



University of
Southern
Queensland



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2026 Occupational Therapy Placement Guide

Bachelor of Occupational Therapy (Honours)

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Introduction to Placement

Professional placement is a vital component of your degree, delivered through a collaborative partnership between UniSQ and the allocated placement agency. It complements academic coursework by offering opportunities to develop practical skills, apply theoretical knowledge, and demonstrate professional competence.

Professional placement, hereafter referred to as placement, is where students synthesise the theoretical knowledge and practical skills they have developed in other parts of the program to deliver effective occupational therapy services. Placement involves a number of elements: workshops, simulation, laboratories, Work Integrated Learning (WIL) activities and occupational therapy service delivery (direct and indirect). Placement is the term used to describe periods where students are involved in the service delivery under the guidance and supervision of registered occupational therapists and are coordinated by staff at the university. Each placement is developed to ensure that appropriate opportunities are provided for students to learn, consolidate, and demonstrate the professional competencies required by the World Federation of Occupational Therapy (WFOT) Standards

This guide outlines essential information for undertaking placement, including requirements, expectations, conduct, and responsibilities. Students must read this document thoroughly and contact the Work Integrated Learning (WIL) Team or Placement Coordinator with any questions. UniSQ and placement agencies reserve the right to terminate placements if guidelines are not followed.

Contacts

Whom to Contact for Placement Questions

Your first point of contact for any placement-related queries should be either the **WIL Team** or the **Academic Team**, depending on the nature of your question. Students are expected to demonstrate professional and collegial communication when engaging with university staff and key stakeholders. All interactions should reflect respect, clarity, and accountability, consistent with standards of professional practice.

The Work Integrated Learning (WIL) Team

The WIL Team includes WIL Officers and Support Staff based in Toowoomba, Ipswich, and Springfield. They are responsible for:

- Liaising with agencies and the Academic Team to assist in allocating placements
- Reviewing and verifying mandatory placement documents
- Sharing key deadlines and placement updates

They can assist with any questions or issues you have while preparing for or attending placement. You can reach them via iConnect, online chat, phone, or email.







The Academic Team

Your Academic Team contact is the Course or Placement Coordinator for your Professional Placement course. They can help with:

- Performance-related concerns or professional issues during placement
- Discussing non-compliance with mandatory requirements
- Responding to agency concerns about safety, professionalism, or ethics

They are based at Ipswich, Toowoomba, or Springfield and can be contacted by phone or email to arrange an appointment.

Placement Contacts – Whom to Contact and When

| Scenario | Whom to Contact | Examples of Questions | Contact Method |
|---|--|--|--|
| General placement queries and support, document submission, allocation updates, make up hours, | WIL Team (Work Integrated Learning) | <ul style="list-style-type: none"> • How do I submit my placement documents? • What are the key deadlines? • What happens if I don't meet mandatory requirements? | <p> Email: support@unisq.edu.au</p> <p> Chat: https://www.unisq.edu.au/current-students/support/contacts</p> <p> Phone: (07) 4631 2285</p> |
| Academic or professional concerns during placement | Academic Team (Course or Placement Coordinator) | <ul style="list-style-type: none"> • Can I change my placement dates? • I haven't received my placement confirmation. • I'm having issues with my placement supervisor. • I need to discuss professionalism or safety concerns. • Questions regarding grades for a placement course | <p> Email: emma.kay@unisq.edu.au</p> <p> Phone: 07 3812 6429</p> <p> Campus: Toowoomba</p> |

Placement Course Specifications

The course specifications provide information about each course approved for the University's teaching program. Download your course specification and become familiar with what you must do to obtain a passing grade in the course. Students should also ensure they have satisfied the pre-requisite, co-requisite and other requisite requirements for each course. If in doubt, contact the Enrolments Team via iConnect. Further information about your placement courses can be found in the [UniSQ Handbook](#) and on the StudyDesk sites.

Program Placement Requirements

The Bachelor of Occupational Therapy (Honours) (BOTH) will undergo accreditation by the Occupational Therapy Council over the initial four years of the program, as guided by the World Federation of Occupational Therapy (WFOT) guidelines. UniSQ is scheduled to undertake final accreditation in 2026 prior to the graduation of the first cohort of students.

For practice education requirements we abide by:

- WFOT Minimum Standards for Education of occupational therapists (2016)
- Occupational Therapy Council of Australia and New Zealand LDT: Accreditation Standards for Entry –Level Occupational Therapy Education Programs (2013)
- Australian Occupational Therapy Competency Standards (2018).

To meet the registration requirements of the approved program curriculum, occupational therapy students must successfully complete 1000 clinical hours across the placement courses offered in the program. Placement will be offered in a variety of clinical contexts and will integrate knowledge, skills, and attitudes into practice with a range of people who have different needs. UniSQ ensures that all experiences meet the international standards for placement and will monitor allocated placements to ensure that students receive the diversity of placements required to meet new graduate standards.

UniSQ and the WFOT defines diversity of placement as:

- People of different ages,
- People recently acquired and/or long-standing health needs
- Interventions that focus on the person, occupation and environment
- Range of person factors such as gender, ethnicity
- Individual, community group, population approaches
- Health conditions that affect different aspects of body structure and function
- Different delivery systems, such as; hospital, public, private health, NGO, Community development, education, urban, rural, local, international.
- Pre-work assessment, work re-entry or career change.
- Existing and emerging services being developed for and with people who are under-employed, disempowered, dispossessed or socially challenged; organisations and industries that may benefit from occupational therapy expertise or arts and cultural services

Placement Structure

Overview

To achieve 1000 hours, placement includes various internal and external learning experiences, included simulated learning, during class time throughout the degree in addition to 4 placement blocks.

- Equivalent of 1 week full time practice education block (HMS2101)
- Equivalent of 1-2 week full time practice education block (HMS3101)
- 10 week full time practice education block (OCT3201). Plus 1 week of pre-placement workshops.
- 10 week full time practice education block (OCT4101). Plus 1 week of pre-placement workshops.

All practice education placements are supervised and supported by AHRPA registered occupational therapists. Placements are structured in a variety of different models and styles appropriate to the workplace and learning objectives:

- Apprenticeships: one practice educator to one student (1:1)
- Peer assisted learning/Collaborative model: one practice educator to two or more students (1:2+)
- Shared supervision: more than one practice educator to one or more students (2+:1+)
- Long-Arm supervision: The day-to-day supervision may be completed by another professional from the organisation, with regular formal professional supervision being provided remotely (via teleconference or face to face etc.).
- Role emerging: students are placed in an organisation where there is currently no occupational therapist employed. Students are involved in the development of occupational therapy services to support the organisations clients. Students are still supervised and assessed by a qualified occupational therapist.
- Project-focussed: students work on developing a resource or service for an agency. These types of placements might take place in traditional or role emerging settings.

Student Registration Obligations

Registered Occupational Therapists are governed by national legislation, the [Health Practitioner Regulation National Law Act 2009](#). The National Law clearly states what is required of the University, and of the student, to ensure compliance for all students attending professional placements. This obligation means students must be fit to practice and must act within the guidelines of the law while on professional placements.

Section 90 of the Health Practitioner Regulation National Law Act 2009 is about the registration of Bachelor of Occupational Therapy (Honours) students. Students are registered with the Australian Health Practitioner Regulation Agency (AHPRA) in their first period of study. At UniSQ this occurs after the Census Date. Student's registration expires at 'the end of the day on which the student completes, or otherwise ceases to be enrolled in, the approved program of study' (Section 90. P126 Health Practitioner Regulation National Law Act, 2009).

An education provider is required under the National Law to notify AHPRA if they reasonably believe:

- A student enrolled in a program of study provided by the education provider has an impairment that, in the course of the student undertaking clinical training as part of the program of study, may place the public at substantial risk of harm; or
- A student for whom an education provider has arranged clinical training, may place the public at substantial risk of harm.

Information provided from Section 143 National Legislation 2009.

Students have an obligation under the National Law to notify AHPRA within seven days if:

- They have been charged with an offence punishable by 12 months imprisonment or more; or
- They have been convicted of, or are the subject of, a finding of guilt for an offence punishable by imprisonment; or
- Their registration under the law of another country that provides for the registration of students has been suspended or cancelled.

Scope of Practice

The scope of practice for undergraduate occupational therapy students refers to the activities they are educated, competent, and authorised to perform. This scope evolves throughout the course of the degree and is influenced by:

- Progression in the program
- Clinical environment requirements
- Patient/client acuity
- Availability of supervision and support

The current scope of practice is determined by the student's stage in the program and the specific course in which they are enrolled. The Course Coordinator provides guidance on the applicable scope of practice for each placement.

The Occupational Therapy Council of Australia and New Zealand accreditation standards require students to have competent and sufficient supervision by a registered Occupational Therapist/s and follow agency policies. It is your responsibility to understand and adhere to these guidelines. Practising outside your scope may result in an unsatisfactory grade.

Definitions of Key Terms

Professional Placement: Professional Placement means the placement of a student at an agency for the purposes of gaining practical experience in the profession of their study.

Placement Coordinator (Course Coordinator): The suitably qualified employee of UniSQ who is employed to organise, coordinate and/or supervise the professional placement arrangements and/or experience of students enrolled in an approved course.

Work Integrated Learning (WIL) Officer: The administrative employees of the University who are members of the Work Integrated Learning Team.

Agency: An organisation that provides structured and supervised practical experience for students for the purposes of enhancing their work readiness.

Supervisor: A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional placement. May also be referred to as Clinical Educator or Practice Educator.

InPlace: Online platform for placement-related information (mandatory documents, placement allocation details, student logbooks), accessed via inplace.unisq.edu.au.

Period of Study: Refers to model of study chosen for the program/course e.g. Semester, Trimester etc.

Mandatory Document Requirements and Resources

Placement Calendar

The Placement Calendar, available on your program's Placement Hub, outlines key dates for placement opportunities each study period. It helps you plan around residential schools, exams, and other university commitments, and supports timely submission of important personal information and mandatory documents.

