



University of
Southern
Queensland



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2026 Speech Pathology Practice Education Guide

Bachelor of Speech Pathology (Honours)



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Introduction to Practice Education

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

'Practice education' is now the preferred term used by Speech Pathology Australia (SPA) to describe 'the practice of assisting a [speech pathology] learner to acquire the required knowledge, skills and attitudes in practice settings to meet the standards defined by a university degree structure, or professional accrediting/licensing board' (Rose & Best, 2005, p.3). Other terms for practice education include clinical education, clinical supervision, fieldwork education, fieldwork supervision, work-integrated learning, and work-based learning. SPA's shift in preferred terminology from 'clinical education' to 'practice education' acknowledges the breadth of contexts in which speech pathologists work, and therefore the diversity of contexts in which the education of speech pathology learners may take place (SPA, 2020a). Practice education encompasses all practicum/placement experiences, including simulation, that occur during university degree programs, postgraduate clinical programs or workplace programs where learners work directly and authentically to service individuals and/or communities' (Position statement: Practice (clinical) education: The importance and value of practice education for the speech pathology profession, 2022).

This guide has been compiled to provide students with information pertinent to undertaking and completing practice education components embedded in their program of study. It includes information about professional practice education requirements, expectations, behaviour, conduct and responsibilities. To ensure students are well prepared and eligible to participate in practice education opportunities please read this document carefully and contact the Work Integrated Learning (WIL) Team or your Speech Pathology Practice Education Coordinator (SPPEC) if you have any questions. It is within the rights of the University and the agency to cease practice education if these guidelines are not followed.

Contacts

Whom to Contact for Practice Education Questions

Your first point of contact for any practice education-related queries will always be 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. You can reach them via iConnect, online chat, phone, or email. They are responsible for:

- Coordinating with agencies and academics to source and allocate practice education
- Reviewing and verifying mandatory practice education documents
- Sharing key deadlines and practice education updates

The Academic Team

Your Academic Team contact is the Course or Speech Pathology Practice Education Coordinator (SPPEC) for your practice education course. They can help with:

- Performance-related concerns or professional issues during practice education
- 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.



Practice Education Contacts – Whom to Contact and When

Scenario	Whom to Contact	Examples of Questions	Contact Method
General practice education 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 practice education documents?• What are the key deadlines?• Can I change my practice education dates?• I haven't received my practice education confirmation.• What happens if I don't meet mandatory requirements?	Email: support@unisq.edu.au Chat: https://www.unisq.edu.au/current-students/support/contacts Phone: (07) 4631 2285
Academic or professional concerns during practice education	Academic Team (Course or Practice Education Coordinator)	<ul style="list-style-type: none">• I'm concerned about learning in my placement.• I need to discuss professionalism or safety concerns.• Questions regarding grades for a practice education course	Email: Katy.Caynes@unisq.edu.au Phone: 07 3182 6018 Campus: Ipswich

Practice Education 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 practice education courses can be found in the [UniSQ Handbook](#) and on the StudyDesk sites.

Program Practice Education Requirements

Practice education in the Bachelor of Speech Pathology (Honours) (SPYH) at UniSQ is a cornerstone of the program, allowing students to integrate theoretical knowledge with practical skills in real-world settings. This essential phase of the curriculum encompasses a variety of components including workshops, simulations, laboratory work, WIL activities, and direct speech pathology service delivery. The term 'Practice Education' refers to periods where students engage in speech pathology service delivery under the mentorship and supervision of certified speech pathologists. The coordination of these professional practice educations is managed by university staff to ensure students are provided with comprehensive learning experiences that meet the competencies required by [Speech Pathology Australia \(SPA\) Professional Standards](#).



The Bachelor of Speech Pathology (Honours) program at UniSQ is designed to meet the accreditation standards set by SPA. In 2025, the program received accreditation with conditions with the final accreditation outcome scheduled before the graduation of the inaugural cohort. To meet practice education requirements, the program aligns with:

- [National Alliance of Self Regulating Health Professions](#) (NASRHP)
- Health Practitioner Regulation National Law Act as applicable to speech pathology students

UniSQ is committed to ensuring that practice education offers students a diverse range of experiences across different settings and client demographics to prepare them for the varied nature of speech pathology work. This includes exposure to clients of different ages, with a variety of communication and swallowing disorders, across multiple service delivery models (e.g., hospitals, schools, private practices, community health centres).

Student Registration Obligations

In line with the Health Practitioner National Law Act, all students enrolled in the Bachelor of Speech Pathology (Honours) program must be registered with SPA before commencing practice education. The Speech Pathology Practice Education Coordinator (SPPEC) ensures the registration of all students each trimester, maintaining compliance with national regulations and ensuring student eligibility for clinical education.

This adapted format retains the original structure's focus on practice education while tailoring the content to the Professional Standards of SPA.

Definitions of Key Terms

Practice Education: Practice Education refers to the placement of a student at an agency for the purpose of gaining practical experience in the profession of their study.

