



University of  
**Southern  
Queensland**



1 January 2026

# 2026 Sport and Exercise Placement Guide

Bachelor of Sport and Exercise Science  
Bachelor of Clinical Exercise Physiology (Honours)

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# Introduction to Placement

Professional placement is a vital component of your degree, delivered through a collaborative partnership between UniSQ and the allocated placement agency. It complements academic coursework by offering opportunities to develop practical skills, apply theoretical knowledge, and demonstrate professional competence. Placements are essential to the Bachelor of Sport and Exercise Science (BSES) and Bachelor of Clinical Exercise Physiology (Honours) (BSEH) programs – these placements are required for accreditation with Exercise and Sports Science Australia (ESSA).

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

## Contacts

### Whom to Contact for Placement Questions

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

### The Work Integrated Learning (WIL) Team

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

- Liaising with agencies and the Academic Team to source and allocate placements
- Reviewing and verifying mandatory placement documents
- Sharing key deadlines and placement updates

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

### The Academic Team

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

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

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

## Placement Contacts – Whom to Contact and When

Scenario	Whom to Contact	Examples of Questions	Contact Method
<b>General placement queries and support, document submission, allocation updates, make up hours,</b>	<b>WIL Team</b> (Work Integrated Learning)	<ul style="list-style-type: none"> <li>• How do I submit my placement documents?</li> <li>• What are the key deadlines?</li> <li>• Can I change my placement dates?</li> <li>• I haven't received my placement confirmation.</li> <li>• What happens if I don't meet mandatory requirements?</li> </ul>	Email: <a href="mailto:support@unisq.edu.au">support@unisq.edu.au</a>  Chat: <a href="https://usqassist.custhelp.com/app/chat/chat_launch/">https://usqassist.custhelp.com/app/chat/chat_launch/</a>  Phone: (07) 4631 2285
<b>Academic or professional concerns during placement</b>	<b>Academic Team</b> (Course or Placement Coordinator)	<ul style="list-style-type: none"> <li>• I'm having issues with my placement supervisor.</li> <li>• I need to discuss professionalism or safety concerns.</li> <li>• Questions regarding grades for a placement course.</li> </ul>	Email: <a href="mailto:ExercisePlacements@unisq.edu.au">ExercisePlacements@unisq.edu.au</a> Phone: +61 7 3812 6347 Campus: Ipswich

## Placement Course Specifications

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

## Program Placement Requirements

To reflect the standards required by the profession, students must be given opportunities for high-quality work experience in multiple settings directly relevant to the placement of sport and exercise science and clinical exercise physiology. It is necessary that when students are undertaking professional placement that they are **actively engaged** within the placement. Supervisors of placement students are not solely responsible for ensuring that students have the necessary knowledge and skill to meet industry requirements. The Placement Coordinator will play a significant role in organising professional placements for the students and ensuring their preparedness for placement.

On completion of professional placement, students will be able to:

- Confidently participate in the daily activities of the agency within the scope of practice (NB: scope of practice differs between exercise science (3<sup>rd</sup> year) and exercise physiology (4<sup>th</sup> year))
- Integrate theoretical concepts into placement activities
- Interact in a professional manner with supervisors, other professionals, clients and members of the public
- Undertake safe and effective sport and exercise assessment, prescription and delivery consistent with the relevant scope of practice
- Implement and evaluate programs appropriate to sport and exercise science / clinical exercise physiology

## Placement Structure

### Professional placement hours for Bachelor Sport and Exercise Science students

At UniSQ, 140 hours of exercise science apparently healthy placement are undertaken in SES3399. Please see **Appendix A** for the appropriate activities and hours required by ESSA for accreditation. Please see Appendix B for what supervisors can expect from students.

**SES3399 Sport and Exercise Science Professional Placement\*** The student must complete a minimum of **140 hours** of sport and exercise science scope of professional placement at an approved placement site. The 140 hours may be split across two placement sites. SES3399 is offered for enrolment in Trimester 1 and Trimester 3.