Students must be available for placement at any time during the study period, including breaks and exam weeks. Please consider this when enrolling and making personal arrangements.

Important Dates

It is important that you plan and prepare for your placements. To assist with this, the WIL Team provide you with an 'Important Dates' document which is available on your program Placement Hub. This document provides you with all the keys dates that need to be adhered to, to ensure your placement allocation and commencement goes smoothly.

These include:

- ✦ when mandatory documents must be updated for each period of study
- ✦ when important personal information and preferences must be submitted on [InPlace](#) for each course
- ✦ when special consideration requests must be provided by for each period of study
- ✦ when placement allocations will be released on [InPlace](#) for you to view

Placement Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information upon commencement of study in the program and ensure that they plan their enrolment in placement courses and submission of mandatory documents to enable them to be allocated placement in the nominated study period of enrolment. It is important that you use this site to assist with your organisation, preparation and support your success.

Mandatory Document Information

Submitting accurate and complete mandatory documents is essential for your eligibility to attend placement at UniSQ. These documents ensure compliance with university policy, contractual requirements imposed by placement agencies, and help maintain the safety, quality, and integrity of the placement experience.

As a student, you are responsible for uploading and maintaining current documents via [InPlace](#) before each placement. Failure to meet submission deadlines may result in delays, cancellation of your placement, or removal from the placement course. Submitting fraudulent or misleading documents may lead to misconduct investigations or have serious consequences for your progression in the course.

These mandatory documents you provide will contain your personal information, including your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. This information is collected to verify your readiness for placement and is accessed by authorised internal staff including the WIL Team and Placement Coordinator and may be disclosed to relevant third parties outside of the University who may also require access to the information such as staff at placement facilities or support providers. If you do not provide this information we may not be able to facilitate your placement. UniSQ will not otherwise use or disclose your mandatory documents, or the personal information contained within them, except where permitted or required by law, or where UniSQ has obtained your consent. UniSQ's Privacy Policy and Procedure contain information about how you may access or correct the personal information we hold about you, and how you can make a privacy complaint, and UniSQ will deal with such complaints in accordance with its applicable policies and procedures.

For more information about how we use, disclose and handle your personal information please consult our Privacy Policy and Procedure. For more information about how personal information is managed, or to raise a privacy concern, please contact rti-privacy@unisq.edu.au.

To support your placement readiness:

- From your commencement in the program begin preparing documents, especially those requiring extended timeframes (e.g. Hepatitis B vaccinations). Please refer to the [mandatory document list](#).
- Upload documents as they are completed or updated to [InPlace](#)
- Refer to the Placement Hub for discipline-specific requirements and guidance.
- Be aware of the important timeframes and deadline to submit mandatory documents
- Monitor expiry dates and update documents as needed.
- Contact the WIL Team promptly if you encounter any issues that may affect your ability to meet document deadlines.

Being proactive with your document submissions is critical to ensuring a smooth and successful placement experience. The WIL Team is available to assist you throughout this process.

InPlace – UniSQ Placement Management System

InPlace Overview

InPlace is UniSQ's cloud-based system for managing professional placements. Once you enrol in your first-year courses, your InPlace profile is created overnight automatically. You can log in using your UniSQ credentials. [InPlace](#) can also be accessed via a link on your program's Placement Hub.

What You'll Use InPlace For

- **Upload Mandatory Documents** for verification
- **Submit Personal Information** including placement preferences, special considerations, and facility expressions of interest
- **Access Pre-Placement Information**, such as orientation materials (if applicable)
- **View Placement Allocations** and confirmation status
 - *Your placement status on InPlace is not linked to your academic results or graduation eligibility so please do not be alarmed if the status is not updated as soon as you complete the placement.*

Support Resources

A 10-minute video and written instructions are available on the Placement Hub to guide you through uploading documents, submitting personal information, and navigating InPlace.

Tips for Using InPlace

- **Document Verification:** Upload documents via the 'My Details' page. The WIL Team will be notified to review them.
- **Follow-Up:** Revisit InPlace after a few days to check the verification status or review comments in your To-Do list if documents have been rejected.
- **Document Expiry:** Regularly check the 'My Details' page of your InPlace profile to find out when your documents will expire. Ensure they are kept current for all your placements. The 'traffic light' system only alerts you when a document is very close to expiring and should not be relied upon as your primary notification to renew a document.
- **Browser Compatibility:** InPlace works best with Google Chrome and Mozilla Firefox.
- **Placement Release:** If your placement is not released or has been hidden, you may need to update one or more mandatory documents. Students should not attend placement until the details are confirmed and released on InPlace.

Placement Eligibility

For students to be eligible to attend placement they must:

- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ be enrolled in a placement course
- ✦ provide all mandatory documents within the specified timeframes
- ✦ be allocated an approved and confirmed placement via [InPlace](#)
- ✦ prepare for orientation and first day arrangements
- ✦ provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

Before enrolling in placement courses, students must review the course specifications to understand the placement requirements set by the University and/or accrediting body. Some placement courses must be completed in sequence and cannot be taken concurrently unless explicitly stated in the program progression.

Students must meet all academic pre-requisite requirements before commencing or continuing placement. Incomplete results for pre-requisite courses do not satisfy pre-requisite conditions. If a student begins placement with an incomplete result and subsequently fails the pre-requisite course, they will be withdrawn from placement, and any completed hours may not be counted.

Late enrolment or failure to submit mandatory documents on time may prevent placement from being sourced or allocated within the enrolled study period.

Support and Enquiries

For questions about course progression or pre-requisites, refer to the UniSQ Pre-Requisite procedures or contact iConnect or the UniSQ Enrolments Team.

Recognition of Prior Learning

UniSQ supports students by recognising prior formal and informal learning, as well as relevant work experience. Recognition of prior learning assesses whether an individual has met the required learning outcomes, competencies, or standards to justify exemption from a specific course. Note that some programs may limit the number of exemptions granted for placement experience.

Details about recognition of prior learning and the application process are available [here](#).

Inherent Requirements

Each degree at UniSQ includes inherent requirements—core skills, knowledge, and capabilities essential to achieving the learning outcomes and maintaining academic integrity. It is assumed that when a student enrolls in a placement course that they meet the program's inherent requirements. Should a student's circumstances change, and they no longer meet inherent requirements, they can expect significant impact to their ability to attend clinical placement or advance in their program.

Inherent requirements specific to your program are listed in the [UniSQ Handbook](#). Please review and understand these requirements before enrolling in a placement course. For support or questions, contact the [Accessibility and Disability Support Team](#).

Fitness for Placement

Concerns regarding fitness to practice may arise from, but are not limited to:

- A health condition or disability (chronic or temporary) that affects your ability to undertake placement or professional practice.
- Failure to meet, or disregard for, compliance requirements set by UniSQ, the placement agency, or the profession.
- Incomplete or failed pre-requisite courses for the placement course(s).
- Conduct or performance that does not meet professional standards.

If you have a chronic or acute injury, illness, condition, or any other factor that may affect your ability to engage in placement or practice in your profession, you must notify the Placement Coordinator as early as possible before placement allocation. Depending on your circumstances you may be required to provide a Fitness for Practice certificate signed by a medical practitioner before commencing placement.

Personal circumstances such as changes in health, family, financial, or legal situations may affect your ability to meet program requirements. If your situation changes, contact your Program Director to discuss your fitness for placement. All information will be handled discreetly. You may also seek confidential advice from the Accessibility Advisor and Disability Support team via disabilitysupport@unisq.edu.au.

Impairments and Criminal Charges (Unsuitability to hold general registration)

If you have an impairment, or a criminal charge listed on your National Police Check, you may not be eligible for placement.

Under the [Health Practitioner Regulation National Law Act 2009](#), an *impairment* is defined, as a

- ✧ physical or mental impairment,
- ✧ disability,
- ✧ condition or disorder (including substance abuse or dependence).

that detrimentally affects or is likely to detrimentally affect capacity to safely practice the profession or a student's capacity to undertake clinical training as part of the approved program of study in which the student is enrolled or as arranged by an education provider.

National Boards may impose conditions on your registration to ensure safe practice if you have an impairment or criminal history. If this applies to you, it is your responsibility to confirm with your National Board whether you will be eligible for registration upon completion of your program.

UniSQ is committed to making reasonable adjustments to support students in their studies. However, adjustments must not compromise the inherent requirements of the program or public safety, and placement agencies are not obligated to provide adjustments that conflict with their operational requirements.

If you have a health or disability concern that may affect your ability to undertake placement, contact the [Accessibility and Disability Support](#) office. In some cases, UniSQ may need to share relevant information (e.g. medical related information or the results of any Criminal History Checks) with the placement agency to determine whether a suitable placement can be provided. In these instances, we will only provide this information to the placement agency with your content or alternatively encourage you to share this information with the placement agency as appropriate. Any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

Reasonable Placement Adjustments for Academic Progression

UniSQ is dedicated to providing an inclusive learning environment for students with disability, injury, mental health, or medical conditions that may impact their ability to study. This includes making reasonable adjustments to support students in completing their degree. If you have a health condition or disability that may affect your ability to undertake placement, contact the [Equity and Diversity](#) office as early as possible. In some cases, the University may need to share relevant personal information with a placement agency to determine whether a suitable placement can be provided. Any information shared will be handled discreetly and in accordance with UniSQ's privacy policy.

Students with a disability who require alternative academic, or placement arrangements should seek advice from the Placement Coordinator. If you already have a Learning Support Plan, it may need to be reviewed in consultation with the Program Director and/or Academic Team to ensure it aligns with placement requirements. All adjustments are made in accordance with the UniSQ *Students with a Disability Policy and Procedure*, which can be accessed [here](#).

Before Placement Allocations are available

Preferences

As part of the placement allocation process, you may submit preferences for the regions where you would like to complete your placement. This is an optional process, however, if no preferences are submitted, placement will be allocated based on your address listed in [InPlace](#) and agency/placement availability. Students are encouraged to ensure their address on InPlace, which is generated from their details on their Student Centre, is always up-to-date.