Speech Pathology Practice Education Coordinator (SPPEC): The suitably qualified employee of UniSQ who is employed to organise, coordinate and/or supervise the practice education 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 practice education for students for the purpose of enhancing their work readiness.

Practice Education Supervisor (PES): A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional practice education.

InPlace: Online platform for practice education-related information (mandatory documents, practice education allocation details, student logbooks), accessed via Inplace.usq.edu.au.

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

SPA: Speech Pathology Australia



Mandatory Document Requirements and Resources

Practice Education Calendar

The Practice Education Calendar, available on your program's Practice Education Hub, outlines key dates for practice education 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 practice education 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 practice education. To assist with this, the WIL Team provide you with an 'Important Dates' document which is available on your program Practice Education Hub. This document provides you with all the key dates that need to be adhered to, to ensure your practice education 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 practice education allocations will be released on [InPlace](#) for you to view

Practice Education Hub

The [Speech Pathology Practice Education Hub](#) is where you will find all the forms, links and information you require to prepare for your practice education. 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 practice education courses and submission of mandatory documents to enable them to be allocated practice education 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 practice education 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 Speech Pathology Practice Education 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 practice education 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 Practice Education Hub.

What You'll Use InPlace For

- **Upload Mandatory Documents** for verification
- **Submit Personal Information** including practice education preferences, special considerations, and facility expressions of interest
- **Access Pre-Practice education Information**, such as orientation materials (if applicable)
- **View Practice education allocations** and confirmation status
- *Your practice education 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 practice education.*

Support Resources

A 10-minute video and written instructions are available on the Practice Education 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 (e.g., Mask fit testing). Ensure they are **kept current for the duration of your practice education**. 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.
- **Practice Education Release:** If your practice education is not released or has been hidden, you may need to update one or more mandatory documents. Students should not attend practice education until the details are confirmed and released on InPlace.

Practice Education Eligibility

For students to be eligible to attend practice education they must:

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

Pre-requisite Course and Enrolments

Before enrolling in practice education courses, students must review the course specifications to understand the practice education requirements set by the University and/or accrediting body. Please be aware that some practice education courses must be undertaken sequentially, **with a maximum of 18 months between attempts to meet SPA recency requirements.**

Students must meet all academic pre-requisite requirements before commencing or continuing placement. Incomplete results for theoretical 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 practice education 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 practice education 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 enrols 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 practice education course. For support or questions, contact the [Accessibility and Disability Support Team](#).

Fitness for Practice Education

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 practice education or professional practice.
- Failure to meet, or disregard for, compliance requirements set by UniSQ, the practice education agency, or the profession.
- Incomplete or failed pre-requisite courses for the practice education 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 practice education or practice in your profession, you must notify the **WIL Team and SPPEC** as early as possible before practice education allocation. Depending on your circumstances you may be required to provide a Fitness for Practice certificate signed by a medical practitioner before commencing practice education.

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 practice education. 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 practice education.

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 practice education, 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 practice education agency to determine whether a suitable practice education can be provided. In these instances, we will only provide this information to the practice education agency with your consent or alternatively encourage you to share this information with the practice education agency as appropriate. Any information you provide or that is released to a practice education provider will be treated with discretion and in line with the privacy policy of the University.



Reasonable Practice Education 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 practice education, contact the Equity and Diversity office as early as possible. In some cases, the University may need to share relevant personal information with a practice education agency to determine whether a suitable practice education 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 practice education arrangements should seek advice from the SPPEC. 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 practice education requirements. All adjustments are made in accordance with the UniSQ *Students with a Disability Policy and Procedure*, which can be accessed [here](#).

Before Practice Education 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. The SPPEC and WIL Officers 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. Students are encouraged to ensure their address on InPlace, which is generated from their details on their Student Centre, is always up-to-date. 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.

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 the WIL Team via InPlace.

Special Consideration

A special consideration refers to pre-existing circumstances that may affect your ability to attend practice education 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 practice education 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 practice education options 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 practice education allocated to you.

Pregnancy

If you become pregnant during your studies, you may need to adjust your enrolment or practice education schedule depending upon your circumstances. If you are enrolled in a practice education course in the study period when you are due to give birth, you must notify the PEC by the special consideration due date. You are discouraged from commencing practice education 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 practice education. The PEC will review your request and work with you to find a suitable practice education option. If you wish to commence practice education 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 practice education readiness.



Conflict of Interest

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

- where you currently work.
- where the only qualified practice education supervisor is your colleague, superior or family member.
- involves a current or past relationship with the practice education supervisor.
- 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 practice education, 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 Practice Education

Due to professional and ethical responsibility, you are expected to be *well rested and well prepared* for practice education. Working full or part time hours while on practice education may be placing yourself at risk under work health and safety legislation and depending on the nature of the practice education (i.e., rural or remote practice education) you may need to take leave from your employment achieve practice education requirements. You may choose to continue working while on practice education, provided you understand that, except for compassionate or compelling circumstances, **a new or current job is not an acceptable reason for requesting a practice education extension.**

Payment for Practice Education

As practice education is 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 practice education hours.