### Additional professional placement hours for Clinical Exercise Physiology (BSEH) students

1. **SES4199 Clinical Professional Placement 1\*** - The student must complete **180 hours** of clinical exercise physiology scope of professional placement at approved external or internal sites. Students will enrol in SES4199 in Trimester 3.
2. **SES4299 Clinical Professional Placement 2\*** - The student must complete **180 hours** of clinical exercise physiology scope of professional placement at approved external or internal sites. Students will enrol in SES4299 in Trimester 1 or 3.
3. Students will be required to undertake examinations at the end of placement. The examinations will be comprised of case study-based questions across eight pathology domains: cardiovascular, metabolic, musculoskeletal, pulmonary, neurological, cancer, renal, and mental health. The examinations will be used as one component of assessments of student competency.

**\*Please note:** *SES3399, SES4199 and / or SES4299 placement opportunities may be available prior to a Trimester start, provided the student is enrolled in the course and has met all pre-requisites. Students who are not enrolled are not insured and therefore cannot be allocated to a placement. The Placement Coordinator will inform the respective placement cohort about these opportunities in advance.*

## Definitions of Key Terms

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

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

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

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

**Supervisor:** A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional placement.

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

**Accredited Exercise Scientist (AES):** An individual who has current ESSA AES credentialing.

**Accredited Exercise Physiologist (AEP):** An individual who has current ESSA AEP credentialing.

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

# Mandatory Document Requirements and Resources

## Important Dates

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

These include:

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

## Placement Hub

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

## Mandatory Document Information

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

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

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

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

To support your placement readiness:

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

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

## InPlace – UniSQ Placement Management System

### InPlace Overview

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

### What You'll Use InPlace For

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

### Support Resources

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

### Tips for Using InPlace

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

## Placement Eligibility

For students to be eligible to attend placement they must:

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

### Pre-requisite Course and Enrolments

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

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

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

### Support and Enquiries

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

### Inherent Requirements

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

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

### Fitness for Placement

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

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

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

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

## Impairments and Criminal Charges (Unsuitability to hold general registration)

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

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

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

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

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

UniSQ is committed to making reasonable adjustments to support students in their studies. However, adjustments must not compromise the inherent requirements of the program or public safety, and placement agencies are not obligated to provide adjustments that conflict with their operational requirements. If you have a health or disability concern that may affect your ability to undertake placement, contact the [Accessibility and Disability Support](#) office.

In some cases, UniSQ may need to share relevant information (e.g. medical related information or the results of any Criminal History Checks) with the placement agency to determine whether a suitable placement can be provided. In these instances, we will only provide this information to the placement agency with your content or alternatively encourage you to share this information with the placement agency as appropriate. Any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

## Reasonable Placement Adjustments for Academic Progression

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

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

# Before Placement Allocations are available

## Facility Expression of Interest

If you are interested in attending a specific agency, you can submit it directly to the Placement Coordinator for review and consideration. Facility submitted through an EOI must meet specific criteria for inclusion within BSES and BSEH placements, in alignment with ESSA's accreditation standards. The process of confirming whether a facility meets these criteria can take time. While this process occurs, students may be allocated to existing pre-approved placement sites to ensure timely placement.

## Special Consideration

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

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

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

## Pregnancy

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

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

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

## Conflict of Interest

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

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

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

## **Payment for Placement**

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

## **Rural and Remote Placements**

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

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

## **Interstate Placements**

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

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

# Placement Allocation Process

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

Placement allocation depends on several of the below factors:

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

Special consideration requests are viewed first, so submit them early via InPlace if you want the WIL Team to consider your circumstances when sourcing and confirming placements.

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or your preferred region. This does not guarantee placement within this radius as facilities have limited capacity. Pending availability you may need to travel longer distances or be allocated to a rural or remote placement. If you do not meet the [Special Circumstances Procedure](#) criteria, then you are expected to attend the allocated placement, regardless of location.

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

## Self-selectable Placements

You can apply for a self-selectable placement when they become available on [InPlace](#). This placement allocation process allows students extra time to plan for the upcoming placement. To be eligible to participate students must be enrolled.

- ✦ To participate in this opportunity, you can apply via InPlace during the timeframe available - see the Important Dates document on the Placement Hub.
- ✦ Requests will be assessed by the WIL Team and academic team after the closure date. If approved and fully compliant with mandatory documentation, placement details will be confirmed on InPlace allowing early planning.
- ✦ All enrolled students are encouraged to participate. Failure to do so will result in the selection being made for you by an academic team member.
- ✦ Contact the WIL Team with questions via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) or find more information on the Clinical Placement Hub.

