement officer should the student have concerns during the placement;
  - (j) details of insurance coverage during the placement;
  - (k) the student's intellectual property rights and obligations; and

- (l) other relevant information such as advice on workplace etiquette (including use of social media), confidentiality and discipline specific information.

## 7 Information required from students

- (1) Before commencing a placement, each student undertaking a placement must confirm the following with the placement coordinator:
  - (a) any reasonable adjustments the student may require to accommodate their disability, as agreed between the student and Inclusion and Disability Services;  
**Note:** The University will only be able to make or agree to any such adjustments if the student has registered with Inclusion and Disability Services and consented to the release of necessary information to the placement provider or project partner. See clauses 9 and 13 of the [Student Placement and Projects Policy 2015](#).
  - (b) any health issues which may have a work health and safety significance for the placement; and
  - (c) details of any pre-existing relationship between the student and the placement provider or any member of the placement provider's staff;
  - (d) when they have completed all required documentation which will be stored in Sonia.
- (2) During the placement, students are required to:
  - (a) check in with their placement coordinator, or professional staff on an agreed schedule to discuss progress;
  - (b) report any requests from their placement provider for any changes to the placement;
  - (c) report any work, health or safety incidents to the placement coordinator or placement officer.

## 8 Student placement schedules

- (1) The placement officer must complete a student placement schedule for each student undertaking a placement and signed by the placement coordinator.
- (2) The student placement schedule must be in the form specified in the SPA.
- (3) The placement officer must provide a copy of the completed student placement schedule to the placement provider and to each student before a placement commences, together with the information manual.

## 9 Monitoring placements

- (1) The placement officer, with the support of the placement coordinator where appropriate, must maintain regular contact with students on placement to monitor:
  - (a) the quality of the experience;
  - (b) the student's progress; and
  - (c) any potential or actual problems with the placement.
- (2) The placement officer must:
  - (a) maintain a record of all contacts with students during placements;
  - (b) ensure compliance with the University risk framework for placements; and
  - (c) report any work, health or safety incidents that occur during a placement in the University's [Riskware](#) system and the placement coordinator;
  - (d) report any serious incidents, or breaches of policy or procedure to the FASS Academic Dean Education and Manager Student Affairs and Engagement.

## 10 Post-completion feedback

- (1) The placement officer and/ or placement coordinator must organise a post-completion seminar before the end of the semester in which the placement is credited to the student, or soon after the placement ends and collect student placement provider experience feedback in Sonia.
- (2) The purpose of the post-completion feedback is to ensure students report on the quality of their learning experience and their placement, in particular about:
  - (a) the educational design of the placement;
  - (b) the student's preparedness for the placement; and
  - (c) the student's performance on the placement.
- (3) The placement officer must also obtain a written report from the placement provider, as required by the applicable SPA, and upload to Sonia.

## 11 Roles and responsibilities

- (1) **Placement coordinators** are responsible for:
  - (a) familiarising themselves with the requirements of the [policy](#) and these provisions;
  - (b) designing the learning objectives and learning outcomes required for student placements to ensure curriculum coherence within a degree;
  - (c) determining if:
    - (i) a new disciplinary unit of study will be designed for the student placement program; or
    - (ii) existing University or faculty units of study will be used instead.

**Note:** Faculty units include FASS3000, FASS3200, FASS3500

  - (d) consulting with the placement officer about:
    - (i) the required learning outcomes of student placements;
    - (ii) the types of tasks necessary to achieve these outcomes;
    - (iii) the types of existing or potential placement provider used; and
    - (iv) indicative timelines and procedures to recruit and select students for placements during the academic year;
  - (e) signing off on completed student placement schedule for each student undertaking a placement;
  - (f) ensuring the necessary workplace adjustments for particular students are communicated to the provider and that they are in place;
  - (g) the academic supervision of the student placement;
  - (h) marking assessment tasks and uploading grades to Faculty systems;
  - (i) ensuring student feedback on the placement informs program development and risk management.
- (2) **Placement officers** are responsible for:
  - (a) familiarising themselves with the requirements of the [policy](#), these procedures and the risk management framework for placements;
  - (b) identifying and contacting existing and or potential placement providers;
  - (c) arranging discussions with providers to include the placement coordinator where appropriate;
  - (d) advising the placement provider about requirements that:
    - (i) student must participate in a work, health and safety induction;

- (ii) the placement provider must promptly inform the placement coordinator of any such issues arising during the placement;
- (e) recruiting students suitable for placement with providers;
- (f) arranging for completion and execution of an SPA between the University and each placement provider;
- (g) confirming with the placement coordinator the appropriateness of the terms of a proposed SPA before it is entered into;
- (h) forwarding a completed student placement schedule for each student to the relevant placement provider; and
- (i) organising compulsory pre-commencement, and post-completion seminars for all students undertaking placements;
- (j) providing each student with a copy of the student placement schedule and information manual before commencement of the placement; recording documents in Sonia.
- (k) maintaining regular contact. (minimum week 1 and mid-semester) with the student to monitor:
  - (i) the quality of the experience;
  - (ii) the student's progress; and
  - (iii) any potential of actual problems within the placement;
- (l) maintaining a record of contact with the student during the placement;
- (m) reporting any work health and safety incidents in [Riskware](#), and discussing with the placement coordinator;
- (n) gathering feedback on the placement from both the student and host;
- (o) working with the placement coordinator to ensure placement quality and regular student reporting during and post placement

**Note:** See subclause 3(l)(ii)

(3) **Students** are responsible for:

- (a) providing the placement officers with all required information;
- (b) attending pre-commencement and post-completion seminars, providing feedback and completing mandatory work preparation module;
- (c) undertaking required work placement duties, with respect to WH&S, confidentiality, privacy and IP obligations;
- (d) reporting progress to placement officer, or placement coordinators, as appropriate;
- (e) negotiating and proposed changes to the placement with placement coordinators;
- (f) completing all required placement assessment tasks;
- (g) reporting any WHS incidents to placement officer and placement coordinator.