Rural and Remote Practice Education

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 practice education.

The availability of accommodation can make it easier for students to be able to attend practice education at these sites as it decreases the financial pressure of attending a rural practice education. While we do our best to offer practice education locations that are convenient for students to access (i.e., within a reasonable proximity from their place of residence, or able to be accessed by public transport), there are times where student numbers exceed practice education offers, or convenient practice education sites are not available. In this case, students may need to go to the allocated practice education site to complete the practice education and the course successfully.

Interstate Practice Education

Students who live in states outside Queensland and who wish to do practice education locally within their state, must submit a special consideration request to the Speech Pathology Practice Education Coordinator (SPPEC) at least the period of study before they are enrolled in a practice education course. This is to allow the SPPEC sufficient time and the best opportunity to source a local practice education for you. It can be difficult to obtain practice educations in other states so be aware that you may have to travel to other locations in your home State or Territory, or to Queensland for some/all your practice educations if the SPPEC is unable to source them locally for you.



Pre-Practice Education Requirements

There may be additional Induction Sessions that are mandatory for you to attend practice education. If there is a requirement you will be notified in writing via the course StudyDesk or by the WIL Team. Speech Pathology practice education courses usually commence with a 'pre-practice education workshop' to prepare you for practice education experiences during the course. Attendance at these workshops is mandatory and details are on the relevant course outlines.

Practice Education Allocation Process

To maximise the benefits of practice education, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-practice education planning involves multiple stages of communication with students and practice education agencies, starting well before the study period begins. Students may also be required to complete practice education across several sites or disciplines to gain a breadth of experience. If you work in an agency, you must advise the SPPEC as soon as possible as this may affect your practice education allocation.

Practice education allocation depends on several of the below factors:

- ❖ Mandatory document submission status
- ❖ The number of students who preference the same location
- ❖ The number of practice education experiences that are received by UniSQ from an agency
- ❖ The availability of practice education in a set timeframe
- ❖ Student enrolments

Special consideration requests are prioritised, so submit them early to ensure the SPPEC can take your circumstances into account when sourcing and allocating practice education.

Local practice education is 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 practice education 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 practice education. If you do not meet the [Special Circumstances Procedure](#) criteria, then you are expected to attend the allocated practice education, regardless of location.

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

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

Practice Education 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 practice education allocation and to meet all related responsibilities promptly.

For practice education-related queries, contact the SPPEC or email WIL@unisq.edu.au.

Practice Education Negotiation

Where individual practice education sourcing is required (e.g. for interstate practice education opportunities), the WIL Officer or SPPEC will negotiate a suitable practice education on your behalf. This process may take up to a month or longer, which could delay your practice education start date beyond the originally stated timeframe. Once a practice education is confirmed, you will be notified of the details and next steps via your UniSQ email account.



Practice Education 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.

Practice Education at Current Place of Employment

You may be permitted to complete your practice education at your current workplace, provided it is unpaid and offers learning opportunities different from your regular duties. Supporting documentation may be required to support your request to undertake practice education within your workplace.

The SPPEC or WIL Team will assess the suitability of your workplace to host your practice education and confirm the following with the agency:

- Recognition of your student role
- Ability to meet educational and professional standards
- Willingness to sign the Student Placement Contract
- Provision of learning experiences separate from routine work
- Protected time for practice education activities, including integration seminars
- Assignment of a PES who is not your direct manager
- Regular supervision and support to complete your Learning Plan and assessments

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 Practice Education Allocations are Available

Practice Education Acceptance

Students are expected to attend any reasonable practice education allocated by the WIL Team or SPPEC. Failure to attend, withdraw, or cancel a practice education without sufficient notice may result in **administrative withdrawal from the practice education 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 practice education. This includes:

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

Practice Education Appeal

Students experiencing exceptional circumstances may request a variation to their practice education by submitting a Practice Education Appeal through [InPlace](#). To do this, select your confirmed practice education, 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 SPPEC will not reallocate or change practice education without a valid Practice Education Appeal, unless the practice education is cancelled by the practice education provider due to unforeseen circumstance.

Submitting a Practice Education Appeal does not guarantee a change. You may still be required to attend your original practice education.

Accommodation and Travel Expectations

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

Students are responsible for all travel costs associated with practice education. Public transport options should be reviewed before submitting practice education preferences and considered after practice education 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 practice education 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 practice education experiences. 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 practice education. Applications are considered on a case-by-case basis. They also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote practice education. 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 assist with costs for students on an extended practice education (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 practice education.