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

## Placement Allocation Communication

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

For placement-related queries, contact the Placement Coordinator or email [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).

## Placement Negotiation

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

## Placement Agreement

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

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

## Placement at Current Place of Employment

You may be permitted to complete your placement 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 placement within your workplace.

The Placement Coordinator or WIL Team will assess the suitability of your workplace to host your placement 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 placement activities, including integration seminars
- Assignment of a supervisor 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 Placement Allocations are Available

## Placement Acceptance

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

## Student Responsibilities

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

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

## Placement Appeal

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

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

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

## Accommodation and Travel Expectations

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

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

## Scholarships and Bursaries

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

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

## Southern Queensland Rural Health

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

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

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

SQRH can provide subsidy for students to travel to and from their placement. 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 placement. Please check the [SQRH website](#) for more information and to see what other support opportunities are available.

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

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

## Orientation Information

The WIL Team will provide your Placement Supervisor's contact details once you have met all mandatory and facility-specific compliance requirements. If you have any concerns regarding your compliance status, please contact the WIL Team.

You must contact your placement supervisor before your placement begins to confirm key details, including:

- Placement start and end dates
- Physical address, supervisor name, and contact information
- Time and location of your first meeting
- Any pre-placement paperwork or reading requirements
- Daily schedule, including start/end times and break periods (may be confirmed on your first day)
- Expected duties, responsibilities, and learning opportunities (may also be discussed on your first day)
- Dress code requirements specific to the site
- Confirmation that the supervisor will complete an evaluation form to be shared with you and the Placement Coordinator
- Confirmation that the supervisor help facilitate a mini-clinical evaluation exercise (mini-CEX) (see assessments on SES4199 and SES4299 StudyDesk sites for details).
- Please notify the WIL team if you do not receive an induction or orientation on your first day of placement

# Attending Placement

## Uniform

The UniSQ clinical shirt and optional jacket, are available to be ordered online at your expense through [School Locker](#). Remaining items can be purchased from any retail store. The clinical uniform for sport and exercise science and exercise physiology students is as follows:

- ✦ **Bottom:** Comfortable fitting black slacks or shorts
- ✦ **Top: Exercise Science or Clinical Exercise Physiology polo (from School Locker).**
- ✦ **Shoes:** Comfortable enclosed footwear appropriate for placement site (e.g. runners)
- ✦ Optional – UniSQ jacket for winter.

**Student ID** – You have the option to obtain a student identification card suitable to wear while on placements. This is an ID that has less personal information visible and replaces using your normal university identification. Please contact [iConnect](#) to obtain one.

## Attendance Expectations

Students must attend 100% of their scheduled placement hours, as determined by the placement provider, in accordance with their operating hours. Failure to comply may result in removal from the placement. Shifts may include mornings, afternoons, nights, weekends, and public holidays.

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

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

## Roster

Once your roster has been confirmed with your supervisor, please input the details into InPlace via the confirmed tab by selecting the relevant placement. Under the schedule tab you can submit your expected placement hours, dates and times for review by the course coordinator and WIL team. These can then be amended (if required) and submitted as logbooks to your placement supervisor once your placement has commenced.

## Requesting a Rostered Shift Change

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

## Agency Requests that you Change a Shift

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

## Public Holidays

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

## Absence While on Placement

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

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

- The placement agency via their preferred communication channel
- Your Placement Coordinator
- The UniSQ WIL Team ([WIL@unisq.edu.au](mailto: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](mailto:WIL@unisq.edu.au)).
- Failure to meet these requirements may result in a **Fail – Not Participate** grade, unless approved by the Placement Course Coordinator under extenuating circumstances.

### Prolonged Absence

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

## Make Up Hours

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. Students are expected to make every effort to attend their placement, and any make up days in the timeframe offered.

If the agency is unable to provide the make-up time needed, contact the Placement Coordinator for advice about organising make-up hours.

## Reasonable Adjustments to Allocated Placements

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

Placement reallocation will only be considered if deemed necessary by the Placement Coordinator for valid reasons.

