

Work Integrated Learning Guidelines

Section 1 - Purpose and Scope

- (1) This document supports implementation of the Community Engaged Learning Policy. It provides guidelines for the implementation and administration of work-based training placements whereby students undertake work for a host organisation, at a location other than a Southern Cross University campus, for the purpose of satisfying award requirements. The work may be paid or unpaid.
- (2) The document assists the University in meeting the requirements of Sections 6(c) and 8 of Part C of the National Code of Practice 2007 of the Education Services for Overseas Students (ESOS) legislative framework.
- (3) These guidelines are intended to ensure that the University has appropriate criteria for the selection and approval of work-based training sites and to ensure that appropriate arrangements for the supervision and assessment of students undertaking work-based training are implemented.
- (4) It is intended that the Head of each School, or their nominee, will ensure that these guidelines are implemented for all workplace placements utilised by the school.

Scope

- (5) These Guidelines apply to all SCU staff and students.

Section 2 - Definitions

- (6) Nil.

Section 3 - Guidelines

Selection of Work-Based Training Host Organisations

- (7) In selecting work-based training sites ensure due diligence is exercised in establishing the fitness for purpose of the proposed workplace.
- (8) Evaluate and ensure the suitability of the proposed day-to-day supervision arrangements in the workplace, and the qualifications, experience, and good character of the employer's personnel who will be responsible for students.
- (9) Where students placed in the workplace may be under 18 years of age Working with Children Checks [www.kids.nsw.gov.au/kids/check.cfm] should be made of employer staff responsible for supervision and of those who will share the workplace with students.
- (10) Ensure that appropriate policies and procedures are in place at the proposed workplace to ensure the safety of employees and students. A risk assessment in line with the University's Workplace Health and Safety Risk Management Procedure should be undertaken for each workplace under consideration where the employer does not have documented Workplace Health and Safety Procedures.

Establishment of Placements

- (11) Ensure that appropriate written agreements are signed with each workplace provider prior to any student being placed with them.
- (12) Ensure that appropriate written agreements are signed by each student prior to their commencing a placement.
- (13) Undertake a risk assessment using the risk assessment methodology outlined in the University Risk Management Policy prior to approving a new work-based placement organisation or venue.
- (14) Ensure that appropriate arrangements and insurance policies are in place to cover significant risks.
- (15) The University has limited personal accident and travel, policies in place and public liability that each provide cover in relation to workplace placements.
- (16) Each employer is required to have public liability insurance cover and, if students are to be paid a wage, workers compensation cover. Evidence of employer insurance cover should be obtained and retained on file.
- (17) A work-place contact person should be nominated by the employer to be responsible for monitoring students' progress and wellbeing and to liaise with the University supervisor/coordinator.
- (18) Workplace staff will provide day-to-day instruction to students. However ultimate supervision, monitoring of progress and wellbeing, and assessment of each student should remain under the active control of a member of the University's staff throughout the period of the placement.
- (19) Appropriate communication and reporting protocols should be implemented for each workplace where students are placed.
- (20) Assessment of students in the workplace should be conducted in accordance with the University's Student Assessment Policy and be subject to the University rules, policy and procedures for monitoring course progress.
- (21) The University has certain responsibilities to the student under the Education Services for Overseas Students (ESOS) Act and associated National Code of Practice. The student's participation in the workplace placement does not diminish the University's responsibilities and the Head of School should satisfy themselves that the student is able to access all support services and advice mandated under the ESOS framework. Particular attention should be paid to students' ability to access support services and the complaints framework.
- (22) Each employer, and their staff, responsible for student supervision in the workplace should receive an appropriate orientation prior to any student commencing a placement.
- (23) Each student should receive an appropriate orientation prior to commencing a placement.

Orientation of Employers

- (24) Ensure that employers receive an appropriate orientation before taking a student for the first time, and that they are updated on any changes to procedures, or the University's expectations in relation to their supervision of students, prior to the commencement of any subsequent student placement.
- (25) An orientation does not need to be undertaken before each subsequent placement unless there has been significant changes in the employers supervisory staff or the university's procedures or requirements.
- (26) Matters to cover in an Employer Orientation could include:

- a. purpose of the placement;

- b. outline of employers role;
- c. expected learning outcomes;
- d. assessment arrangements;
- e. details of WorkCover arrangements;
- f. Student workplace induction requirements including:
 - i. Workplace Health and Safety;
 - ii. emergency and accident procedures;
 - iii. general workplace behaviour, rules, norms;
 - iv. starting times and breaks;
 - v. student hours or work and duties;
 - vi. introduction to staff and workplace supervisor;
- g. supervision;
- h. disciplinary processes;
- i. communication;
- j. reporting and liaison with the University;
- k. support services;
- l. complaints mechanism;
- m. attendance requirements;
- n. specific student details and any requirements eg. medical;
- o. confidentiality of student personal information;
- p. key contacts; and
- q. emergency procedures.