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

Orientation Information

The WIL Team or SPPEC will provide contact details for your PES. You must contact them before your practice education begins to confirm key details, including:

- Practice education start and end dates
- Physical address, PES name, and contact information
- Time and location of your first meeting
- Any pre-practice education 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 PES will complete an evaluation form to be shared with you and the SPPEC
- Please notify the WIL team if you do not receive an induction or orientation on your first day of practice education

Students are not to negotiate placement duration and frequency directly with the agency or practical education supervisor. These negotiations are between the agency and the UniSQ WIL team and SPPEC.

Attending Practice Education

Clinical Equipment and Uniform

UniSQ provide practice education polo shirts and name badges as a mandatory purchase for practice education. Orders can be placed online through [School Locker](#). It is recommended that students purchase two polo shirts, especially when attending block practice educations. Black pants (active wear or shorts are not appropriate). Shoes should be black, enclosed, and low-heeled. Sneakers are not appropriate practice education footwear.

Student ID – Please have your student ID with you while attending practice education. If preferred, you can obtain a version with less personal information that replaces your normal university ID by contacting iConnect. Your UniSQ name badge (available on School Locker) should be worn at all times.

Attendance Expectations

Students must attend 100% of their scheduled practice education hours, as determined by the practice education provider, in accordance with their operating hours. Failure to comply may result in removal from the practice education.

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

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.

Students must bring all required clinical guides/workbooks to each shift.

Reasonable Work Hours

It is important to adhere to the shift hours allocated by the practice education site following their policies and employment practices. Always confirm break policies with your PES or site coordinator to ensure compliance with their specific requirements. Additionally, use your breaks to rest and recharge, which is essential for maintaining focus and providing quality care to clients.

Public Holidays

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

Absence While on Practice Education

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 PES via email, phone, or text.

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

- The practice education agency via their preferred communication channel
- Your Speech Pathology Practice Education Coordinator (SPPEC)
- 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 SPPEC 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 practice education hours for the course, **make-up hours will be required**. You are responsible for making up any missed days with extra shifts while on practice education (these can usually be negotiated with the PES). You will need to email the SPPEC and WIL Team regarding makeup hours so they can be 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 practice education past its original end date and this needs to be respected. Where make up days cannot be supported by the laboratory, contact the WIL Team so your practice education record can be updated, and additional days sourced on your next practice education.

You may be on practice education during the exam period. If you have an exam timetabled during a practice education you can make arrangements with the PES to have that day off, however, this day must be made up. You are not permitted to take days off to study or to complete assignment work.

Where you have not completed the required number of practice education hours for the course, make-up hours will be necessary. Students are expected to make every effort to attend their practice education, and any make up days in the timeframe offered. Make-up hours are very difficult to secure, especially toward the end of your program.

Reasonable Adjustments to Allocated Practice Education

Requests for practice education extensions or flexible arrangements must be discussed with and approved by your SPPEC. If your circumstances change during practice education, notify the SPPEC immediately to develop an appropriate action plan.

Practice education reallocation will only be considered if deemed necessary by the SPPEC for valid reasons.

Student Initiated Practice Education Withdrawal

If you need to withdraw from a practice education due to exceptional circumstances:

- You must first consult with the SPPEC.
- Formal confirmation by the SPPEC and WIL team is required before withdrawing, as consultation with the agency and UniSQ staff may be necessary to determine appropriate academic or practice education 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 Practice Education Supervisor Initiated Practice Education Withdrawal

Agencies may request termination of a practice education due to operational changes, such as staffing issues, PES illness, or lack of appropriate learning opportunities to offer. Termination may also be initiated by an agency or PES if a student:

- Consistently performs unsatisfactorily despite supervision
- Negatively impacts the learning experience of others
- 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.

Failing Practice Education

- Practice education may be failed if a student does not perform at the expected standard for their level of study. Feedback will be provided periodically during practice education. The frequency of feedback will depend on overall practice education duration.
- If you cancel or do not arrive at an allocated practice education with no explanation or appropriate evidence, you will receive either an FNP grade or be dropped from the course and must re-enrol in a future trimester. Financial penalties may also apply.
- Students will undergo two COMPASS Assessments during practice education. One is mid-practice education, and one is at the end. If the mid-practice education COMPASS is failed, the PES will contact the SPPEC, and support and plan for the student going forward will be decided upon.

Other Reasons for Failing a Practice Education Course

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

- Failure to upload mandatory documents to [InPlace](#) by the deadline, resulting in ineligibility for practice education
- Withdrawal from practice education without valid documentation or explanation
- Non-attendance due to illness or injury without notifying the PEC and WIL Team, and without providing a medical certificate or requesting an extension. Failure to complete the prescribed practice education hours constitutes non-fulfilment of course requirements.
- Lack of progress or unsatisfactory performance despite feedback
- Breach of UniSQ or professional codes of conduct, laws, or workplace procedures
- Unprofessional behaviour, acting outside scope of practice, or engaging in conduct that may cause harm or be considered discriminatory, offensive, or inappropriate
- Failure to complete practice education 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 practice education
- Reflect on contributing factors (e.g., personal, academic)
- Develop strategies to improve future performance
- Contact your SPPEC 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 practice education 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 practice education, 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 practice education. If you feel unsafe or encounter a hazard, notify the PES immediately and SPPEC 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 practice education, 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 Practice Education: Traveling to rural or remote practice education experiences 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 Practice Education

While UniSQ recognises that students may need to undertake paid employment, it is essential that work commitments do not compromise practice education responsibilities or breach fatigue management policies. Students must not work full-time while attending practice education, 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 practice education shift. For example, finishing a night shift as an Assistant in Nursing (AIN) and then attending a morning practice education 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.