The Placement Coordinator will use your preferences as a guide and aim to place you at an agency within one of your preferred regions or within one hour's drive from your address on InPlace. Due to agency availability and competition with other universities, preferences are not guaranteed. As a result, you must be prepared to travel and attend placement in locations outside your preferred regions.

Preferences should be submitted as soon as possible after enrolling in a placement course. You can enter and update preferences via your InPlace profile until the cut-off date listed in the *Important Dates* document. Preferences recorded in InPlace as of the cut-off date will be used for placement requests and allocation.

- You must select three (3) different regions in order of preference

When submitting preferences, please consider all placement options available to you. Darling Downs and Ipswich are high-demand areas. If you have access to accommodation in another region, consider nominating that region and notify your Placement Coordinator via InPlace.

As part of the allocations process, you may also submit up to five (5) caseloads/clinical areas that you would be interested in undertaking placement in. These preferences are also submitted in InPlace. This information is used as a guide by your Placement Coordinator when completing allocations, and is not an indication or guarantee of the clinical area you will be placed in. Allocations are also guided by the WFOT Guidelines to complete practice placements across a range of settings and populations.

Special Consideration

Special consideration refers to pre-existing circumstances that may affect your ability to attend placement at a specific time or location. To be considered, you must submit a request via [InPlace](#) with supporting documentation in line with the [Assessment of Special Circumstances Procedure](#). Requests must be submitted by the due date listed in the *Important Date* document for the period of study in which placement is being completed.

- ✦ Requests must align with the '[Assessment of Special Circumstances Procedure](#)' and be supported with evidence, such as a letter from an employer or doctor.
- ✦ Special consideration requests can be submitted on InPlace for the duration of your degree if it remains applicable or can be updated if your circumstances change.
- ✦ Requests must be submitted by the due date to be considered. While the WIL Team will try to accommodate these requests, a suitable placement option cannot be guaranteed.
- ✦ If you do not have a Special consideration request, declare this by selecting the appropriate option from the drop down menu on InPlace.

If you do not submit a special consideration request, you must be prepared to attend the placement allocated to you.

Pregnancy

If you become pregnant during your studies, you may need to adjust your enrolment or placement schedule depending upon your circumstances. If you are enrolled in a placement course in the study period when you are due to give birth, you must notify the WIL Team and Placement Coordinator by the special consideration due date or as soon as possible thereafter. You are discouraged from commencing placement within six (6) weeks before or after their estimated due date.

A special consideration request can be submitted via [InPlace](#) and must include a letter from your doctor confirming your estimated due date and fitness to undertake placement. The Placement Coordinator will review your request and work with you to find a suitable placement option. If you wish to commence placement six weeks post-partum, you must also provide documented clearance from your medical practitioner confirming your fitness to do so.

If planning a pregnancy, ensure you have received any required immunisations beforehand. If already pregnant and not immunised, some vaccinations may be delayed or unavailable until after you have given birth. Please contact the WIL Team to discuss your situation and placement readiness.

Conflict of Interest

You must disclose any real, perceived, or potential conflict of interest (COI) to the WIL Team and Placement Coordinator via your [InPlace](#) profile. This includes, but is not limited to being allocated to a site:

- where you currently work.
- where the only qualified supervisor is your colleague or superior.
- involves a current or past relationship with the supervisor.
- which is a direct competitor of your current site of employment.
- Any other situation that may affect impartiality or professional boundaries.

You must also disclose any COI that may impact your ability to successfully meet academic or practical requirements of the placement, including financial interests, affiliations with organisations, political parties and / or ideologies, or religious groups and / or ideologies that may influence clinical or academic decisions.

Working While on Placement

Due to professional and ethical responsibility, you are expected to be well rested and well prepared for placement. Working full or part time hours while on placement may be placing yourself at risk under work health and safety legislation and you may need to consider taking leave from work to achieve placement requirements.

Students may choose to continue working while on placement, provided students understand that, except for compassionate or compelling circumstances, a new or current job is not an acceptable reason for requesting a placement extension. Students will receive an IDM (incomplete) grade until the placement is completed and this may hinder progression and graduation.

Payment for Placement

As placements are required to be a learning experience with a teacher/student relationship, free from expectations of payment and the employer/employee relationship, students cannot be paid by the agency for their placement hours.

Rural and Remote Placements

Rural and remote placements are exciting and valuable opportunities for students as they provide a chance to work with and understand different cultural groups, and expand knowledge, skills and capabilities resulting in increased confidence. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places students otherwise might not visit.

Many Queensland Health rural and remote sites offer accommodation either onsite or nearby, often supported by Southern Queensland Rural Health (SQRH). Accommodation may incur a cost but can reduce financial pressure and improve access to placement.

Interstate Placements

Students residing outside Queensland who wish to complete placement locally must submit a special consideration request to the Placement Coordinator at least one study period before enrolling in a placement course. This should allow sufficient time to source a suitable local placement.

Please note that placements in other states may be limited or difficult to obtain. You may be required to travel within your home state or to Queensland if a local placement cannot be secured.

Pre-Placement Requirements

OCT3201 and OCT4101 include mandatory pre-placement workshops that are equivalent to 40 hours of placement within each course. These are run at the beginning of the trimester prior to commencing placement. They will include both timetabled in-person attendance and online self-directed learning modules. This information is available on your StudyDesk for the placement you are about to undertake.

Placement Allocation Process

To maximise the benefit of professional experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. UniSQ is a member of OT Futures – a collaboration of Queensland occupational therapy programs that manage placement offers and allocations in an equitable manner. There are numerous university, inter-university, state and national policies and regulations that determine suitability of placement. For this reason, students, under no circumstances, are to contact any health service or potential placement site regarding sourcing placements.

Pre-placement planning involves multiple stages of communication with students, and placement agencies, starting well before the study period begins. Students may also be required to complete placement across several sites or disciplines to gain a breadth of experience. If you work in an agency, you must advise the Placement Coordinator via InPlace as soon as possible as this may impact your placement allocation.

Placement allocation depends on several of the below factors:

- ✦ Mandatory document submission status
- ✦ The number of students who preference the same location
- ✦ The number of placement offers that are received by UniSQ from an agency or in a particular location/region
- ✦ The availability of placements in a set timeframe

Special consideration requests are viewed first, so submit them early if you want the Placement Coordinator to consider your circumstances when sourcing and allocating placements.

The Placement Coordinator will allocate the student to an appropriate placement site. Student's place of residence, or locations where the student has access to accommodation, will be considered when placement is allocated. Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or your preferred region. This does not guarantee placement within this radius as facilities have limited capacity. Pending availability you may need to travel longer distances or be allocated to a rural or remote placement. If you do not meet the [Special Circumstances Procedure](#) criteria, then you are expected to attend the allocated placement, regardless of location

It is expected that all students will complete a regional or rural placement as part of the practice education experience.

Placement opportunities are sourced by the Placement Coordinator. You must not source your own placements unless advised in the course specifications or a previous discussion has occurred with your Placement Coordinator. If you know of a placement opportunity or have a site suggestion, inform the Placement Coordinator via email, and appropriate procedure will be followed. You are not permitted to contact an agency without written approval from the Placement Coordinator to do so.

Placements are released to students on [InPlace](#) once all mandatory compliance has been verified and in accordance with the Important Dates document on the Placement Hub for each period of study. Once your placement has been confirmed, you will be able to see the details of the placement allocation.

Placement Allocation Communication

All communication between UniSQ students and agency staff must be conducted via your UniSQ email account. It is your responsibility to regularly check your UniSQ email, StudyDesk, and [InPlace](#) to stay informed about your placement allocation and to meet all related responsibilities promptly.

For placement-related queries, contact the Placement Coordinator or email WIL@unisq.edu.au.

Placement Negotiation

Where individual placement sourcing is required, the WIL Officer or Placement Coordinator will negotiate a suitable placement on your behalf. This process may take up to a month or longer, which could delay your placement start date beyond the originally stated timeframe. Once a placement is confirmed, you will be notified of the details and next steps via your UniSQ email account.

Placement Agreement

UniSQ requires a formal agreement with any facility hosting student placements, and the WIL Team is responsible for finalising this agreement before the placement begins. If an agency has not hosted a student within the past five years, a new Student Placement Agreement must be established. This process typically takes 3–4 weeks and must be completed in full before a placement start date can be confirmed. Students will be notified via their UniSQ email once the agreement is complete and the commencement date is set.

In addition, each placement site is assessed using UniSQ's Risk Assessment Tool to ensure it meets program accreditation standards and provides a safe and suitable learning environment.

UniSQ Clinics as a Placement Settings

As part of your placement experience, you will be required to complete a placement at a UniSQ Clinic. These university-operated, on-campus facilities provide professional services to the community across a range of disciplines, including health and psychology. UniSQ Clinics are staffed by qualified professionals and are designed to support student learning through supervised, real-world practice.

Unlike external placement providers, such as hospitals, private practices, or community organisations, UniSQ Clinics are directly managed by the university. This means they operate in close alignment with UniSQ's curriculum, policies, and student support systems. While the expectations around professionalism, confidentiality, and ethical conduct remain the same, students placed in UniSQ Clinics are required to meet all compliance and documentation requirements, just as they would in an external setting. This includes submitting mandatory forms, adhering to clinic-specific protocols, and maintaining appropriate behaviour and attire.

Placement at a UniSQ Clinic is a compulsory component of your program and essential for course progression. You will be notified of your clinic allocation and provided with relevant details and expectations prior to commencement.

Please note: All placement arrangements, including make-up hours, must be coordinated through the relevant academic or WIL team prior to commencement.

For more information about UniSQ Clinics, including the types of services offered and locations, visit [UniSQ Clinics](#).

