

Work Integrated Learning Work Placements Procedure

Purpose and Scope

This Work Integrated Learning Work Placements Procedure is to be read in conjunction with the Work Integrated Learning Policy. The information provided is intended to assist staff to arrange and manage Work Placements that meet the requirements of the Work Integrated Learning Policy.

This procedure applies to all staff and students.

Overarching Policy

Work Integrated Learning Policy

Procedure

1. In this procedure, the following terms have the following meanings:
 - 1.1. “Approved Signatory” is defined as the role at the University with responsibility for signing Work Placement Partner Agreements (the Director Learning, Teaching and Technology).
 - 1.2. “Course” is defined in the Coursework Regulations.
 - 1.3. “Learning Outcomes” is defined in the Coursework Regulations.
 - 1.4. “Placement Coordinator” means the staff member in a School who is responsible for Work Placements, where this is not the Unit Coordinator, as appointed by the Head of School.
 - 1.5. “Required Unit” is defined in the Coursework Regulations.
 - 1.6. “Specified Electives” is defined in the Coursework Regulations.
 - 1.7. “Unit Coordinator” means the staff member in a School who is responsible for a Work Placement unit.
 - 1.8. “Unit” is defined in the Coursework Regulations.
 - 1.9. “Work Integrated Learning” is defined in the Work Integrated Learning Policy.

- 1.10. "Work Placement" is defined in the Work Integrated Learning Policy.
- 1.11. "Work Placement Partner Agreement" means a legal agreement between the University and a Workplace Partner.
- 1.12. "Workplace Partner" means the organisation in which the Work Placement occurs.

REQUIREMENTS OF A WORK PLACEMENT

2. Work Placements

- 2.1. Work Placements provide opportunities for students to complete a period of work in a real workplace as a required component of a Course or a specific Unit, regardless of whether that Unit is a Required Unit or one of the Specified Electives chosen by a student.
- 2.2. A Work Placement is intended to be a learning experience to enable students to integrate theoretical learning for a course of study with its practical application in the workplace.
- 2.3. Work Placements must have both an academic supervisor and a nominated person who can take on a supervisory role in the workplace.
- 2.4. Work Placements can vary in duration, structure and how the placements are sourced.

3. Work Placement Units

- 3.1. Students undertake Work Placements through enrolling in Work Placement Units.
- 3.2. Work Placement Units are specifically named and usually coded using the 'Placement' attendance mode.
 - 3.2.1. The Unit title must clearly indicate that it is a Work Placement Unit.
 - 3.2.2. If the Unit is a 'full' placement unit – where all the assessment for the Unit is directly related to the placement – the Unit must be coded as 'Placement' attendance mode.
 - 3.2.3. If the Unit is a 'partial' placement unit – where the assessment includes other items that do not related directly to the placement – the Unit does not need be coded as 'Placement' attendance mode.
- 3.3. Work Placement Units must be worth at least 3 credit points.
- 3.4. Work Placement Units should abide by the normal student workload formula (50 hours per credit point).
 - 3.4.1. A 'full' placement unit should include 80% stipulated hours in the workplace plus 20% other study time (i.e. a student is expected to spend the equivalent of 40 hours in the workplace plus 10 hours additional study time per credit point).
 - 3.4.2. The stipulated hours in a 'partial' placement should be weighted accordingly.
- 3.5. Where a Work Placement is a required component of a Unit, the total Work Placement hours expected of students must be explicitly stated within the University Handbook and Unit Outline.

3.6. Preparation for the Work Placement should be either in a prerequisite Unit or included as part of the Work Placement Unit.

4. Work Placement Phases

Work Placements should be designed to incorporate the three phases of placement activity to maximise the Learning Outcomes achieved.

4.1. Preparatory Phase

4.1.1. Essential activities are undertaken prior to a student commencing at the site of the Work Placement; partnerships with Work Placement sites are established, formal agreements are put in place, the objectives, intentions and approaches are set, students are provided with required information concerning the placement, preparation for students includes professional behaviour in the workplace.

4.2. Placement Phase

4.2.1. Activities undertaken during the time the student spends at the Work Placement site; the approach is applied in practice under workplace supervision, and the outcomes are assessed.