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



Disaster Management

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

If you feel unsafe or encounter a risk during practice education, immediately notify the SPPEC 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.

Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

Most students have a positive experience on practice education, 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 practice education, refer to [Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure - University of Southern Queensland \(usq.edu.au\)](#) 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 PES. If you feel unsafe or are not comfortable addressing the situation yourself, please contact your SPPEC 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 \(symplicity.com\)](#) online form to seek confidential support from Safer Communities at any stage of their studies, including during practice education.

Psychological Risk

Psychological risks, also known as psychosocial hazards, are recognised workplace and practice education -related concerns that organisations actively seek to mitigate through established strategies. When a student on practice education encounters such risks, they should have access to appropriate support services—either through the practice education provider or UniSQ Safer Communities via your SPPEC. 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
- safercybercommunities@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 Practice Education

For insurance purposes, practice education 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 practice education 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 practice education; 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 practice education activity that has been approved by the School of Health, Psychology and Medical Sciences. You can find out more about whether your practice education is approved by checking [InPlace](#); and
4. Not be receiving any payment or other form of remuneration in relation to the practice education activity (other than expense reimbursement or expense allowance e.g. bursaries, allowances or grants). If you are going to be remunerated for your practice education, 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 Practice Education

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

1. Notify the PES 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 Speech Pathology Practice Education Coordinator (SPPEC)
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 practice education, **you must report it to your PES, and the agency contact immediately. You must also notify the SPPEC 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.

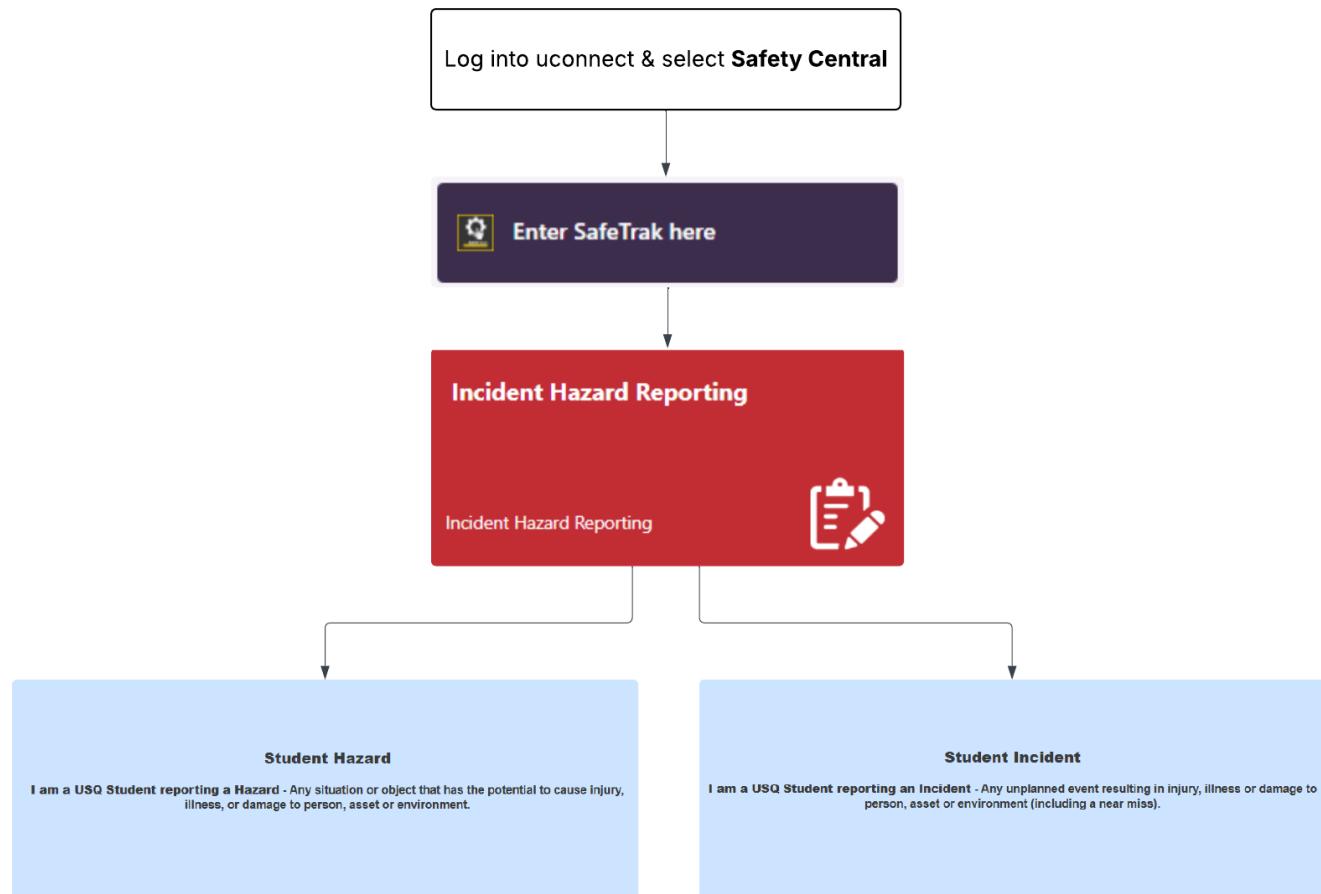
You will then need to notify the University by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ Incident Form.