## Student Initiated Placement Withdrawal

If you need to withdraw from a placement due to exceptional circumstances, you must first consult with the Placement Coordinator. Formal confirmation is required before withdrawing, as consultation with the agency and UniSQ staff may be necessary to determine appropriate academic or placement adjustments. Withdrawing without prior approval may result in a **Fail** grade for the course.

Please note that academic or financial penalties may apply depending on the timing of your withdrawal within the study period. Students should refer to the university calendar showing important dates such as Census Date before withdrawing from a course.

## Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a placement due to operational changes, such as staffing issues, supervisor illness, or lack of appropriate learning opportunities to offer.

A placement may also be terminated by an agency or supervisor if a student:

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

## Placement Termination and Failing Placement

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

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

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

Decisions regarding suspension or termination may be made by the placement site or appointed UniSQ staff members in consultation with relevant academic leaders. The rationale for termination will be communicated to the student, and a follow-up meeting will be held to discuss the incident and develop a plan or behavioural contract for future placements.

If a student cancels or fails to attend a placement without valid explanation or supporting evidence, they will receive a Fail – Not Participate (FNP) grade or be withdrawn from the course. Reallocation within the same semester will not occur without appropriate documentation.

Students have the right to appeal any placement withdrawal decisions through standard university procedures.

## Other Reasons for Failing a Placement Course

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

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

## Course Outcome

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

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

## Feedback, Complaints and Advocacy

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

# Professional Support

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

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

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

## Support Contacts:

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

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

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

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

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

[Support for Students Policy](#)

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

[Student General Misconduct Procedure](#)

[Student General Misconduct Procedure](#)

[Assessment of Special Circumstances Procedure](#)

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

# Insurance, Health, Safety and Emergencies Management

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

## Risk Management

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

## Student Travel

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

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

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

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

## Paid Employment and Fatigue Management during Placement

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

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

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

## Disaster Management

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

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

## Infectious Disease Risk

Working in a health care setting carries a risk of exposure to infectious diseases through exposure to airborne pathogens, bodily fluids, contaminated equipment, or infected surfaces. Minimise this risk by:

- Maintaining personal hygiene, staying up to date with immunisations, using PPE appropriately, and following infection control procedures.
- Compliance with mandatory health requirements and Queensland Health directives is essential.

## Manual Handling

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

If you sustain an injury before or during placement:

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

## Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

Most students have a positive experience on placement, though occasionally situations arise that can cause concern. If you believe you are experiencing bullying, discrimination, harassment or are a victim of sexual misconduct while on placement, refer to [Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure - University of Southern Queensland \(usq.edu.au\)](https://www.unisq.edu.au/students/safer-communities/sexual-misconduct-response-procedure) to explore how you might handle the situation. Depending on the nature of the circumstances, you might feel comfortable to raise your concern directly with the person involved or speak to your Placement Supervisor. If you feel unsafe or are not comfortable addressing the situation yourself, please contact your Placement Coordinator and/or UniSQ Safer Communities to discuss the matter further and seek appropriate support.

Safer Communities and the Wellbeing Team can provide you with free support and guidance while a risk management plan is developed. All students can use the [Share a Concern | UniSQ Share a Concern \(symplicity.com\)](https://www.unisq.edu.au/students/safer-communities/share-a-concern) online form to seek confidential support from Safer Communities at any stage of their studies, including during placement.

## Psychological Risk

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

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

- 07 4631 2372
- [safercommunities@unisq.edu.au](mailto:safercommunities@unisq.edu.au)

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

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

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

## Insurance Coverage during Placement

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

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

To qualify for UniSQ's insurance coverage you must:

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

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

## Injury during Placement

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

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

## Reporting an Incident

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

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

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

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

- Assign incident to Manager/Supervisor – Dean Mills (SES3399) or Josh Denham (SES4199/SES4299)
- Business Unit/Faculty – School of Health, Psychological and Medical Sciences

## How To Access SafeTrak to report an incident or hazard



## Vehicle Use during Placement

Students should not drive vehicles belonging to the placement organisation; students are only permitted to travel in vehicles belonging to the organisation as passengers and must be accompanied by an agency employee/supervisor during any trips made in motor vehicles. 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
<b>Placement Coordinator</b>	Course Contact for Placement	Email/Phone via StudyDesk	Business Hours
<b>UniSQ Safer Communities</b>	Confidential Support for Safety Concerns	safercommunities@unisq.edu.au / 07 4631 2372	Mon–Fri, 8:00am–4:00pm
<b>UniSQ Wellbeing Team</b>	Counselling and Wellbeing Services	supportforlearning@unisq.edu.au / Book via UConnect	Business Hours
<b>1800RESPECT</b>	National domestic family and sexual violence counselling service	1800 737 732	24/7
<b>Emergency Services</b>	Police/Ambulance	000	24/7