4.3. Reflective Phase

4.3.1. Reflective learning from the Work Placement through student completion of some form of report, journal or presentation. This phase also includes a retrospective evaluation of the Work Placement.

PREPARATORY PHASE

5. Establishing a Work Placement

The following steps must be completed in establishing a Work Placement arrangement prior to the student commencing their placement.

5.1. Arrangement with Workplace Partner

Discussions with the Workplace Partner should cover such topics as risk assessment, physical environment, duration of the placement, expectations of student performance, assumed level of knowledge of the students, workplace supervision arrangement, insurance, intellectual property, accessibility for students with a disability.

In many circumstances it is preferable that the Unit Coordinator visits the site of the proposed activity to ensure the following:

5.1.1. The expectations and responsibilities of each party are clearly identified and agreed upon.

5.1.2. All risks associated with the proposed Work Placement have been identified and minimised.

5.1.3. The Workplace Partner can provide the student with an experience that is in keeping with the learning outcomes of the Work Placement unit.

In cases where a site visit is not practicable such options as a visit by a third party or evidence of the organisation undertaking placement activities with other tertiary education institutions should be used.

5.2. Risk assessment

- 5.2.1. A risk assessment must be completed for each Work Placement in advance of the actual placement of students with that Workplace Partner.
- 5.2.2. Risk assessments will consider work task factors, travel and transportation factors (including accommodation), location or region factors, general/environmental health factors, and insurance factors.
- 5.2.3. A WIL Risk Assessment Checklist is available for this purpose.
- 5.2.4. If there is unacceptable risk to the student, the Workplace Partner, or any other person involved in the WIL activity, then the University reserves the right not to assign a student to a particular Workplace Partner or to withdraw a student from such a Work Placement. The University must act promptly to address any concern about the safety and suitability of a Work Placement and the well-being of students involved.

5.3. Work Placement agreements

Work Placement Partner Agreements

- 5.3.1. A Work Placement Partner Agreement must be in place between the University and the Workplace Partner.
- 5.3.2. The Work Placement Partner Agreement outlines the legal terms and conditions as well as the roles and responsibilities of the University, the Workplace Partner and the Student.
- 5.3.3. Work Placement Partner Agreements templates have been approved by the Director Legal Services.
- 5.3.4. Agreements provided by Workplace Partners may be used for some Work Placements.
- 5.3.5. Agreements must be signed by both the Approved Signatory and an appropriate representative of the Workplace Partner.
- 5.3.6. Where a variation to the standard agreement is required, this must be approved by the University Secretary's Office prior to signing.

Work Placement Student Agreement

- 5.3.7. Students are required to sign a Work Placement Student Agreement between themselves and the University that details their responsibilities while undertaking a Work Placement, the location and length of the placement, and the tasks expected to be undertaken.

5.4. Insurance

- 5.4.1. The Workplace Partner must have relevant Public Liability insurance.

5.5. Disability rights and access

- 5.5.1. All learning activities that are not conducted in a classroom, such as Work Placements, should be designed to allow for reasonable adjustment for students with disabilities without compromising academic standards and the inherent requirements of the Unit. For more detail, refer to the Student Disability Policy.

5.6. International students

- 5.6.1. International students must comply with their visa conditions. Conditions for paid work whilst studying allows international students to work a maximum number of hours per week during the teaching period and unlimited hours when their Course is not in session (between formal semester or equivalent teaching periods, not mid teaching period breaks).
- 5.6.2. Unpaid Work Placements that are a required part of a Course or a Unit (regardless of whether that Unit is a Core Unit or Elective Unit chosen by the student) are not included in the maximum weekly limit. Courses which include a period of mandatory Work Placement (clinical placement or professional experience) as required under accreditation requirements for that Course, do permit full-time workplace-based learning.

5.7. Remuneration

- 5.7.1. Students undertaking Work Placements are not normally remunerated, however, some Work Placements may be paid or subject to specific remuneration schemes.
- 5.7.2. Where relevant, specific contractual arrangements should be established between the student and the Workplace Partner. Where a Work Placement attracts remuneration from the Workplace Partner, the student may become an employee of the Workplace Partner and as such, the University's insurer may not provide cover for the student. This may also result in a requirement for the Workplace Partner to pay superannuation and provide other employment-related benefits to the student. Where an international student undertakes a Work Placement that is remunerated, this must comply with their visa conditions.