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 – Katy Caynes
- Business Unit/Faculty – School of Health, Psychology and Medical Sciences

How To Access SafeTrak to report an incident or hazard



Vehicle Use during Practice Education

Students should not drive vehicles belonging to the practice education organisation; students are only permitted to travel in vehicles belonging to the organisation as passengers and must be accompanied by an agency employee/ PES during any trips made in motor vehicles. 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
Speech Pathology Practice Education Coordinator	Course Contact for Practice Education	Email/Phone via StudyDesk Katy.Caynes@unisq.edu.au / 07 3812 6018	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 practice education. As a student, you are entrusted to learn in professional environments where patient safety and dignity are paramount. You must always uphold the highest standards of professionalism.

Getting the Most out of Your Practice Education

You are responsible for making the most out of the learning opportunities while undertaking your practice education. 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 PES to align expectations, practice education goals and personal strengths. Negotiate a mutually convenient time and frequency.
- Complete all assessment tasks satisfactorily.
- Attend all scheduled practice education hours.
- Bring required documentation (e.g., practice education guide, workbook) daily.
- Submit assessments via StudyDesk by the due date.
- Maintain a professional attitude and be open to feedback.

Student Presentation

When you are participating in practice education, you are representing both yourself and the University. You should dress appropriately and professionally. You must also comply with the dress standards set by the practice education agency.

- In some settings (i.e., hospitals), you are not permitted to wear clothing, including underclothing, past your elbows while working directly with clients.
- You are not permitted to wear jumpers or cardigans while working directly with clients. In cooler months, please ensure you wear a black jumper or jacket to and from the practice education. Students should ensure basic hygiene is maintained to prevent infection risk or client injury.
- Nails should be clean and short. No acrylic nails.
- Wrists and hands should be free from jewellery (wedding bands may be worn).
- Hair should be neat and tidy, with long hair nearly secured.
- Facial hair should also be trimmed and neat to comply with infection control requirements. Footwear should be enclosed, with a low heel.

Some organisations will require you to cover tattoos and have minimal piercings. Please consult your SPPEC if you have questions about what is appropriate for practice education.

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 practice education, you represent the University of Southern Queensland (UniSQ) and must comply with the UniSQ Student Code of Conduct Policy. You are expected to:

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



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

Professional Standards

The [Professional Standards for Speech Pathologists in Australia \(Professional Standards\)](#) detail:

- the knowledge, skills and attributes a speech pathologist practising in Australia must demonstrate and apply, at any point in their career, as relevant to their speech pathology role and work context;
- the knowledge, skills and attributes a graduating speech pathology student must demonstrate and be able to apply by the time they complete their entry-level degree.

The Professional Standards includes a hierarchy of Domains, Standards and Elements. The three Domains reflect the core areas of competence required for speech pathology practice in Australia, namely,

- Professional Conduct
- Reflective Practice and Life-long Learning
- Speech Pathology Practice.

The Professional Standards provide the public with an expectation of the minimum standards of all practising speech pathologists in Australia.

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 practice education —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 practice education, 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 practice education 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 practice education 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 practice education is not permitted unless explicitly approved by the PES for practice education -related tasks. If the student must be contactable by mobile phone (emergency only) permission must be gained from the PES. 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 practice education, 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 practice education 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 practice education, as well as whilst attending practice education. This includes but is not limited to using mobile phones for personal calls whilst attending practice education, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook, not taking photographs for personal use during practice education and ensure professional use of the internet during practice education.

Media Requests

All media inquiries must be directed to the SPPEC. Students must not comment publicly on any aspect of their practice education, 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 SPPEC in the first instance to seek advice and/or assistance when possible.

Subpoenas

If served with a subpoena, notify your SPPEC immediately.

Practice Education Agency Requests

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

Managing Student Performance and Behaviour During Placement

While most practice education experience 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 practice education 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 PES 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 SPPEC 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, PES, or SPPEC. The SPPEC 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 and SPPEC. The Program Director 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 practice education 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 practice education 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 practice education 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.