# Student Professional Expectations

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

## Getting the Most out of Your Placement

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

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

## Student Presentation

Students will be required to wear a UniSQ Sport and Exercise Science/Clinical Exercise Physiology shirt and carry or display their UniSQ student ID card at all times, while on placement. Hair must be tidy, with long hair tied back. Minimal jewellery may be worn. Students are encouraged to be aware of their own personal hygiene particularly during physical activity.

## Professional Interactions

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

## Code of Conduct

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

- Follow all workplace procedures and reasonable directions from placement supervisors.
- Demonstrate respect, professionalism, and courtesy toward clients, staff, and peers.
- Always maintain appropriate – professional – behaviour.

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

## Policies and Ethical Guidelines

When you are enrolled in a placement course or enrolled in a program that has a placement component, you must observe the following: UniSQ's [Student Code of Conduct Policy](#), UniSQ's [Graduate Attribute Policy](#), industry expectations of professionals and accreditation body guidelines. These standards are taken very seriously and the university has a responsibility to balance student learning support with harm prevention. If concerns are raised about your fitness to practice, UniSQ responses may include: extra learning support, formal interventions, creation of alternative academic arrangements (if possible) within the program or placement termination.

Students need to be familiar with the [scope of practice](#) of an Exercise Scientist, Exercise Physiologist and Sports Scientist and comply with ESSA's [Professional Standards](#).

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

## Confidentiality

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

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

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

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

## Prohibited Use of Substances

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

## Mobile Phones and Electronic Devices (Photographs or Recordings)

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

## Social Media

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

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

## Media Requests

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

## Legal Documentation Requests

### Police Requests

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

### Subpoenas

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

### Placement Agency Requests

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

## Managing Student Performance and Behaviour During Placement

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

### General Considerations:

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

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

### Step 1: Early Identification and Support

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

### Step 2: Escalation and Formal Meeting

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

### Step 3: Monitoring and Further Action

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

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

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

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

## Advice for Students

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

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

## Related University Policies

[Student General Conduct Policy](#)

[Student Academic Integrity Policy](#)

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

[Work Health and Safety Policy](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

[Student Grievance Resolution Policy](#)

[Student Grievance Resolution Procedure](#)

[Privacy Policy](#)

[Privacy Procedure](#)

# Roles and Responsibilities for Placement

When a student undertakes a professional placement, responsibilities are shared between the **Student**, the **Placement Supervisor**, and the **University**.

While placement outcomes reflect this collaborative arrangement, the University retains responsibility for determining the final grade or outcome for the placement.

## Student Responsibilities

### Students are expected to:

#### Engage in Placement

- Attend and actively participate in placements arranged by the University.
- Complete all placement-related activities efficiently and to the best of their ability.
- Take responsibility for their learning, including seeking timely feedback from their Placement Supervisor.
- Maintain current contact details with UniSQ and be reachable during the study period.
- Inform the Placement Coordinator 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 Placement Supervisor.
- Act ethically and respectfully toward staff, students, and clients.
- Address issues promptly and cooperatively with the Supervisor or Placement Coordinator.
- Contribute to a placement environment free from discrimination, bullying, and harassment.

#### Complete Assessments

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

### Students must not:

#### Act Outside UniSQ Guidelines

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

#### Engage in Unprofessional Conduct

- Act outside professional codes of conduct.
- Provide patient/client care without supervision from a registered health professional.
- Misrepresent their skills, knowledge, or status.
- Engage in behaviour that may cause harm or be interpreted as harassment, discrimination, or offensive.
- Enter 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.