5.8. Overseas placements

Overseas Work Placements should also ensure the following:

- 5.8.1. Travel warnings for the Work Placement location have been checked prior to the departure.
- 5.8.2. Travel arrangements are recorded in the University travel management platform.
- 5.8.3. Relevant travel insurance documents have been downloaded from the travel management platform, and the Student has familiarised themselves with the level of cover provided.

- 5.8.4. A review has been undertaken of the location regarding any professional accreditation requirements.
- 5.8.5. Contact with Murdoch staff is available for the student throughout the Work Placement.

6. Preparation for Work Placement

- 6.1. Unit Coordinators of Work Placement units must ensure that all students meet the standards necessary for entry to the workplace and are otherwise prepared for their Work Placement.
- 6.2. Preparation information should be provided in the Unit Outline, through online preparation modules and/or through face-to-face preparation workshops.

6.2.1. Ethical requirements

Staff and students are expected to comply with the University's Code of Ethics regarding its statement of the ethical principles, values and behaviours. The University is responsible for informing students of relevant ethical and legal matters in preparation for their placement. The Workplace Partner is responsible for informing students of specific ethical and legal matters in relation to their placement.

6.2.2. Confidentiality

Unit Coordinators should advise students of the requirement to treat any personal or confidential information which they encounter while undertaking their Work Placement as private and confidential, and not to disclose or use the information for their own personal purposes. Students must abide by the Work Placement Student Agreement or any other confidentiality agreement they have entered into, as well as all codes of practice or laws applicable to the protection of privacy or confidentiality of information. Students must be made aware of any mandatory reporting requirements associated with their Work Placement.

6.2.3. Professional behaviour in the workplace

During a Work Placement students are required to comply with the requirements of the University's Student Code of Conduct and other relevant codes of conduct required for professional registration.

6.2.4. Electronic collaboration and social media

The use of any electronic collaboration and social media system by a student whilst on a Work Placement must be undertaken in accordance with the University's Electronic Collaboration and Social Media Policy, the social media policies of the Workplace Partner, and applicable state and federal laws.

6.2.5. Insurance

Insurance cover is automatically provided for students engaged in unpaid Work Placements that are completed as part of the requirements of a Course or a specific Unit therein.

- 6.2.5.1. Professional Indemnity.
- 6.2.5.2. Public Liability.
- 6.2.5.3. Medical Malpractice (where applicable).
- 6.2.5.4. Personal Accident – for students who have an accident while on a Work Placement. Cover includes limited income protection, incidental out of pocket expenses in relation to non-Medicare medical costs, and lump sum payments for permanent disablement and accidental death.
- 6.2.5.5. Travel Insurance – Travel insurance may be available for travel which is more than 100km from the University and/or home. Medical expenses in Australia are not able to be covered under the Travel Policy.
- 6.2.5.6. Motor Vehicles – University vehicles are covered by the University's insurance. Students are responsible to insure their own personal vehicles.
- 6.2.5.7. A letter detailing the insurance cover for students on Work Placements should be provided to the Workplace Partner upon request.
- 6.2.5.8. Policy documents for the Travel Insurance and Personal Accident Insurance are available to students upon request.
- 6.2.5.9. Where the Work Placement involves paid employment, students are covered by the employee insurance applicable in the Workplace Partner concerned. The Workplace Partner must have adequate public liability insurance, professional indemnity/medical malpractice and workers compensation as required.
- 6.2.5.10. International exchange students are not covered under the Murdoch insurance policies. They should check with their own institution to confirm cover.

6.2.6. Occupational Safety and Health

Work Placements must conform to the Work Health and Safety Act 2020 (WHS Act) that places legal obligations on all parties to ensure the health and safety of themselves and others in the workplace. Under the WHS Act legislation Workplace Partners are responsible for ensuring that their workplace is safe for students on Work Placement.

6.2.7. Intellectual property

In accordance with the University's Intellectual Property Regulations, in most instances students personally own intellectual

property that they generate during their studies. However, in relation to Work Placements, students may be requested to assign their intellectual property, where necessary, to meet the University's legal obligations to Workplace Partners.