After Placement Allocations are Available

Placement Acceptance

Students are expected to attend any reasonable placement allocated by the WIL Team or Placement Coordinator. A student's failure to attend, withdraw, appeal or cancel a placement without sufficient notice may result in administrative withdrawal from the placement course. You will then need to re-enrol in the next available offering. Late withdrawals or cancellations may incur academic or financial penalties. Refer to the UniSQ Academic Calendar for key dates, including Census Date.

Student Responsibilities

Students are responsible for all aspects of attending their placement. This includes:

- Submitting a placement appeal if necessary
- Making arrangements to attend the allocated placement, if changes cannot be made
- Organising childcare
- Covering costs for travel, parking, and accommodation
- Adjusting personal work commitments to prioritise placement
- Submitting bursary or funding applications if applicable
- Contacting the International Office to confirm visa conditions (for international students)

Placement Appeal

Students experiencing exceptional circumstances may request a variation to their placement by submitting a Placement Appeal through [InPlace](#). To do this, select your confirmed placement, navigate to the 'Forms' tab, and choose 'Appeal' from the drop-down menu. All appeals must comply with the [Assessment of Special Circumstances Procedure](#) and be supported by relevant documentation, which may include:

- Medical certificates
- Employer letters
- Statutory declarations
- Other relevant official documents

The WIL Team or Placement Coordinator will not change or reallocate placements unless the placement is cancelled by the provider due to unforeseen circumstances, or a valid Placement Appeal is approved. Submitting an appeal does not guarantee a change, and you may still be required to attend your original placement.

Accommodation and Travel Expectations

Accommodation during placement is limited and varies by location. Most facilities do not provide accommodation, so students must arrange and fund their own. If your placement requires travel or accommodation, funding support may be available (see below).

Students are responsible for all travel costs associated with placement. Public transport options should be reviewed before submitting placement preferences and considered after placement allocation. Consider your vehicle's reliability and your comfort with long-distance or remote travel.

Scholarships and Bursaries

UniSQ offers a wide range of scholarships to assist with textbook, practical experience, accommodation, or living expenses. Some scholarships will be one-off payments, while others will continue for the length of your degree. Placement bursaries are also available to assist students who are undertaking their placement in rural or remote areas or away from where they usually reside and the associated costs.

Please refer to the [UniSQ Scholarships website](#) for more information about available scholarships, bursaries and the eligibility criteria.

Southern Queensland Rural Health

UniSQ partners with **Southern Queensland Rural Health (SQRH)** to support students on rural placements. SQRH provides free accommodation for Commonwealth supported students placed in South West Hospital and Health Service or Darling Downs Health facilities.

Accommodation is available in locations such as Toowoomba, Kingaroy, Chinchilla, Roma, Goondiwindi, St George, and Charleville. It is fully furnished and designed to offer a comfortable living environment. Non-Commonwealth supported students may apply for accommodation at a cost.

Students can register and apply for accommodation via <https://www.sqrh.com.au/accommodation> by clicking on the 'Apply Now' button.

SQRH can provide subsidy for students to travel to and from their placement. Application are considered on a case-by-case basis. They also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement. Please check the [SQRH website](#) for more information and to see what other support opportunities are available.

Other support available from SQRH includes the opportunity to apply for funding via a bursary to help with costs for students on an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

Further information can be found through their [website](#)

Orientation Information

The WIL Team or Placement Coordinator will provide contact details for your Placement Supervisor. You must contact them before your placement begins to confirm key details, including:

- Placement start and end dates
- Physical address, supervisor name, and contact information
- Time and location of your first meeting
- Any pre-placement paperwork or reading requirements
- Daily schedule, including start/end times and break periods (may be confirmed on your first day)
- Expected duties, responsibilities, and learning opportunities (may also be discussed on your first day)
- Dress code requirements specific to the site
- Confirmation that the supervisor will complete an evaluation form to be shared with you and the Placement Coordinator
- Please notify the WIL team if you do not receive an induction or orientation on your first day of placement

Attending Placement

Uniform

The UniSQ clinical shirt and optional jacket, are available to be ordered online through [School Locker](#). Remaining items can be purchased from any retail store.

The clinical uniform for occupational therapy students is as follows:

- ✦ **Bottom:** Comfortable long black pants
- ✦ **Top:** Clinical placement shirt
- ✦ **Shoes:** Comfortable enclosed footwear appropriate for placement site.
- ✦ Optional – UniSQ jacket for winter.



Student ID – You must wear your student identification card while on Placement. The recommended way to display it is on a retractable lanyard attached to your waist or pocket. To protect your privacy, you have the option to obtain a student identification card that shows less personal information and replaces your standard university ID. To request one, please contact [iConnect](#).

Attendance Expectations

You are expected to attend 100% of your placement at the times allocated by the placement provider, in accordance with their operating hours. This may include mornings, afternoons and night work shifts. This is a course requirement. Expected hours needs to be discussed between student and placement site during the initial contact phase. i.e. when letters of introduction and draft learning plans have been sent. If you do not comply with the roster and roster guidelines set for you by the agency, you may be asked to leave your placement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your placement.

Placement takes priority over other work commitments. Please notify your employer well in advance to ensure your employment does not interfere with your placement. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself (and/or patients) health at risk.

As below, when all days of placement and workshops have been attended, the total of accessible placement hours is 1035 hours plus simulated learning experiences. The additional hours assist with cover for public holidays, sick days, flex days. Any 'time off' from placement needs to be negotiated with the Supervisor and the Placement Coordinator needs to be informed via email prior to the time taken off.

| Placement | Placement hours | Pre-placement workshop hours | Sub-total | Running total |
|-----------|-----------------|-------------------------------|-----------|---------------|
| HMS2101 | 36 | 4 | 40 | 40 |
| OCT2202 | 15 | | 15 | 55 |
| HMS3101 | 50 | (included in placement hours) | 50 | 105 |
| OCT3201 | 425 | 40 | 465 | 570 |
| OCT4101 | 425 | 40 | 465 | 1035 |

Students are required to complete time sheets endorsed by their practice educator as records of their completion of required placement hours.

You will be required to bring any clinical guide/workbook relevant to placement as part of your attendance for each shift/day.

Requesting a Work Schedule Change

Students with extenuating circumstances may request a work schedule change by speaking with their supervisor. If a work schedule change extends the placement beyond the original end date on [InPlace](#), students must notify the WIL Team at WIL@unisq.edu.au.

Agency Requests that you Change your Work Schedule

In some instances, agencies may request work schedule changes due to workplace health and safety or staffing levels and requirements. Students must comply with these requests.

Reasonable Work Hours

Individual placement sites will have their own expectations of what constitutes a workday. You are required to work the shift hours allocated by the agency in accordance with the policy and employment practice of the agency. For example, a student cannot choose to work a 9-hour shift when the agency requirements are an 8-hour shift. Students can work all shifts across a 24-hour period. This includes working night shift as long as the student is supervised and working with their allocated clinical educator or an equally experienced supervisor.

To assist in structuring the placement program to meet the WFOT 1000 hours of placement, the Occupational Therapy program calculates placement hours based on a 37.5 hour working week. Work hours are calculated based on the Fair Work Australia outline:

Morning session: 8:30am – 12:30pm
Lunch: 12:30-1:30pm
Afternoon session 1:30pm – 5:00pm

Please note:

- Lunch breaks are classed as placement time (hence a standard working week via the calculator will be 42.5 hours/week). Students only need to include a break in their timesheet if they go offsite to complete personal appointments that are not associated with placement.
- Expected hours do not take into consideration public holidays, sick days etc.

Remember your hours of work need to meet the number of hours required for your placement. Please complete your time sheets honestly, and ensure they are signed by your supervisor each day. It is your responsibility to keep your time sheets for future reference; it is recommended that you save a digital copy for your own records.

Public Holidays

Students are **not** permitted to work a public holiday if your supervisor is **not** working on that day, and there is not adequate support or supervision within the workplace.

Absence While on Placement

Student health and wellbeing are a priority. If you are unwell or not fit to practice, you must stay home and follow the agency's absence procedures, including notifying your supervisor via email, phone, or text.

Absences are only accepted for illness or extenuating personal circumstances. If you are absent during placement, you must immediately notify:

- The placement agency via their preferred communication channel
- Your Placement Coordinator
- The UniSQ WIL Team (WIL@unisq.edu.au)

Absence Requirements:

- Absences of three days or more require a medical certificate or statutory declaration (whichever is appropriate) be submitted to the WIL Team within 10 working days of the absence via email (WIL@unisq.edu.au).
- Failure to meet these requirements may result in a **Fail – Not Participate** grade, unless approved by the Placement Course Coordinator under extenuating circumstances.

Prolonged Absence

If you experience a prolonged absence for valid reasons (such as illness or injury) you must provide a medical certificate confirming you are fit to return before resuming placement. You will receive an IDM (Incomplete) grade until the placement is completed, which may affect your progression and graduation timeline.

Make Up Hours

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. We strongly recommend that you seek to make up any missed days with extra shifts while on your placement. You will need to contact your Placement Coordinator and supervisor to negotiate make-up hours. You will also need to email WIL@unisq.edu.au regarding makeup hours so we may ensure this is added to your InPlace profile. Makeup shifts not added to your InPlace profile may not be considered as genuine completed hours.

Please note that a facility may not have capacity to extend your placement past its original end date and this needs to be respected. Where make-up days cannot be supported by the agency, contact the Placement Coordinator so your placement record can be updated and any additional days be negotiated as needed.

Reasonable Adjustments to Allocated Placements

Requests for placement extensions or flexible arrangements must be discussed with and approved by your Placement Coordinator. If your circumstances change during placement, notify the Placement Coordinator immediately to develop an appropriate action plan. Placement reallocation will only be considered if deemed necessary by the Placement Coordinator for valid reasons.

Student Initiated Placement Withdrawal

If you need to withdraw from a placement due to exceptional circumstances, you must first consult with the Placement Coordinator. Formal confirmation is required before withdrawing, as consultation with the agency and UniSQ staff may be necessary to determine appropriate academic or placement adjustments. Withdrawing without prior approval may result in a **Fail** grade for the course. Please note that academic or financial penalties may apply depending on the timing of your withdrawal within the study period. Students should refer to the university calendar showing important dates such as Census Date before withdrawing from a course.

Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a placement due to operational changes, such as staffing issues, supervisor illness, or lack of appropriate learning opportunities to offer. A placement may also be terminated by an agency or supervisor if a student:

- Consistently performs unsatisfactorily despite supervision
- impacts the learning experience of others, or the safe workplace culture of the agency
- Breaches legal, ethical, or professional standards
- Demonstrates gross negligence in assigned duties
- Engages in misconduct or gross misconduct
- Fails to disclose relevant information that affects their ability to meet duty of care requirements to themselves and agency clients or staff.

Placement Termination and Failing Placement

A placement may be terminated if the agency is no longer able to support the placement agreement due to operational constraints. If this occurs before the required hours are completed and is unrelated to student performance, UniSQ will make every reasonable effort to reallocate the student in a timely manner. However, this may result in delays to course or program completion.

Students are expected to maintain a professional demeanour throughout their placement. In cases where a student fails to meet expected performance standards or engages in unprofessional conduct, the placement may be suspended or permanently terminated. Reasons include but are not limited to:

- Breach of relevant Codes of Conduct or workplace procedures
- Acting outside the scope of practice
- Behaviour that may cause harm or is considered discriminatory, offensive, or inappropriate
- Withdrawal from placement without valid documentation or explanation

Please refer to the 'At Risk' Process paragraph under Placement Assessment Requirements for more information on this process.

Other Reasons for Failing a Placement Course

Reasons for failing a placement include, but are not limited to:

- Failure to upload mandatory documents to [InPlace](#) by the deadline, resulting in ineligibility for placement
- Withdrawal from placement without valid documentation or explanation
- Non-attendance due to illness or injury without notifying the Placement Coordinator and WIL Team, and without providing a medical certificate or requesting an extension. Failure to complete the prescribed placement hours constitutes non-fulfilment of course requirements.
- Lack of progress or unsatisfactory performance despite feedback
- Failure to complete placement assessments and paperwork within the required timeframe

Course Outcome

Students may achieve different outcomes in clinical practice from the grades received in pre-clinical courses. This may be for a variety of reasons. Clinical skills are developed and assessed differently from knowledge acquisition. In the event that a student does not receive the outcome they were expecting please:

- Review feedback received during placement
- Reflect on contributing factors (e.g., personal, academic)
- Develop strategies to improve future performance
- Contact your Placement Coordinator or Course Coordinator for support

Feedback, Complaints and Advocacy

UniSQ provides a fair and transparent process for resolving concerns, complaints, and appeals. Students can submit feedback, lodge a formal grievance, request a review of a decision, or appeal an outcome through the procedures outlined on the [Feedback, Complaints and Advocacy](#) page. The site also explains informal resolution options, timelines, and available support services, including advocacy and student wellbeing resources.

Professional Support

Your health and wellbeing are important to us at UniSQ. If you require personal support, you can engage in UniSQ's free, confidential and professional counselling and wellbeing services. An appointment can be made by phoning +61 7 4631 2372, or booked [online](#), or by sending an email to supportforlearning@unisq.edu.au

UniSQ is committed to supporting the wellbeing and academic success of all students, with tailored services available for both International and First Nations students:

- **International students** can access dedicated wellbeing resources, counselling, and academic support to help navigate life and study in Australia.
- **First Nations students** are supported through the College for First Nations, which offers personalised assistance via First Nations Student Success Officers, the 'Ask Aunty' support hub, and culturally informed academic guidance through First Nations Learning Advisors. These services foster a culturally safe and inclusive environment, empowering students to thrive throughout their educational journey.

Support Contacts:

- Support for International Students – [UniSQ International](#)
- Support for First Nations Students – [College for First Nations](#)
- 1300YARN – A First Nations Lifeline support service providing 24/7 confidential assistance.

Please note, this is not a crisis service and is only open from 8:00 am- 4:00 pm AEST Monday to Friday. If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

- [Lifeline](#) - 13 11 34
- [Suicide Call Back Service](#) - 1300 659 467
- [Mental Health Access Line](#)- 1300 642 255
- **Emergency medical treatment – 000**

If you require support at any stage of your study, you can access [Student support](#) services for counselling and wellbeing via UConnect for *confidential* support including emergency contact details.

There are several policies to ensure that students get proper support and perform their placements upholding university's reputation. These are as follows:

[Support for Students Policy](#)

[Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure](#)

[Student General Misconduct Procedure](#)

[Student General Misconduct Procedure](#)

[Assessment of Special Circumstances Procedure](#)

[Students with a Disability Policy and Procedure](#)

Insurance, Health, Safety and Emergencies Management

If an injury or adverse incident occurs during placement, you must follow the agency's Work Health & Safety (WH&S) procedures in the first instance. Any incidents are then to be communicated to UniSQ and reported in SafeTrak. Refer to the 'Reporting an Incident' section for guidance.

Risk Management

Students are responsible for identifying and managing risks during placement. If you feel unsafe or encounter a hazard, notify the Placement Supervisor immediately and Placement Coordinator as soon as possible thereafter. Stay informed by reviewing safety communications and procedures.

Student Travel

Travel Arrangements and Insurance: Students are responsible for arranging their own travel to and from placements, including any necessary insurance for private motor vehicles. If using a private vehicle, students do so at their own risk and expense. Please ensure your vehicle is comprehensively insured, as Compulsory Third Party (CTP) insurance does not cover third-party property damage. Student must also adhere to university procedures, including the [Travel Procedure](#), the [Motor Vehicles and Travel Fatigue Procedure](#) and the [Incident and Hazard Reporting and Investigation Procedure](#).

Safety During Late or Night Shifts: For late or night shifts, familiarise yourself with the security officers and relevant contact numbers for the agency. Park in well-lit areas and stay vigilant in your surroundings when walking to and from your transport. Security officers may be available to escort you to your car or public transport.

Travel to Rural or Remote Placements: Traveling to rural or remote placements can be tiring. The [Queensland Government](#) recommends taking breaks every two hours and limiting driving to 8-10 hours per day. Plan your rest stops and check StudyDesk or forums for potential travel companions. Ensure your vehicle is safe for long distances, keep the fuel tank filled, or ensure your EV is charged and you have researched charging locations. Have a roadside assistance policy and keep your mobile phone charged. Ensure you have planned your route in advance and are aware of the distances between towns. Inform someone of your whereabouts when traveling to remote locations.

Safe Driving Practices: It is important that you [practice safe driving](#). Consult your General Practitioner if you are on prescribed medications to ensure it is safe to drive. Park in designated areas and follow the agency's security conditions when leaving after hours.

Paid Employment and Fatigue Management during Placement

While UniSQ recognises that students may need to undertake paid employment, it is essential that work commitments do not compromise placement responsibilities or breach fatigue management policies. Students must not work full-time while attending placement, as this contravenes health facility safety standards and poses risks to patient care.

You must not complete a paid shift immediately before or after a placement shift. For example, finishing a night shift in your normal employed role and then attending a morning placement shift is strictly prohibited. This practice violates Queensland Health and private facility WH&S policies. If you are unsure about these requirements, contact the WIL Team for clarification.

Placement obligations take precedence over paid employment. Please notify your employer in advance to ensure work does not interfere with your placement schedule.

Disaster Management

In the event of a disaster or emergency at your placement site (e.g. flood, fire, utility failure, ward closure, or violent incident), follow the instructions of the supervisor or agency contact and adhere to the agency's disaster management protocols.

If you feel unsafe or encounter a risk during placement, immediately notify the Placement Coordinator using the contact details provided in the *Placement Contacts – Who to Contact and When* section.

Infectious Disease Risk

Working in a health care setting carries a risk of exposure to infectious diseases through exposure to airborne pathogens, bodily fluids, contaminated equipment, or infected surfaces. Minimise this risk by maintaining personal hygiene, staying up to date with immunisations, using PPE appropriately, and following infection control procedures. Compliance with mandatory health requirements and Queensland Health directives is essential.

Manual Handling

Safe manual handling practices are essential to prevent injury. If you have a pre-existing condition, injury, or are pregnant, you may be at increased risk. Most facilities enforce a No Lift Policy.

If you sustain an injury before or during placement:

- Notify the WIL Team immediately via WIL@unisq.edu.au.
- Provide supporting documentation (e.g. medical certificate or Fitness for Placement certificate) if requested.

Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

Most students have a positive experience on placement, though occasionally situations arise that can cause concern. If you believe you are experiencing bullying, discrimination, harassment or are a victim of sexual misconduct while on placement, refer to [Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure - University of Southern Queensland \(usq.edu.au\)](https://www.unisq.edu.au/students/safer-communities/sexual-misconduct-response-procedure) to explore how you might handle the situation. Depending on the nature of the circumstances, you might feel comfortable to raise your concern directly with the person involved or speak to your Placement Supervisor. If you feel unsafe or are not comfortable addressing the situation yourself, please contact your Placement Coordinator and/or UniSQ Safer Communities to discuss the matter further and seek appropriate support. Safer Communities and the Wellbeing Team can provide you with free support and guidance while a risk management plan is developed. All students can use the [Share a Concern | UniSQ Share a Concern \(symplicity.com\)](https://www.unisq.edu.au/students/safer-communities/share-a-concern) online form to seek confidential support from Safer Communities at any stage of their studies, including during placement.

Psychological Risk

Psychological risks, also known as psychosocial hazards, are recognised workplace and placement-related concerns that organisations actively seek to mitigate through established strategies. When a student on placement encounters such risks, they should have access to appropriate support services—either through the placement provider or UniSQ Safer Communities via your Placement Coordinator. For example, a student may be exposed to a traumatic event such as a serious injury or the death of a patient. While such experiences can be psychologically impactful, they are inherent to the nature of the role and do not necessarily indicate wrongdoing by any party.