## Placement Coordinator

- Sourcing appropriate professional placement facilities for the student, where all students receive authentic high-quality experiences of sufficient scope and depth to ensure program outcomes are met.
- Liaising with professional placement facilities to schedule appropriate placement dates.
- Amending/updating placement start and finish dates on InPlace, if needed.
- Providing support to the student and Placement Supervisor with respect to professional placement expectations.
- Liaising with the student and Placement Supervisor with respect to matters of grievance and/or conflict.
- Random review of student activities at the professional placement agency during the allocated professional placement, with the permission of the Placement Supervisor prior to the visit.
- Adequately preparing all students for each placement experience, giving due consideration to their stage of learning, and expected learning outcomes.
- Aligning student assessment to the learning outcomes associated with the placement program, designed to facilitate student learning.
- The review, assessment, and maintenance of records associated with professional placement (including logbooks, evaluation forms and placement reports).
- Annually reviewing and updating the Professional Placement Handbook.
- Preparing placement checklists to assist students to remain organised throughout their placement course.
- Preparing evaluation forms to obtain Placement Supervisor feedback regarding the student's performance during and/or at the end of the professional placement.

## UniSQ Work Integrated Learning Team

- Ensuring that the student has submitted all appropriate documentation prior to commencing professional placement.
- Managing students' compliances on InPlace.
- Ensuring that a student professional placement agreement, signed by representatives of both UniSQ and the professional placement agency, is in place prior to the commencement of any professional placement activity associated with the agency.
- Assisting the Placement Coordinator to source suitable placement agencies.
- Building and managing placement agencies, and placement supervisors' access on InPlace to ensure best practice in placement.
- The allocation of an appropriate student to a professional placement agency on InPlace.
- Attending to queries from students, placement facilities and Placement Coordinator.
- The compilation and maintenance of records associated with professional placement agency contacts, student placement allocations/hours.

## Supervisor

- The involvement of the student in the day-to-day activities of the workplace as much as possible; that is, more than as an observer. Please incorporate the students as active assistants in work tasks, enabling them to understand the typical workload of your business, using their knowledge where possible.
- Providing supervision of the student at all times while the student is undertaking professional placement activities. The ESSA and UniSQ required ratio is a maximum of 5 students per 1 supervisor at any given time at internal UniSQ placement sites (eg: Exercise Physiology Clinic, Interprofessional Health Clinic), and not more than 4 students per 1 supervisor at external placements sites.
- Provide an orientation session covering agency policies on confidentiality, privacy, and Workplace, Health and Safety.
- Ensuring that the student is appropriately briefed on all health and safety, and emergency procedures of the agency at the commencement of professional placement. Such procedures include: evacuation and emergency procedures such as medical emergency, fire, bomb threat and gas leak; physical safety and security; reporting of hazards, incidents and accidents; infection and disease control procedures; workplace bullying and harassment policy and procedures.
- Any special guidelines that apply to the student in the workplace should be put in writing with copies to the student and Placement Coordinator.
- Ensuring a safe placement for the student at all times.
- Ensuring an appropriate and compassionate placement as this may be the student's first practical experience.

- Maintaining professional and ethical conduct regarding all sport and exercise professional placement matters.
- Providing learning opportunities and resources that will assist the student's learning goals.
- Assisting the student with identifying learning needs, scope, and objectives for the professional placement.
- Observing and providing feedback to the student with respect to professional placement matters.
- Reviewing student's electronic Logbook entries\* for authenticity and accuracy of information and approving if satisfactory. Supervisors must approve logbook entries relating to the activities they directly supervised only.
- The accurate completion of the student Evaluation form\*.
- Reviewing student's Record of Engagement\* for authenticity and accuracy of information and signing if satisfactory.
- Notifying the Placement Coordinator, as per the grievance policy, when students perform poorly, or significant problems eventuate regarding professional placement.
- Provide details to the WIL Team about their own qualifications and experience to confirm they are a suitable supervisor.

# Placement Assessment Requirements

## Course assessment

### Step 1: Student logs placement tasks

- Placement logs must be entered into InPlace weekly. They are required to be, detailed, and accurate.
- Students: Ensure that your placement records are clearly linked to your scope of practice (exercise science or exercise physiology). Be sure to distinguish between tasks you undertook yourself, tasks where you assisted someone else, and tasks you observed.