6.2.8. Mandatory requirements

Where students are required to undertake a Police Clearance, a Working with Children Check, professional registration, immunisation or other mandatory requirements, these must be published to students including, where appropriate, any responsibility on the student to incur the cost of these requirements.

PLACEMENT PHASE

7. Managing Work Placements

7.1. Work Placement management system

A Work Placement management system is in place for retaining records of all Work Placements. Records of Work Placements should include:

- 7.1.1. Details of the workplace including the placement location, the name and contact details of the workplace supervisor and a copy of the Work Placement Partner Agreement.
- 7.1.2. Details of the student including the relevant unit enrolment, details of any mandatory pre-requisites, a copy of the Work Placement Student Agreement, the dates of the Work Placement and the risk assessment completed in relation to the Work Placement.

7.2. Workplace supervision

Workplace supervisors are identified and provided to students by the Workplace Partner during work placements.

- 7.2.1. Before a Work Placement commences any person who will undertake a supervisory role needs to be adequately prepared and understand the responsibilities of that role.
- 7.2.2. During a Work Placement student progress is monitored. In some instances, this may involve a visit to the Work Placement site when a student is undertaking a Work Placement, while in others contact with the Workplace Partner and student by email, telephone or videoconference may be appropriate.
- 7.2.3. Workplace supervisors provide timely input into the evaluation of the student while on Work Placement. Whilst this feedback is essential, its contribution to the Final Grade is at the discretion of the Unit Coordinator, as specified in the Unit Outline.

7.3. Conflicts of interest

A student should not undertake a Work Placement in a workplace where there is a possible or perceived conflict of interest, for example, where:

- 7.3.1. A family member is the owner or in a principal position of responsibility in the Workplace Partner.

- 7.3.2. A family member is responsible for supervising the student in the workplace.
- 7.3.3. The student might be responsible for teaching or assessing a family member.
- 7.3.4. The student is in paid employment with the Workplace Partner, unless the Work Placement involves remuneration that has been approved by the University.

A student is responsible for informing their Unit Coordinator if such a conflict of interest arises. The conflict should be resolved in the first instance through consultation between the Unit Coordinator and the workplace supervisor. In the event of uncertainty, the final decision rests with the relevant Head of School.

7.4. Employee of the Workplace Partner

Where a student has been given permission to undertake a Work Placement where they are in paid employment with the Workplace Partner, then the following safeguards shall be observed:

- 7.4.1. The student shall have a different workplace supervisor to the one for their paid employment.
- 7.4.2. The tasks/project shall be different for those undertaken in their paid employment to ensure a genuine learning experience.
- 7.4.3. Where practical, the Work Placement shall be undertaken on different days to the paid employment.

This clause does not apply where the student is completing a Work Placement that involves remuneration that has been approved by the University.

7.5. Safety incidents during Work Placements

- 7.5.1. All safety incidents during Work Placements must be reported to the workplace supervisor and Unit Coordinator or Placement Coordinator, and an online incident report must be submitted via the relevant University system.

7.6. Involuntary withdrawal from a Work Placement

- 7.6.1. A student undertaking a Work Placement may be removed involuntarily from the Work Placement (subject to approval by the Head of School).
- 7.6.2. The conditions and procedures for the involuntary withdrawal of a student from a Work Placement must be determined by the School and these conditions and procedures must be stated in the Unit Outline of all Work Placement Units offered by the School.
- 7.6.3. **Conditions for involuntary withdrawal**

A School may withdraw a student involuntarily from a Work Placement, either for a specific period of time (and be subject to specific requirements) or for the remainder of the duration of the Work Placement, where:

- 7.6.3.1. The student is unable, after feedback and guidance, to perform satisfactorily without an excessive or an unattainable degree of supervision with respect to: the stated learning outcomes of the Work Placement; the skills involving clients' comfort or safety within a workplace; or the performance of technical procedures already taught, demonstrated and practised in a prior clinical or practical situation.
- 7.6.3.2. The student performs in a manner detrimental to the professional experience of other students.
- 7.6.3.3. The student breaches the University's *Code of Ethics* or *Student Code of Conduct* or the legal, ethical or professional codes of the organisation providing the placement or of the industry concerned.
- 7.6.3.4. The student demonstrates negligence in the performance of an assigned duty.