Orientation of Students

(27) Provide each student with an appropriate orientation before they embark on a workplace placement to ensure the student understands the procedural arrangements in place and what is expected of them, of the employer and what they can expect of the University.

(28) The student should be briefed on:

- a. place and date of placement;
- b. key personnel;
- c. dress requirements;
- d. safety and support arrangements;
- e. expected learning outcomes;
- f. assessment;
- g. university contact staff and details;
- h. attendance;
- i. Workplace Health and Safety Policy;
- j. Harassment, Bullying and Discrimination Policy;
- k. hours of work;
- l. Driving safety policy.
- m. Code of Conduct and the Rules for Student Misconduct;
- n. emergency contact details and protocols.
- o. procedures should an emergency or accident occur in the workplace.

Responsibilities of Employers

(29) Employers should:

- a. sign and return workplace agreements;
- b. treat students information in confidence;
- c. explain the expectations of the host employer regarding performance of tasks, standards, hours of work, Occupational Health and Safety requirements and any other relevant details prior to commencement;
- d. ensure the student is adequately briefed on the host employers policies and procedures;
- e. treat the students as a student and not as a paid member of staff;
- f. inform clients and the host employers staff as to the role of the student;
- g. guide and support the students work on a day-to-day basis;
- h. take responsibility for the day-to-day supervision and contribute to the educational development of the student while on placement;
- i. notify the University if it appears the student is not complying with requirements or progressing satisfactorily;
- j. notify the University if the student is absent or frequently late;
- k. verify student attendance records; and
- l. assist in the assessment process.

Responsibilities of Students

(30) Students should:

- a. arrange for medical and security checks and present original documents as required;
- b. complete and sign workplace placement agreements and other documents necessary for the placement to proceed;
- c. work supportively and sensitively in the host employer's organisation particularly in relation to staff and clients;
- d. follow reasonable instructions, and operate to the employers standards, policies and procedures;
- e. understand that instructions and tasks assigned are expected to be commensurate with their experience and knowledge;
- f. work the agreed hours of work;
- g. abide by the University Rules and Code of Conduct;
- h. be aware that they are a student and not an extra staff member;
- i. maintain appropriate confidentiality in relation to the employers operations;
- j. to actively participate in the learning process and complete assessment tasks;
- k. inform the host employer and university if they are absent; and
- l. notify the University if there are problems with the placement.

(31) All drivers must comply with the University's Driving Safety Policy.

Responsibilities of the University

(32) University staff should:

- a. exercise due diligence in the selection of workplace placement employers;
- b. ensure appropriate agreements are signed by employers and students;
- c. ensure employer and students are provided with appropriate orientations prior to commencement;
- d. ensure that student and employer are aware of WorkCover responsibilities;

- e. inform employer of University requirements and expectations;
- f. inform student and workplace supervisor of the learning outcomes expected and assessment to be undertaken;
- g. provide support to the student and employer during the placement and respond to any student and/or employer concerns;
- h. monitor student progress and assess learning outcomes;
- i. respond to any complaints or grievances in accordance with the University's Complaints framework;
- j. ensure the work-based training component of a course should not be greater for international students than domestic students;
- k. ensure students undergo required medical and security checks;
- l. conduct police checks on students if they are to be working with children;
- m. only permit International students to undertake a work-based training placement where it is an assessable component of their award;
- n. ensure police checks are conducted on employer staff if students are aged under 18 years; and
- o. keep a record of the names, addresses and principal of each workplace to which students are assigned within each School.

(33) Regular monitoring of the students' progress and wellbeing in the workplace should be undertaken by the University staff member assigned responsibility for supervising the student's placement and timely remedial action should be taken on learning of problems in the placement.

(34) A debriefing session with each student should be undertaken by the staff member responsible for the student's workplace placement no later than 14 days after the completion of each student's placement at a workplace.

(35) An Incident, Accident and Hazard Report Form must be completed for all incidents and accidents.

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