

FACULTY OF ARTS AND SOCIAL SCIENCES - STUDENT PLACEMENT PROGRAM PROVISIONS 2017

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 3 April 2017.

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:

faculty staff	means faculty and school professional staff involved in the establishment and conduct of a student placement program.
information manual	means a written document setting out all of the information required by clause 6(3) of these provisions.
OGC	means the Office of General Counsel. This office provides legal services to the University.
placement co-ordinator	means the member of academic staff who is responsible for a particular student placement program.

post-completion seminar	means a seminar organised after completion of a placement, as required by clause 10 of these provisions.
pre-commencement seminar	means a seminar organised prior to commencement of a placement, as required by clause 6 of these provisions.
student placement	means supervised learning at a workplace that is controlled by a placement provider, for the purposes of a student's practical education.
student placement agreement (SPA)	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 policy .
student placement schedule	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) work experience; or
 - (c) a project-based opportunity (such as with one of the University's Service Learning Hubs).
- (2) Student placements should:
 - (a) be designed for third or fourth year students; and
 - (b) complement the progressive learning outcomes of a major or a minor within a degree.
- (3) Each student placement program must follow the following sequence.
 - (a) For a new placement program, the placement co-ordinator consults with faculty staff 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 and events necessary to recruit and select students for placements during the academic year.
 - (b) For a new or existing placement program, faculty staff contact potential placement providers and arrange for discussions, which must include the placement co-ordinator.
 - (c) For new placement providers, faculty staff and the placement co-ordinator arrange for a new SPA.
 - (d) For organisations with whom a current SPA exists, faculty staff confirm with the placement co-ordinator:



- (i) the duration of the SPA; and
 - (ii) which faculty academic programs have student placements with that placement provider.
 - (e) The placement co-ordinator and faculty staff recruit appropriate students for placement, and request all necessary information from each.
 - (f) Recruited students provide the placement co-ordinator or faculty staff (as directed) with the requested information.
 - (g) The placement co-ordinator and faculty staff hold a pre-commencement seminar for the recruited students, and provide them with an information manual.
 - (h) The placement co-ordinator completes a student placement schedule for each student undertaking a placement.
 - (i) The placement co-ordinator informs the placement provider of the requirement for:
 - (i) each placed student to receive a work health and safety induction;
 - (ii) informing the placement co-ordinator of any work health or safety issues which arise during a placement; and
 - (iii) providing any relevant workplace adjustments for particular students.
 - (j) The student undertakes the placement, monitored by the placement co-ordinator.
 - (k) The placement co-ordinator and faculty staff arrange a post-completion seminar to obtain feedback from students.
 - (l) The placement co-ordinator obtains written feedback from the placement provider, as required by the SPA.
- (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 co-ordinator and faculty staff 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 Dean or Head of School (if authorised to do so by the 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 FASSnet.
- (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 Dean and not a Head of School.
- (6) If a Head of School is authorised by the Dean to sign SPAs, the form of signature must be: “signed for and on behalf of the Dean, Faculty of Arts and Social Sciences by [TITLE AND NAME], Head of School, School of [NAME]”.
- (7) Once an SPA has been signed:
 - (a) the Dean’s Executive Assistant will register it with the University’s Contracts Register; and
 - (b) the relevant School Manager will arrange for a copy to be provided to the placement provider.
- (8) The steps for completing an SPA are summarised in the flow chart in Schedule 2.

6 Pre-commencement seminars

- (1) The placement co-ordinator and faculty staff must organise 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.
- (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 co-ordinator 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;
- (i) contact details for the placement co-ordinator and relevant faculty staff 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

Each student undertaking a placement must inform the placement co-ordinator of the following before commencing a placement:

- (a) any requirements relating to a disability;
- (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.

8 Student placement schedules

- (1) The placement co-ordinator must complete a student placement schedule for each student undertaking placement.
- (2) The student placement schedule must be in the form specified in the SPA.
- (3) Faculty staff 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 co-ordinator 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 co-ordinator must:
 - (a) maintain a record of all contacts with students during placements; and
 - (b) report any work, health or safety incidents that occur during a placement in the University's [Riskware](#) system.

10 Post-completion

- (1) The placement co-ordinator and faculty staff must organise a post-completion seminar before the end of the semester in which the placement occurs.
- (2) The purpose of the post-completion seminar is to obtain feedback from students about 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 co-ordinator must also obtain a written report from the placement provider, as required by the applicable SPA.

11 Roles and responsibilities

- (1) **Placement co-ordinators** 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 major or a minor of 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 Internship for Credit
 - (d) consulting with faculty staff about:
 - (i) the required learning outcomes of student placements;
 - (ii) the types of tasks necessary to achieve these outcomes;
 - (iii) the type of existing or potential placement provider used; and
 - (iv) indicative timelines and procedures to recruit and select students for placements during the academic year;and
 - (e) completing a student placement schedule for each student undertaking a placement; and
 - (f) advising the placement provider about requirements for:
 - (i) students to have a work, health and safety induction;