7.6.4. Procedures for involuntary withdrawal

School procedures in the case of involuntary withdrawals must address the following:

- 7.6.4.1. The due process that must be observed by which the Unit Coordinator or Placement Coordinator shall consult with appropriate parties (including the student) in determining whether the student's continued attendance at the workplace constitutes an unacceptable risk.
- 7.6.4.2. With whom the authority resides in the School to determine that the student should be withdrawn from the Work Placement.
- 7.6.4.3. Provisions for advising the student, which must include written advice on; the nature of the problem with the student's Work Placement, any remedial action that must be taken by the student, and the consequences for course completion of unsuccessful completion of the Work Placement.
- 7.6.4.4. Clearly stated that where a withdrawal from a Work Placement is justified based on the reasons listed above, the student will have a grade of fail recorded for the Work Placement Unit.
- 7.6.4.5. When a student fails a Work Placement, procedures to guide the decision by the Academic Chair regarding re-enrolment or enrolment in subsequent Work Placement Units.

7.7. Withdrawal of students from Work Placement units

- 7.7.1. Students must not withdraw from 'Placement' attendance mode Units.

Students who wish to withdraw from ‘Placement’ attendance mode Units must discuss their situation with the Unit Coordinator or Placement Coordinator for the Unit. This requirement must be stated in the Unit Outline of all Work Placement Units offered by the School.

7.7.2. School-initiated withdrawal from ‘Placement’ attendance mode Units

Students may be withdrawn from a ‘Placement’ attendance mode Unit by the School for the following reasons:

- 7.7.2.1. The student has not met the prerequisites for the Unit.
- 7.7.2.2. The student has not met the mandatory requirements before the Work Placement commences.
- 7.7.2.3. Voluntary withdrawal before the scheduled Work Placement commences.
- 7.7.2.4. An inability to complete a scheduled Work Placement for reasons of illness, accident or other personal circumstances, (in these situations either a medical certificate or statutory declaration is required).
- 7.7.2.5. The Workplace Partner is unable or unwilling to maintain an appropriate experience for the student and an alternative Work Placement cannot be arranged within the Work Placement Unit and teaching period.

Where the withdrawal is made by the School under the conditions above the student will be withdrawn as a Murdoch initiated withdrawal (WO) before the Census Date, or as a Murdoch administrative withdrawal (WOA) after the Census Date. In such circumstances the School is responsible for advising the student of the action.

REFLECTIVE PHASE

- 8. Processes must be in place for evaluating Work Placements. The review should include consultation with the Workplace Partner and the student(s). Wherever possible, such review and consultation processes should be completed prior to another student or group of students commencing with the Workplace Partner.

Responsibilities

Role	Responsibility
Director Learning, Teaching and Technology	<ul style="list-style-type: none"> • Ensures a Work Placement Partner Agreement is signed by all parties. • Ensures a risk assessment of Work Placements has been completed.

	<ul style="list-style-type: none"> • Ensures arrangements for appropriate workplace supervision are in place for each student. • Verifies that students have met any mandatory requirements for the Work Placements. • Ensures the Work Placement Student Agreement is signed by all parties. • Ensures students and Workplace Partners are aware of the procedures for reporting any incidents or accidents to the University. • Monitors the end-to-end Work Placement process and evaluation.
Director Health, Safety and Wellbeing	<ul style="list-style-type: none"> • Provides guidance and support for all WHS-related matters, including the risk assessment processes.
Head of School, by whatever name known (or equivalent)	<ul style="list-style-type: none"> • Ensures the Work Placement fits into the learning outcomes of the Course and Unit. • Ensures the Work Placement meets relevant professional accreditation requirements. • Ensures appropriate resourcing is provided for Work Placement Units including appropriate staffing and workload allowances. • Ensures staff responsible for managing and supervising Work Placements have undertaken any training required.
Unit Coordinator (or Placement Coordinator)	<ul style="list-style-type: none"> • Specifies how the Work Placement is to be assessed including how assessment will measure the achievement of the learning outcomes. • Ensures Work Placement sites provide suitable learning opportunities for students (in conjunction with the Workplace Partner). • Ensures the roles and responsibilities of workplace supervisors and students are fully understood (in conjunction with the Workplace Partner). • Provides adequate briefing, training and resources for workplace supervisors. • Ensures individual students are eligible to undertake a Work Placement, for example, completion of required pre-requisite Units or program schedule requirements.