### Step 2: Supervisor approves placement log

- Placement supervisors are allocated login details for InPlace.
- Supervisors: Please check and approve, or request revision of, each of a student's placement logs. Add comments to these logs as you see fit. All documents must be approved within 2 weeks of finishing placement.
- Students: You must revise any log when requested. Logs that are not approved cannot progress to step 3.
- InPlace logbooks can be annotated and approved / returned for revision electronically.

### Step 3: Supervisor provides feedback and reports

- Supervisors are provided with an evaluation form template to provide feedback for students during (long placements only), and at the end (all placements), of placement.
- Supervisors: Please discuss each report with the relevant student, then provide a hard copy of the report for the student to upload to InPlace.
- Students: You must scan and load signed supervisors' reports to InPlace. All documents must be approved within 2 weeks of finishing placement.

### Step 4: Placement Coordinator finalises placement log

- Placement Coordinator reviews and either approves or returns for revision all logbooks.
- Placement Coordinator can authorise logbooks on behalf of a supervisor.
- Placement is complete when all required documents, including logbooks and records of student engagement are submitted, reviewed, and approved by the Placement Coordinator.

### Step 5: Additional assessment tasks

- Placement for SES3399 includes a quiz. Placement for SES4199 and SES4299 include examinations.
- Students must complete and pass these tasks to pass the relevant placement courses.

### Step 6: Placement Coordinator finalises grade for placement course

- Placement courses are graded pass / fail.
- All elements (logbook, supervisors' reports, and other assessment items) are included in determining students' grades.
- Most placement courses are sequential. That is, students must complete and pass SES3399 to progress to SES4199/SES4299.

## Student Evaluation

Each placement course has its own evaluation form. Please use the relevant evaluation form for your placement available from the course StudyDesk.

Most placement supervisors are requested to complete both an interim and final performance evaluation form regarding the student's performance. As already noted, short placements may only require a final evaluation. The student and the placement supervisor will be advised of this at the commencement of the placement.

Supervisors are encouraged to discuss the evaluation form and their feedback with the student. **The student is responsible for submitting the completed, signed and dated form/s via InPlace by the due date**, for review by the Placement Coordinator.

## Logbook and Record of Engagement

Each student must complete a logbook for each day on placement. The logbook can be accessed via InPlace. Information regarding logbook completion is available on the Placement Hub, on individual placement course StudyDesks. Appendix D also provides a logbook example.

Placement can be logged per client, per group or per activity. Hours can be 'bulked' together only if the same client or group was seen or the same work task was performed for multiple clients. For example, if the same assessment session was performed on multiple clients on the same day, a detailed description of the assessment protocols and a brief description of the client's results can be grouped together. All other entries need to be individual. The description of activities must reflect the time being claimed. Students should discuss with their supervisor what they require depending on their placement agency.

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

Students must also complete a Record of Student Engagement for each placement site, ask the supervisor to sign this form and then upload it in the relevant section on InPlace. For short placements in SES3399, this may only be required for the student's main placement. The requirements for the Record of Student Engagement for placements under 40 hours should be discussed with the Placement Coordinator.

**\*Please note** that students are required to submit all placement documentation and have all logbooks approved **within 2 weeks of placement completion**.

# 2026 Student Placement Declaration

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

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

## Overarching requirements are:

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

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

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

To prepare after my placement is released, I will:

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

During and after my placement, I will:

- Present professionally in my uniform with my student ID card.
- Adhere to professional expectations, codes, standards and practices for my discipline.
- Promptly inform my Placement Coordinator and the UniSQ WIL Team if I do not receive an induction or orientation
- Promptly inform my Placement Coordinator and the UniSQ WIL Team if I am absent from placement for any reason and work with the Placement Coordinator to organise any required make-up placements.
- Manage my workload to comply with fatigue management policies and ensure personal wellbeing during placement.
- Report any incidents while on placement as per the UniSQ guidelines.
- Retain copies of all placement assessments and timesheets
- Follow the guidelines of the placement agency with respect to COVID-19 compliance.

## General

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

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Placement Preparation Checklist

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

# Appendices

## Appendix A: ESSA Professional Placement Requirements

For **exercise science accreditation**, a minimum of **140 hours** of placement is required.