Advice for Students

If the practice education 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 PES, 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 SPPEC for further support and guidance. UniSQ is committed to ensuring students feel safe and supported throughout their practice education experience.

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 Practice Education

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

Student Responsibilities

Students are expected to:

Engage in Practice Education

- Attend and actively participate in practice education arranged by the University.
- Complete all practice education-related activities efficiently and to the best of their ability.
- Take responsibility for their learning, including seeking timely feedback from their PES.
- Maintain current contact details with UniSQ and be reachable during the study period.
- Inform the WIL Team and SPPEC of any pre-existing medical conditions, including pregnancy that may affect safety or participation whilst on placement.
- Seek assistance when unsure about procedures or treatments.
- 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 and Agency), including dress code and workplace policies.
- Be punctual and represent UniSQ positively and professionally.
- Follow reasonable and lawful directions from the PES.
- Act ethically and respectfully toward staff, students, and clients.
- Address issues promptly and cooperatively with the PES or Course Coordinator.
- Contribute to a practice education environment free from discrimination, bullying, and harassment.

Complete Assessments

- Discuss learning objectives and expected outcomes with the PES.
- Plan early for signing off practice education assessment documentation.
- Contact the PES 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 practice education
- Negotiate placement duration and frequency directly with the PES and agency, prior to gaining consent from the SPPEC.
- 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 speech pathologist
- Misrepresent their skills, knowledge, or status.
- Engage in behaviour that may cause harm or be interpreted as harassment, discrimination, or offensive.
- Enter 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.



Practice Education Supervisor / Agency Responsibilities

The Practice Education Supervisor plays a vital role in supporting student learning and ensuring safe, professional practice during practice education.

Demonstrate Professional Behaviour

- Act as a role model and introduce students to appropriate professional conduct.
- Maintain high standards of professional practice.
- Adhere to relevant Codes of Professional Conduct.
- Provide an orientation session covering agency policies on confidentiality, privacy, and Workplace, Health and Safety.
- Ensure students are informed of all legislative, health and safety, security, confidentiality, privacy, and workplace policies and procedures relevant to the practice education.

Provide Learning Support

- Understand the University's practice education requirements as outlined in provided documentation.
- Actively engage in the student's learning and support their development.
- Discuss clinical objectives and expected learning outcomes early in the practice education.
- Establish a plan with the student for signing clinical assessment documents.
- Schedule regular meetings to review goals, progress, and any challenges.
- Clarify expectations and observe student performance regularly.
- Provide ongoing verbal and written feedback to support continuous improvement.
- Complete assessment documentation and notify the SPPEC promptly if the student is not meeting objectives.
- Offer feedback to the university to support ongoing improvement of the practice education program.

Provide Clinical Support

- Obtain informed consent from patients/clients for student involvement in care and access to records.
- Ensure students are competent for assigned tasks and conduct themselves safely and professionally.
- Contact the SPPEC regarding any clinical or professional concerns.
- Notify the university if a student is unwilling or unable to meet practice education expectations.
- Ensure all assessment documentation is completed and signed on time.
- Facilitate a positive learning environment, including orientation, briefing, and debriefing sessions.
- Provide a range of learning experiences aligned with practice education goals.

University Responsibilities

The SPPEC, and/or Work Integrated Learning (WIL) Team are responsible for overseeing the academic and administrative aspects of practice education.

Organise and Plan practice education

- Maintain regular contact with practice education facilities and conduct site visits as needed.
- Be accessible via phone and email for practice education -related communication and respond promptly.
- Coordinate pre- practice education requirements, including orientation checklists, criminal history checks, immunisations, and CPR certification.
- Make reasonable efforts to secure practice education for students with blood-borne viruses. If a suitable practice education cannot be found, the university will provide guidance and support.
- Evaluate the safety and suitability of practice education sites to ensure a positive learning environment.

Manage Academic Requirements

- Retain final responsibility for academic decisions, including whether a student passes the practice education.

Communicate and Support

- Provide students and PESs with clear information about practice education expectations, assessment criteria, policies, and obligations (e.g. confidentiality).
- Manage all disciplinary matters and mediate any issues between students and PESs.
- Advise students to disclose any medical or health conditions that may impact their practice education experience.
- Coordinate reasonable adjustments for students with special needs, in line with AHPRA registration guidelines and UniSQ policy.

Practice Education Assessment Requirements

Practice Education Assessment Tools

As part of the practice education process, you will engage in COMPASS (<https://compass.speechpathologyaustralia.org.au/>). You will be introduced to COMPASS in 2nd year of the program and will use COMPASS in all sessional and block practice education experiences.

COMPASS involves student self-reflection and goal setting, as well as PES ratings of performance and competency. COMPASS is a way to monitor your progress during the program, to ensure you are ready for entry into the profession by the end of the program.