	<ul style="list-style-type: none"> • Ensures enrolled and prospective students are appropriately informed and prepared through the Unit Outline or specific induction programs. • Ensures students are informed of any additional costs associated with undertaking a Work Placement. • Assists students with disabilities seeking to negotiate reasonable adjustment to the working environment. • Monitors and assesses student progress in consultation with the workplace supervisor. • Provides suitable de-briefing for students (in conjunction with the Workplace Partner). • Evaluates Work Placements (in consultation with the Workplace Partner and the students).
Workplace Partner	<ul style="list-style-type: none"> • Reviews and signs a Work Placement Partner Agreement. • Where the Work Placement involves paid employment, ensures the Workplace Partner has adequate public liability insurance, professional indemnity/medical malpractice and workers compensation as required. • Provides a workplace supervisor for each student. • Provides details of the program of work to the Unit Coordinator and the student. • Ensures the student is aware of any on-site policies and procedures, including matters of confidentiality and privacy. • Provides student with adequate workspace, access to required equipment and other necessary resources. • Complies with Occupational Safety and Health legislation and providing a safe working environment, including providing an Occupational Safety and Health induction for students. • Contacts the Unit Coordinator in the event of a student being involved in a safety incident whilst on Work Placement. • Informs the Unit Coordinator of any circumstances that may affect the successful completion of individual student programs. • Participates in the evaluation of student progress and supplying assessments of student performance. • Contributes to the evaluation of Work Placements.
Student	<ul style="list-style-type: none"> • Ensures they have read and understood the information relating to Work Placements in the Unit Outline. • Completes any mandatory requirements to undertake a Work Placement.

- Ensures they have understood and signed the Student Work Placement Agreement.
- Attends or completes induction, orientation or preparation programs.
- Discloses any disability or condition that may affect their ability to safely and effectively complete the Work Placement, and consents to the release of necessary information to the Workplace Partner if required.
- Participates in any safety training or instruction provided by the Workplace Partner.
- Complies with all requirements, policies and procedures of the workplace, including attendance at the required hours.
- In the event of a safety incident whilst undertaking a Work Placement activity, advises the workplace supervisor and the Unit Coordinator as soon as practicable following the incident.
- Acts in accordance with the University's Code of Ethics and Student Code of Conduct.
- Always works within their recognised scope of practice.
- Maintains communication with both workplace supervisor and the Unit Coordinator and notifies them of any problems that arise.
- Takes responsibility for their own learning by participating fully in the learning process, seeking feedback and guidance on improvement.
- Attends any de-briefing sessions provided by the Workplace Partner and/or Unit Coordinator.
- Contributes to the evaluation of Work Placements.

Governance

Approval Authority	Deputy Vice Chancellor Education
Owner	Deputy Vice Chancellor Education
Legislation mandating compliance	<p><i>Disability Standards for Education 2005</i></p> <p><i>Education Services for Overseas Students Act 2000</i></p> <p><i>Fair Work Act 2009</i></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2021</i></p> <p><i>Work Health and Safety Act 2020 (WA)</i></p>

Category	Primarily academic
Related University Legislation and Policy Documents	Student Progression Policy Coursework Regulations Code of Ethics Social Media Policy Student Code of Conduct Student Disability Policy Travel Policy (1502)
Date effective	18/12/2024
Review date	18/12/2027

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
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Administrative amendment	09/01/2023	
Noted by AC	16/06/2021	AC/47/2021(v)(b)
Approved by AC	16/06/2021	AC/47/2021(ii)
Administrative amendment	28/10/2020	
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Clauses 3.1.3 and 4.4 amended	17/01/2018	
Clause 3.1.3 amended	14/09/2017	

Approved	10/02/2017	
Recommended by LTC	24/11/2016	LTC/41/2016(iv)
Policy approved	25/01/2017	AC/10/2017(i)
Approved	06/12/2012	LTC/60/2012

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