UniSQ Safer Communities is available 8.00am – 4.00pm, Monday – Friday:

- 07 4631 2372
- safercommunities@unisq.edu.au

For after-hours support related to gender-based violence, including sexual assault:

- National domestic family and sexual violence counselling service – 1800RESPECT (1800 737 732)

If you are in immediate danger or need urgent medical attention, call police/ambulance – 000

Insurance Coverage during Placement

For insurance purposes, placement activities refer to the compulsory aspect of your course/program where a practical experience provider provides you the facilities or opportunities to engage in practical work experience, research or training. If you are undertaking a placement through UniSQ, you will be covered by the following types of insurance (as applicable, subject to terms and conditions):

- ✦ Public Liability
- ✦ Professional Indemnity
- ✦ Medical Malpractice
- ✦ Student Personal Accident

To qualify for UniSQ's insurance coverage you must:

1. Be an enrolled student while on placement; and
2. Comply with the Professional Experience Guidelines (as applicable to the School of Health, Psychology and Medical Sciences) including having submitted all mandatory documentation, which is verified by the University; and
3. Be attending a placement activity that has been approved by the School of Health, Psychology and Medical Sciences). You can find out more about whether your placement is approved by checking [InPlace](#); and
4. Not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance e.g. bursaries, allowances or grants). If you are going to be remunerated for your placement, please contact the University for insurance options.

Note: Personal belongings and private vehicles are not covered by the University's insurance policies. Students should ensure their vehicles are registered and comprehensively insured to cover damages to their own vehicle or personal injury or property damage to a third party in the event of an accident.

Injury during Placement

If injured or unwell during placement and Emergency Department consultation is required, follow the below steps:

1. Notify the Agency Supervisor immediately as they will have internal protocols that need to be followed.
2. Contact the WIL Team immediately via (07) 4631 2359 and email the Placement Coordinator.
3. You may be transferred to a public or private Emergency Department (ED). UniSQ recommends attending a public ED to avoid personal costs.
4. If you choose a private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment.
5. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment.
6. Follow all treatment recommendations and consult your GP as needed.

Reporting an Incident

If you experience an injury or an incident while you are on placement, **you must report it to your Placement Supervisor and the health care agency contact immediately. You must also notify the Placement Coordinator of the incident via email or phone directly.**

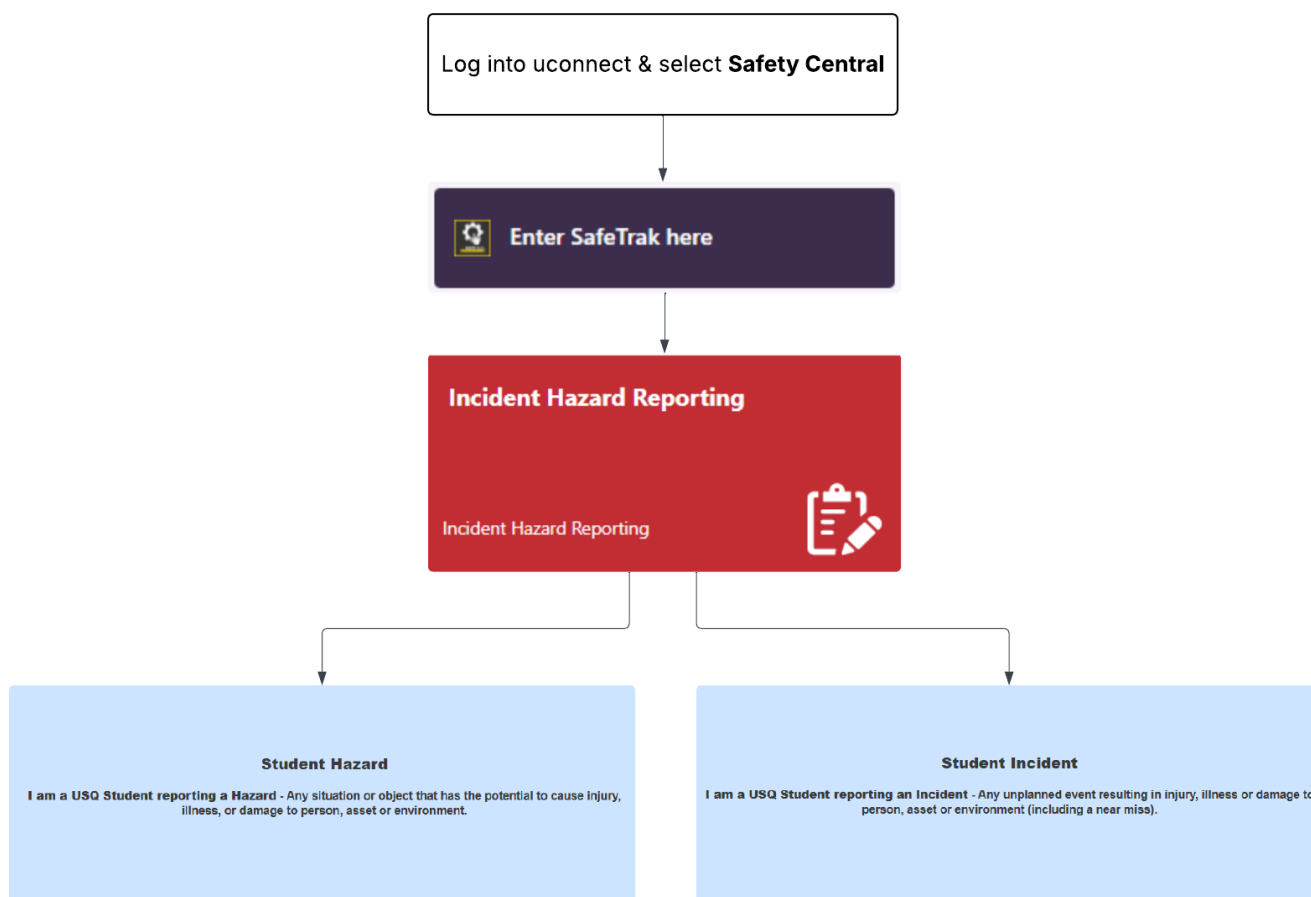
You will be required to complete an incident report for the agency. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

You will then need to notify the University by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ Incident Form.

When submitting a SafeTrak incident please ensure that the below information is included in the 'Assign to' section as part of the application:

- Assign incident to Manager/Supervisor – Emma Kay
- Business Unit/Faculty – School of Health, Psychological and Medical Sciences

How To Access SafeTrak to report an incident or hazard



Vehicle Use during Placement

In accordance with the University's insurance policy, students should not drive vehicles belonging to the placement organisation; students should only travel in vehicles belonging to the organisation as passengers and must be accompanied by an agency employee/supervisor during any trips made in motor vehicles. Should the need arise and if authorised by the placement agency and UniSQ to drive the agency's vehicle, the student must be familiar with and adhere to the agency's motor vehicle policy prior to operation.

It is important to check the details of the insurance policy of your placement agency if you are requested to drive their vehicles to ensure coverage for any damages or in the event of an accident. The University's motor vehicle policy only covers University vehicles e.g. pool and salary packaged vehicles. It does not extend to third-party vehicles or personal vehicles, even if used in the course of a University approved activity.

Support Contacts

| Contact Name/Service | Role | Contact Method | Availability |
|--------------------------------|--|--|------------------------|
| Placement Coordinator | Course Contact for Placement | Email/Phone via StudyDesk | Business Hours |
| UniSQ Safer Communities | Confidential Support for Safety Concerns | safercommunities@unisq.edu.au / 07 4631 2372 | Mon–Fri, 8:00am–4:00pm |
| UniSQ Wellbeing Team | Counselling and Wellbeing Services | supportforlearning@unisq.edu.au / Book via UConnect | Business Hours |
| 1800RESPECT | National domestic family and sexual violence counselling service | 1800 737 732 | 24/7 |
| Emergency Services | Police/Ambulance | 000 | 24/7 |

Student Professional Expectations

These guidelines outline your responsibilities and expected conduct during placements. As a student, you are entrusted to learn in professional environments where patient safety and dignity are paramount. You must uphold the highest standards of professionalism at all times.

Getting the Most out of Your Placement

You are responsible for making the most out of the learning opportunities while undertaking your placement. You should:

- Introduce yourself to staff in your assigned area or agency.
- Arrive prepared with learning objectives.
- Engage actively in all assigned tasks.
- Be punctual and dress professionally.
- Communicate regularly with your supervisor to align expectations, placements goals and personal strengths.
- Seek feedback daily.
- Complete all assessment tasks satisfactorily.
- Attend all scheduled placement hours.
- Bring required documentation (e.g., placement guide, workbook) daily.
- Submit assessments via StudyDesk by the due date.
- Maintain a professional attitude and be open to feedback.

Student Presentation

Students are expected to present in a neat and tidy manner at all times, have their hair tidy, with long hair (below the shoulders) tied back. Students are not permitted to have false or extension nails and are not permitted to have any form of nail polish. Makeup should be natural and professional. For personal safety purposes; ear, nose and other facial piercings should be small and without hoops or loops and may be requested to be removed by the placement site. Tattoos do not need to be covered unless explicitly requested by the placement site or are offensive in nature.

Some placement sites may have additional specific dress code requirements (e.g. Queensland Health requires staff and students to be 'bare below the elbows' meaning no watches or jewellery below elbows) which students need to adhere to. Students should ensure they clarify the dress requirements for the placement prior to attending. Students are required to check with their placement supervisor regarding any variations to the UniSQ dress code and should adhere to the workplace requirements.

Professional Interactions

Clients, patients and staff should be treated with the highest level of professionalism and respect. Ensure you use appropriate titles and salutations when addressing staff at the organisation where you are completing practice education (i.e., use 'Dr' for medical staff).

Code of Conduct

While on placement, you represent the University of Southern Queensland (UniSQ) and must comply with the UniSQ Student Code of Conduct Policy, AHPRA shared Code of Conduct adhere to workplace procedures. You are expected to:

- Follow all workplace procedures and reasonable directions from placement supervisors.
- Demonstrate respect, professionalism, and courtesy toward clients, staff, and peers.
- Maintain appropriate behaviour at all times.