COMPASS Assessment Process

Assessment must be conducted twice during the student's practice education. The first is a more comprehensive formative evaluation of each unit and competency element midway through the practice education (Mid-practice Education Assessment), along with an overall rating. This process serves two main purposes:

1. **Enhancing learning and teaching quality:** The Mid-practice Education Assessment provides information that helps both the student and PES plan learning and teaching activities for the remainder of the practice education.
2. **Ensuring assessment validity:** The detailed rating allows the PES to make an informed judgement about the student's performance at the end of the practice education.

The second assessment is a summative evaluation at the end of the practice education, offering a more concise assessment of the student's competency at that point in time. In the hardcopy version, the Mid-practice Education and End-practice Education Assessment scales are interleaved in the Assessment Booklet, with the End-practice Education scales bordered in black. In the online version, the Mid-practice Education scales appear first, and the End-practice Education scales become available once the Mid-practice Education assessment is completed.

COMPASS® is psychometrically validated, and like all standardized assessment tools, it must be used in accordance with the guidelines outlined below to ensure its reliability and validity. Although all assessments are inherently subjective and rely on professional judgement, the COMPASS® format and scoring system ensure that this judgement is grounded in a shared understanding of competency.

2026 Student Practice Education Declaration

This document is a mandatory pre- practice education requirement for all students enrolled in a practice education course at the University of Southern Queensland. It outlines key responsibilities to UniSQ and its partner agencies before, during, and after practice education. 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 practice education course
- ensuring you are enrolled in any practice education courses for the relevant period of study
- checking student emails and other communication channels (Speech Pathology Practice Education Hub) regularly

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

- Submit all required mandatory documents by the listed deadlines, ensuring their accuracy and currency for the entire practice education 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 practice education at any time during my enrolled study period, including breaks and exam periods.
- Prepare to travel over an hour to my practice education and acknowledge that preferred locations are not guaranteed.

To prepare after my practice education 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 Practice Education Agency promptly.
- Apply for accommodation and financial bursaries if eligible.

During and after my practice education, I will:

- Present professionally in my uniform with my student ID card.
- Adhere to professional expectations, codes, standards and practices for my discipline.
- Immediately inform my SPPEC and the UniSQ WIL Team if I am unable to attend or did not receive an induction or orientation.
- Immediately inform my SPPEC and the UniSQ WIL Team if I am absent from practice education for any reason and work with the relevant parties to organise any required make-up practice education.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during practice education.
- Report any incidents while on practice education as per the UniSQ guidelines.
- Retain copies of all practice education 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 Practice Education Guide, Speech Pathology Practice Education Hub, and UniSQ Student Code of Conduct Policy, and agree to uphold all stated expectations
- I will immediately notify the WIL Office and SPPEC of any issues or inability to meet practice education 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 SPPEC 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 Practice Education Guide.
- I acknowledge that not meeting Inherent Requirements (with reasonable adjustments) may prevent my acceptance for practice education and prevent program progression.

Student Name: _____

Student Signature: _____

Date: _____



Practice Education Preparation Checklist

Item	Requirement	Yes
1.	Visit the Practice Education Hub: Familiarise yourself with all available resources to support your practice education journey	<input type="checkbox"/>
2.	Read the Practice Education Guide: Understand what to expect and how to succeed during your practice education	<input type="checkbox"/>
3.	Check Your Student Email Regularly: Important practice education 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 Practice Education Calendar: Take note of the block dates for your practice education 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 practice education.	<input type="checkbox"/>
11.	Check Bursary Opportunities: Review the Practice Education 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 practice education.	<input type="checkbox"/>
13.	Maintain Professional Behaviour: Always demonstrate respectful, ethical, and professional behaviour in all interactions.	<input type="checkbox"/>
14.	Safety on practice education: If any issues, concerns, or incidents arise, promptly inform your PES, Practice Education Coordinator, and the WIL Team. For urgent matters, refer to the emergency contact details provided in your practice education guide.	<input type="checkbox"/>

Appendices



Frequently Asked Questions (FAQ)

When can I access InPlace?

You will first need to enrol in your Practice Education course and a profile will be created for you within 24 hours.

Will I need to complete any assessment pieces during practice education or based on my practice education experience?

Yes. The assessment requirements are outlined on the Study Desk for each practice education course.

Can I record my clinical practice education as 'work history' on my CV when I apply for future positions?

Your practice education should be recorded as 'work experience' or identified as 'practice education'. Practice Education is not considered as work history because you were not employed by the organisation and did not receive wages/salary for your time.

Will I be able to claim expenses for my parking or public transport while on clinical practice education?

No. Practice education students are not eligible to claim expenses.

Can I attend practice education on a public holiday?

No. Practice education is undertaken during normally staffed operating hours of the organisation.

What happens when I miss day(s) on practice education due to exams, residential school, mid trimester break, illness, etc.?

You are required to complete all practice education days for the course.



University of
Southern
Queensland

WIL@unisq.edu.au