## NOTES

### Faculty of Arts and Social Sciences – Student Placement Program Provisions 2023

Date adopted: 4 December 2023

Date commenced: 4 December 2023

Approved by: Professor Lisa Adkins, Dean, Faculty of Arts and Social Sciences

Signature:

Review date: 1 January 2025

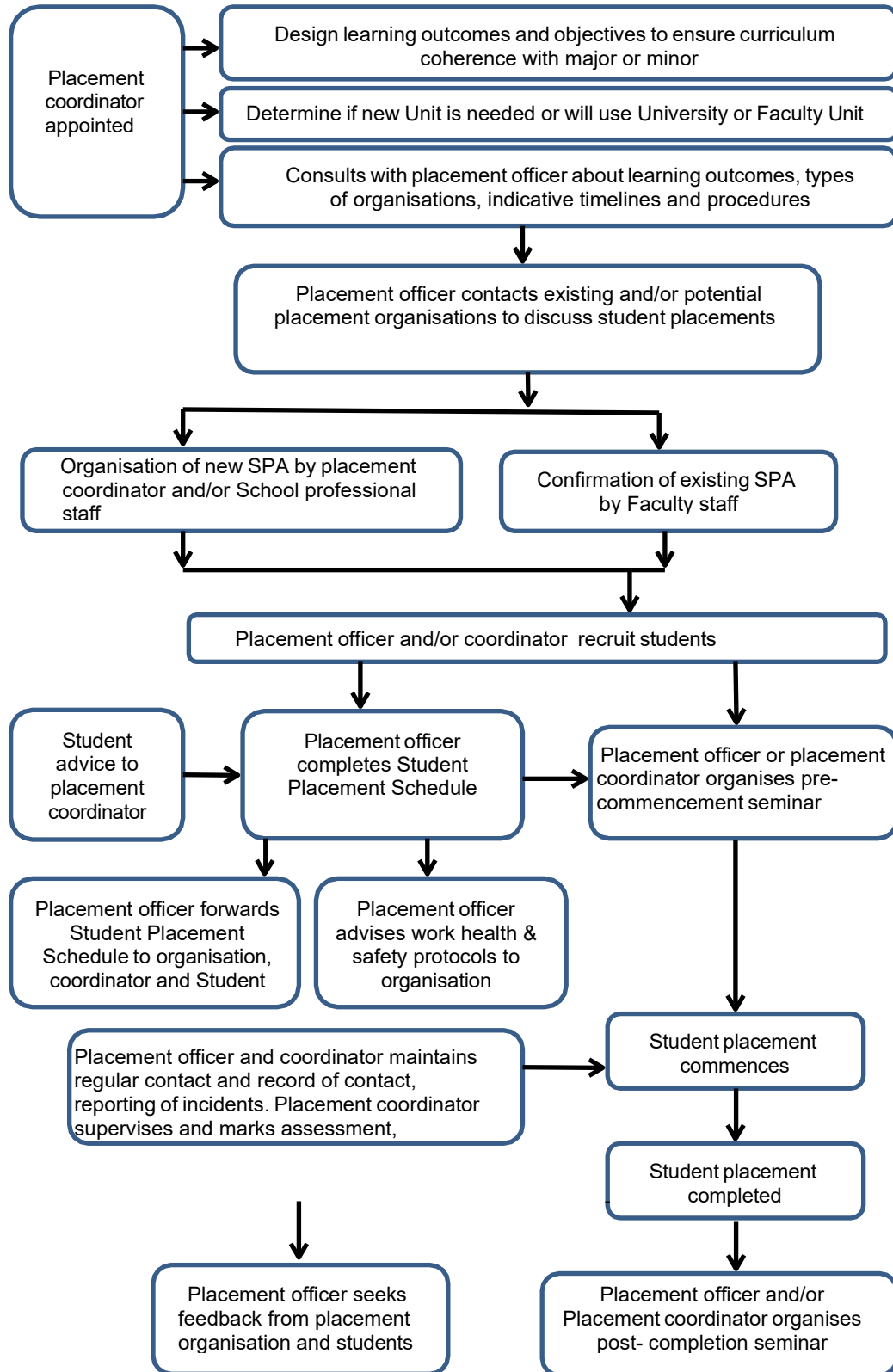
Related documents: [Student Placement Policy 2015](#)

## AMENDMENT HISTORY

| Provision | Amendment | Commencing |
|-----------|-----------|------------|
|-----------|-----------|------------|



## Schedule 1: Student Placement Program Steps and Responsibilities



## Schedule 2: Steps to complete a Student Placement Agreement