All placement sites are encouraged to report both exemplary and concerning student behaviour. Breaches of conduct may result in removal from placement and disciplinary action under UniSQ's [Student Code of Conduct Policy](#), [Student General Misconduct Procedure](#), or [Academic Misconduct Policy](#).

Ethical Guidelines

The rights of patients and clients to feel they are in a secure professional environment are paramount.

It is the duty of students not to abuse the trust afforded to them by clients. Students should at all times ensure that the information received, and the advice given, is as accurate and unambiguous as possible. Students must maintain clear comprehensive records of all interventions and communication concerning their clients. Students should not enter into any discussions relating to the ability or standing of another practitioner with a client, or in a client's hearing.

Confidentiality

Students are entrusted with sensitive information and must uphold strict confidentiality standards equivalent to those expected of healthcare professionals. Any information obtained directly or indirectly during placement—whether related to clients, agency operations, or clinical cases—must be treated as confidential unless explicitly stated otherwise.

Confidential information must not be discussed in any setting outside the placement, including at home, in class, or online (e.g., social media, messaging apps). This includes client identities, agency details, and intellectual property. Breaches may result in removal from placement and potential legal consequences.

All students must comply with the **Information Privacy Act 2009 (Qld) (IP Act)**. Please ensure you are aware of your responsibilities and obligations under this Act.

Failure to maintain confidentiality could result in legal action by the client for breaches of confidentiality.

Prohibited Use of Substances

Consumption of alcohol, recreational drugs, or any illicit substances before or during placement is strictly prohibited. Students must ensure a zero-blood alcohol level and avoid any substances that may impair performance. Smoking and vaping are only permitted in designated areas.

Mobile Phones and Electronic Devices (Photographs or Recordings)

Use of mobile phones or electronic devices during placement is not permitted unless explicitly approved by the supervisor for placement-related tasks. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Devices must not be used to capture images, video, or audio under any circumstances.

Social Media

Social media refers to any online or mobile tool where you share information of any kind and in any format. As a student you are not to post any information about your placement, clients, the agency or your fellow students or anything else related on any social media forum including private group pages. You may be dismissed from placement and possibly excluded from returning to the agency if anything posted contravenes any of the laws or codes that apply.

Students are strongly advised to exercise judgement and caution in the use of social media about their placement, as well as whilst on placement. This includes but is not limited to using mobile phones for personal calls whilst on placement, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook and TikTok, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

You are advised to read the AHPRA [Social Media: How to meet your obligations under the National Law guide](#) (November 2019).

Media Requests

All media inquiries must be directed to the Placement Coordinator. Students must not comment publicly on any aspect of their placement, including agency operations, clinical cases, or patient information.

Legal Documentation Requests

Police Requests

From time to time students will be requested or required by a police officer or the courts to perform a task or provide a statement for an incident. Whilst you are required to follow all legal requirements, it is requested that you contact your Placement Coordinator in the first instance to seek advice and/or assistance when possible.

Subpoenas

If served with a subpoena, notify your Placement Coordinator immediately.

Placement Agency Requests

All students are required to contact their Placement Coordinator in the first instance before providing a verbal/written statement to the clinical placement agency in response to an incident.

Related University Policies

[Student General Conduct Policy](#)

[Student Academic Integrity Policy](#)

[Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure](#)

[Work Health and Safety Policy](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

[Student Grievance Resolution Policy](#)

[Student Grievance Resolution Procedure](#)

[Privacy Policy](#)

[Privacy Procedure](#)

Roles and Responsibilities for Placement

When a student undertakes a professional placement, responsibilities are shared between the **Student**, the **Placement Agency**, and the **University**. While placement outcomes reflect this collaborative arrangement, the University retains responsibility for determining the final grade or outcome for the placement.

Student Responsibilities

Students are expected to:

Engage in Placement

- Attend and actively participate in placements arranged by the University.
- Complete all placement-related activities efficiently and to the best of their ability.
- Take responsibility for their learning, including seeking timely feedback from their Placement Supervisor.
- Maintain current contact details with UniSQ and be reachable during the study period.
- Inform the WIL Team and Placement Coordinator of any pre-existing medical conditions, including pregnancy that may affect safety or participation whilst on placement.
- Seek assistance when unsure about competence to safely perform a clinical intervention or procedure with clients.
- Provide patient/client-centred care only under approved professional supervision.
- Practice safely, respectfully, consistent with level of competency and within their scope of practice.
- Take responsibility for personal belongings.

Maintain Professionalism

- Uphold standards of professional practice and behaviour.
- Comply with relevant Codes of Conduct (UniSQ, Agency, and AHPRA), including dress code and workplace policies.
- Be punctual and represent UniSQ positively and professionally.
- Follow reasonable and lawful directions from the Placement Supervisor.
- Act ethically and respectfully toward staff, students, and clients.
- Address issues promptly and cooperatively with the Supervisor, or Placement Coordinator.
- Contribute to a placement environment free from discrimination, bullying, and harassment.

Complete Assessments

- Discuss learning objectives and expected outcomes with the Placement Supervisor.
- Plan early for signing off placement assessment documentation.
- Contact the Supervisor or Course Coordinator if there are any difficulties with meeting the course objectives or assessment requirements.
- Ensure all assessment paperwork is completed and submitted on time.

Students must not:

Act Outside UniSQ Guidelines

- Attend a cancelled placement
- Make public comments on behalf of the Agency or UniSQ (except when required to provide evidence in a court of law or is otherwise legally obliged or authorised by law).
- Remove or misuse resources from the University or Agency, including taking photos without consent.

Engage in Unprofessional Conduct

- Act outside professional codes of conduct or scope of practice.
- Provide patient/client care without supervision from a registered health professional.
- Misrepresent their skills, knowledge, or status.
- Engage in behaviour that may cause harm or be interpreted as harassment, discrimination, or offensive.
- Enter into relationships that exploit the trust inherent in professional roles - consent or initiation by the client is not a defence.
- Accept gifts or benefits that could influence care decisions or impartiality.

Supervision

Supervision is key to establishing good communication and expectations between you and your practice educator. Supervision can be formal or informal. Any time you discuss your performance with your supervisor, you are receiving supervision. Informal supervision often occurs between clients, during meal breaks and while travelling. Negotiating regular time to formally discuss your progress with your supervisor will add structure to your supervision and provide the necessary feedback for learning. It is expected that practice educators/supervisors provide a minimum of 1 hour of formal supervision per week per student.

Some helpful tips for supervision:

- **Set a time:** Try to establish and maintain a regular time for supervision each week. 30 mins – 1 hour. Travel time can be a good opportunity for supervision.
- **Prepare:** Be prepared for formal supervision sessions with questions, topics, reflections you'd like to seek feedback on
- **Document:** It is essential to document supervision so previous conversations and actions can be reviewed
- **SPEF-R2:** Frequently review elements of the SPEF-R2 in supervision to keep track of how you are progressing.
- **Learning goals:** The learning goals form assists with keep track of your progress and is a key discussion point during supervision.

Students should not be visiting clients in their own home (on their own). Students should be adequately supervised at all times by the placement provider (which is a requirement of our professional indemnity insurance).

Supervisor

- Ensure students have opportunities to implement aspects of the occupational therapy process (e.g. information gathering, service provision, service evaluation).
- Ensure students have opportunities to interact with clients/service users/participants to build therapeutic relationships. Provide students with opportunities for self-directed learning, i.e. written reflections, reviewing learning goals, preparation for supervision, contribution to quality improvement activities etc.
- Provide students with a minimum of 1 hour of formal supervision per week.
- Evaluate students using the SPEF-R2 at halfway and completion of the placement; and provide timely feedback and discussion around evaluation.
- Submission of the SPEF-R2 as soon as possible.
- Communicate with the university as soon as possible if the student is experiencing challenges or not meeting expectations on placement.
- Work collaboratively with the student and University to identify strategies and supports which enable students to achieve placement outcomes, learning goals and maintain wellbeing.
- Provide constructive feedback to students to assist students identify and achieve their learning goals and placement outcomes.
- Ensure a safe, appropriate and placement at all times.
- Provide the student with general orientation to work spaces.
- Review and sign student timesheets/logbook of hours, learning goals etc.

Placement Coordinator

- Sourcing appropriate placement opportunities for students, where all students receive authentic high-quality practice experiences.
- Liaising with and supporting professional placement facilities to schedule, facilitate and provide appropriate, high-quality placement opportunities.
- Liaise with the placements office to approve and finalise placement allocations.
- Provide support to students and Practice Educators with respect to professional placement expectations.
- Liaise with students and Practice Educators regarding challenges, concerns or conflict during placement.
- Adequately prepare all students, alongside the BOTH program team, for each placement experience, giving due consideration to their stage of learning, learning goals and expectations of learning.
- Reviewing and updating the Practice Education Handbook.
- Prepare and provide students with resources to support their organisation and learning whilst on placement.
- Review and assess student records associated with professional placements.

Placement Assessment Requirements

Evaluation and assessment tool

Professional practice placements are assessed using ungraded pass/fail criteria. This ensures students are not disadvantaged by variation in the expectations of practice educators from different sites, organisations or practice areas. Student performance while on practice education will be conducted using the Student Performance Evaluation Form – Revised 2 (SPEF-R2) via the online portal. The SPEF-R2 is used under licence from The University of Queensland and is the assessment of practice placement used by most Australian Universities. Assessment will typically occur at half-way and towards the end of the final week of the placement.

Students will be introduced to the SPEF-R2 during course work and pre-placement workshops. They will become familiar with the components of the assessment tool and identify ways of demonstrating their competencies against the assessment criteria, in acknowledgement of the SPEF-R2's 5-point rating scale.

The SPEF-R2 has clear and specific criteria regarding the demonstration of each requirement and students should be clear on these. Each domain has requirements for core and non-core skills, knowledge and behaviours and these must be met in order to obtain a pass grade for the placement.