- (ii) the placement provider promptly to inform the placement co-ordinator of any such issues arising during the placement;
 - (iii) necessary workplace adjustments for particular students.
- (2) During a student placement, **placement co-ordinators** are also responsible for:
 - (a) academic supervision of the student placement;
 - (b) marking assessment tasks;
 - (c) maintaining regular contact with the student to monitor:
 - (i) the quality of the experience;
 - (ii) the student's progress; and
 - (iii) any potential or actual problems within the placement;
 - (d) maintaining a record of contact with the student during the placement; and
 - (e) reporting any work health and safety incidents in [Riskware](#).
- (3) **Placement co-ordinators and faculty staff** are responsible for:
 - (a) recruiting students suitable for placement with providers;
 - (b) arranging for completion and execution of an SPA between the University and each placement provider; and
 - (c) organising pre-commencement and post-completion seminars for all students undertaking placements.
- (4) **Faculty staff** are responsible for:
 - (a) familiarising themselves with the requirements of the [policy](#) and these procedures;
 - (b) contacting existing and or potential placement providers;
 - (c) arranging for any discussions to include the placement coordinator,
 - (d) confirming with the placement co-ordinator the appropriateness of the terms of a proposed SPA before it is entered into;
 - (e) forwarding a completed student placement schedule for each student to the relevant placement provider; and
 - (f) providing each student with a copy of their student placement schedule and information manual before commencement of the placement.
- (5) **Students** are responsible for:
 - (a) providing the placement coordinator with required information;
 - (b) attending pre-commencement and post- completion seminars.

NOTES

Faculty of Arts and Social Sciences – Student Placement Program Provisions 2017

Date adopted: 22 March 2017

Date commenced: 3 April 2017

Approved by: Professor Annamarie Jagose, Dean, Faculty of Arts and Social Sciences

Signature:

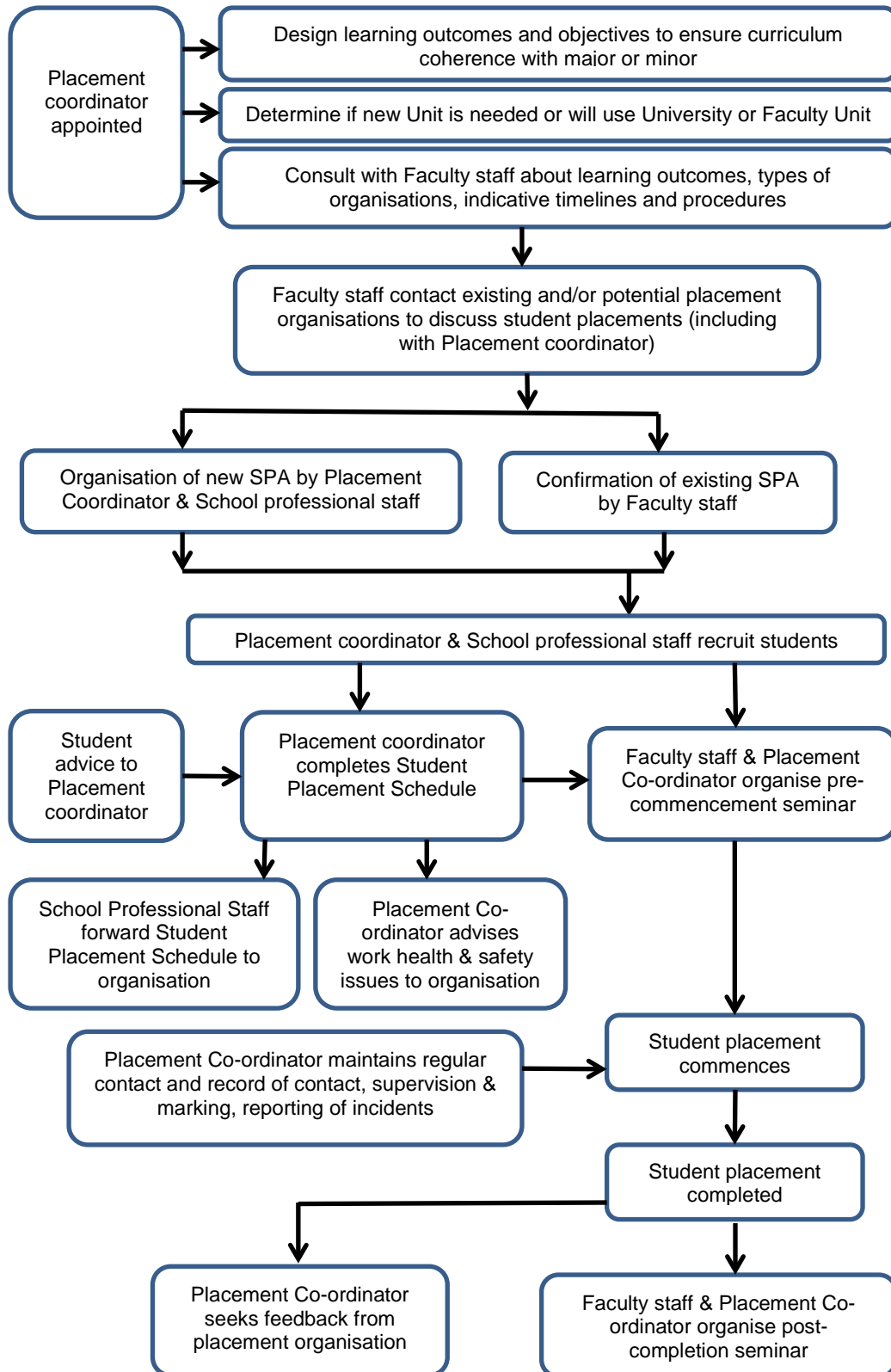
Review date: 3 April 2019

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

AMENDMENT HISTORY

Provision	Amendment	Commencing
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Schedule 1: Student Placement Program Steps and Responsibilities



Schedule 2: Steps to complete a Student Placement Agreement