'At Risk' Process

While most placements proceed without incident, it is essential that any concerns regarding student performance or behaviour are addressed promptly and fairly. UniSQ follows principles of natural justice and procedural fairness in managing placement-related issues.

General Considerations:

- Some matters may be addressed under the host organisation's own policies (e.g. harassment, discrimination, privacy breaches).
- Students undertake placements at the invitation of the host organisation. The organisation may choose to terminate a placement without following UniSQ's procedures.
- UniSQ may decline to investigate a concern if there is insufficient information or if the matter falls outside the scope of the University's responsibilities.

In accordance with Section 4.2 of the *Work Integrated Learning Activities Procedure*, the following steps outline the process for managing concerns during placement:

Step 1: Early Identification and Support

If a student is experiencing performance issues or learning difficulties, the agency supervisor should discuss these with the student as early as possible. Together, they should develop and document strategies to support improvement. These strategies should be reviewed regularly during supervision sessions. The Placement Coordinator must be informed promptly to ensure appropriate support is provided and to help facilitate a positive outcome.

Step 2: Escalation and Formal Meeting

If the issue persists or is more serious (e.g. breach of professional conduct, failure to meet practice standards, or risk of placement termination), a formal meeting should be arranged. This meeting may be initiated by the student, agency supervisor, or Placement Coordinator. The Placement Coordinator should be provided with written details of the concern, including relevant dates, individuals involved, and a description of the issue. Meeting outcomes and agreed strategies should be documented, including review timelines.

Step 3: Monitoring and Further Action

A follow-up meeting should be held with the student, Placement Coordinator, and Course Coordinator. The Program Coordinator may also be involved if appropriate. Outcomes should be documented, and further strategies implemented as needed. If additional concerns arise before the scheduled review, an earlier meeting should be convened. In some cases, the placement may be cancelled.

Where student behaviour or conduct is deemed inappropriate or in breach of professional or ethical standards, the following outcomes may apply:

- The placement may be cancelled, and the student may receive a fail grade for the course.
- The student may be awarded an incomplete grade, with the opportunity to undertake a future placement under revised conditions.
- If the behaviour constitutes a breach of UniSQ's Student Code of Conduct or professional standards, the matter may be referred for further review under the University's misconduct procedures.

All decisions must be documented and communicated clearly to the student, including any implications for progression and available review or grievance options.

Failing Placement

If a student has not achieved the learning contract goals, and therefore fails to meet the performance competencies of the placement, the following moderation and remediation procedures will occur after the end of the placement:

- The University will moderate the assessment by discussing the student's progress on placement, the moderation and remediation put in place throughout.
- The University will conduct a meeting or interview with the student to discuss addressing the identified learning needs, goals and strategies, prior to commencing another placement unit.
- The learning plan will be developed and documented with the student.
- Repeating the unit and taking up future placements are conditional on completing the agreed learning plan.

If the student achieves a pass on all subsequent professional placements, no further action will take place, notwithstanding any other 'at risk' identification.

Advice for Students

If the placement is cancelled due to student misbehaviour or misconduct, outcomes may include a fail grade or an incomplete grade with future reallocation. Students dissatisfied with the decision may seek a Stage 2 Review of Decision or lodge a Formal Grievance, depending on the outcome. Further information is available via UniSQ's [Feedback, Complaints and Advocacy](#) page.

If a student experiences an issue with their Supervisor, Placement Coordinator, or Agency Supervisor, they are encouraged to raise the concern directly with the individual involved where appropriate. If the issue cannot be resolved informally, students should contact their Placement Coordinator for further support and guidance. UniSQ is committed to ensuring students feel safe and supported throughout their placement experience.

Timesheets

Students are required to complete a timesheet for every day of their placement, in accordance with the specific requirements of their placement course. Timesheets can be accessed through InPlace, and detailed instructions for completing them are available on the Placement Hub.

For timely record keeping purposes, students on placement need to submit their timesheet (via InPlace) weekly by 9:00 am the following Monday of each week of placement.

Finalise Placement Requirements

Students must submit all assessment documents within one week of the last day of the professional placement to the study desk. It is the responsibility of the student to ensure the timely submission of these documents.

Feedback collected during the placement, evidenced completion of total hours, satisfactory submission of assessments will together contribute to determining if a student has achieved the required learning outcomes.

2026 Student Placement Declaration

This document is a mandatory pre-placement requirement for all students enrolled in a placement course at the University of Southern Queensland. It outlines key responsibilities to UniSQ and its partner agencies before, during, and after placement. By signing this declaration, you are acknowledging your understanding and commitment to meeting these obligations.

This signed declaration must be submitted via [InPlace](#).

Overarching requirements are:

- meeting the academic pre-requisites for the placement course
- ensuring you are enrolled in any placement courses for the relevant period of study
- checking student emails and other communication channels (Placement Hub) regularly

To prepare for my placement prior to its release, I will:

- Submit all required mandatory documents by the listed deadlines, ensuring their accuracy and currency for the entire placement period.
- Declare any extenuating circumstances, pre-existing medical conditions including pregnancy that could impact my safety, or perceived, potential or actual conflicts of interest through InPlace by the specified deadlines.
- Ensure I am available to attend placement at any time during my enrolled study period, including breaks and exam periods.
- Prepare to travel over an hour to my placement and acknowledge that preferred locations are not guaranteed.

To prepare after my placement is released, I will:

- Organise personal commitments, leave, uniform, and ID card;
- Review insurance and emergency contact information.
- Provide any additional requirements requested by my Placement Agency promptly.
- Attempt to submit an appeal, or drop the course at least two weeks prior to placement if unable to attend my allocated placement
- Apply for accommodation and financial bursaries if eligible.

During and after my placement, I will:

- Present professionally in my uniform with my student ID card.
- Adhere to professional expectations, codes, standards and practices for my discipline.
- Promptly inform my Placement Coordinator if I do not receive an induction or orientation
- Promptly inform my Placement Coordinator if I am absent from placement for any reason and work with the Placement Coordinator to organise any required make-up placements.
- Inform my Placement Coordinator if I become aware that I am 'at risk' of failing the placement.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during placement.
- Report any incidents while on placement as per the UniSQ guidelines.
- Retain copies of all placement assessments and timesheets
- Follow the guidelines of the placement agency with respect to Workplace Health and Safety, Infection Control, and disease outbreaks.

General

- I confirm that I have read and understand the Placement Guide, Placement Hub, and UniSQ Student Code of Conduct Policy, and agree to uphold all stated expectations.
- I will promptly notify the Placement Coordinators of any issues or inability to meet placement obligations at any stage of my program and understand that not meeting mandatory requirements may result in unenrolment or a fail grade for the course.
- I have read and understood the information provided to me in this document, including in particular how the personal information in my mandatory documents is collected, used and disclosed by the University (including disclosing relevant personal or health information to placement facilities or support providers) and I consent to the University handling my personal information in this way.
- I will inform the Placement Coordinator immediately of any written notices from accrediting bodies or associated bodies of my program of study
- I understand and accept my responsibilities as outlined in the Placement Guide.
- I acknowledge that not meeting Inherent Requirements (with reasonable adjustments) may prevent my acceptance for placement and prevent program progression.

Student Name: _____

Student Signature: _____

Date: _____

Placement Preparation Checklist

| Item | Requirement | Yes |
|------|--|--------------------------|
| 1. | Visit the Placement Hub: Familiarise yourself with all available resources to support your placement journey | <input type="checkbox"/> |
| 2. | Read the Placement Guide: Understand what to expect and how to succeed during your placement | <input type="checkbox"/> |
| 3. | Check Your Student Email Regularly: Important placement updates and notifications will be sent here. | <input type="checkbox"/> |
| 4. | Know Who to Contact: Save the contact details for your Course Coordinator, and the WIL team. | <input type="checkbox"/> |
| 5. | View the Mandatory Documents List: Start gathering the required documentation early. | <input type="checkbox"/> |
| 6. | Log into InPlace: Begin uploading and updating mandatory documentation | <input type="checkbox"/> |
| 7. | Check the Important Dates Document: Find the document deadline for your trimester and mark it in your calendar. | <input type="checkbox"/> |
| 8. | View the Placement Calendar: Take note of the block dates for your placement course to avoid scheduling conflicts. | <input type="checkbox"/> |
| 9. | Update Preferences/Site Suggestions in InPlace: Add or update your region preferences, facility expressions of interest (EOIs), and any special considerations. | <input type="checkbox"/> |
| 10. | Plan Travel & Accommodation (if applicable): Start looking into transport and accommodation early, especially for rural or away placements. | <input type="checkbox"/> |
| 11. | Check Bursary Opportunities: Review the Placement Hub or Contact the Scholarships Team to see if you're eligible for financial support. | <input type="checkbox"/> |
| 12. | Set Personal Goals: Think about what you want to learn or improve during your placement. | <input type="checkbox"/> |
| 13. | Maintain Professional Behaviour: Always demonstrate respectful, ethical, and professional behaviour in all interactions. | <input type="checkbox"/> |
| 14. | Safety on Placement: If any issues, concerns, or incidents arise, promptly inform your Placement Supervisor, Course Coordinator, and the WIL Team. For urgent matters, refer to the emergency contact details provided in your placement guide. | <input type="checkbox"/> |

Appendices

Appendix A: Helpful Resources

- OTCEP Models of Practice in Occupational Therapy
<https://otpecq.group.uq.edu.au/files/1031/Queensland%20Health%20OTCEP%20Key%20Concept%20Learning%20Resource%20-%20OT%20Models%20practice.pdf>
- Maximising Learning on Placement <https://www.youtube.com/watch?v=qDFLlpbWsg8>
- AHPRA Shared Code of Conduct <https://www.ahpra.gov.au/Resources/Code-of-conduct/Shared-Code-of-conduct.aspx#>
- Australian Occupational Therapy Competency Standards
<https://www.occupationaltherapyboard.gov.au/Codes-Guidelines/Competencies.aspx>



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