At least 80 of the 140 hours **must** demonstrate attainment of competency in exercise assessment, **and** prescription **and** delivery. Exercise assessment and prescription hours must be with clients who are seen for the purpose of undertaking an exercise intervention to improve their health and fitness, wellbeing, or performance, and not participating in an exercise intervention for the treatment and/or management of a clinical condition or injury. Note that exercise assessment and prescription hours can be focused on the prevention of chronic conditions, and that exercise delivery **only** hours can be completed with a patient with a clinical pathology where the exercise prescription is completed by an appropriate professional.

For these **80 hours**, supervision **must** be by one or more of the following:

- Accredited Exercise Scientist
- Accredited Exercise Physiologist
- Accredited Sports Scientist
- An individual with a Bachelor level degree or higher in Exercise and Sports Science
- An individual with an ASCA level 3 qualification where the placement is in a strength and conditioning context
- A Bachelor level or higher qualified physical education teacher with a major in physical education where the placement is in a school setting
- A qualified (recognised or endorsed by a regulating authority, such as a national association or AHPRA) and experienced professional relative to the activity they are supervising, however there **must** be oversight supervision in place by an individual who is qualified as specified above. (Without oversight supervision, the hours completed count towards the remaining 60 hours. Please alert the Placement Coordinator if there has been a change in supervision during your placement)

Examples of **suitable activities** that can be undertaken as part of the 80 hours to demonstrate competency in exercise assessment, prescription and delivery include:

- Assessment: Exercise testing, performance testing, talent identification, fitness appraisals, physiological assessment of athlete, body composition for individual or team, health consultation, biomechanical assessment/analysis for the purpose of exercise prescription, client health assessment, recruitment fitness testing or fitness testing for emergency services
- Prescription: exercise program design for an individual or a team, goal setting
- Delivery: conducting exercise session (warm up, cool down, endurance, flexibility, mobility, speed, strength and conditioning), teaching correct technique, monitoring client exercise session, delivery of exercise programs for clients with a clinical pathology (programs **must** be prescribed by an AEP or appropriate professional), workplace/corporate health and fitness programs, conducting lifestyle management programs, fitness training for emergency services

Activities undertaken for the **remaining 60 hours** may be in any area that reflects the Exercise Science professional standards. These hours must be supervised by a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority, such as a national association or Australian Health Practitioner Regulation Agency), for the activity they are supervising.

Examples of activities that can be used to demonstrate competency towards the remaining **60 hours** of the placement to meet Exercise Science Standards include:

- Coaching, sports first aid, sports trainer, match/performance analysis, education/health promotion, sports drug testing, anti-doping activities for sport, skill development camps for teams or athletes, laboratory assistant, data collection/analysis, calibration of equipment, haematology/biochemistry, blood tests, urine/sweat analysis, occupational injury risk assessment/management, anthropometry

Note: no more than **15 hours** can be undertaken in a simulated learning environment (SLE).

The following examples are activities that are **not suitable** to be claimed as hours for exercise science placement:

- Physiotherapy, chiropractic treatment, psychological treatment, exercise assessment or prescription for clinical clients, massage, dry needling, research unrelated to the field, dietary intervention, child supervision, cleaning / maintaining of gym equipment

For **exercise physiology accreditation**, a minimum of **360 hours** of placement is required to be undertaken in a range of activities relevant to the AEP professional standards. This must include activities to demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery as demonstrated through effective assessment methods, and determined by an AEP, including:

At least **200 hours** across core areas of AEP practice to allow students to demonstrate capability as an entry level practitioner. The two key criteria:

1. A minimum of 200 hours across the AEP core areas of practice. The hours do not need to be evenly split across different areas of practice
  2. The remaining 160 hours may be in any area of AEP practice, ensuring that:
    - No more than 100 hours across emerging or niche areas of practice
    - No more than 40 hours in a simulated learning environment (SLE)
- Examples of acceptable activities include exercise assessment and prescription and delivery / intervention for clients with a diagnosed condition (allocated according to pathology), diagnostic procedures (e.g. cardiac, respiratory or other clinical investigations or procedures such as ECG and stress testing); reviewing or developing clinical case notes, client report writing, case conferences/team meetings, education delivery for a specific pathology (e.g. cancer education session), research with an exercise intervention for a special population (e.g. conducting a weekly Type 2 Diabetes group exercise class)
  - Examples of unacceptable activities include activities outside the AEP scope of practice, or when clients are seen for the purpose of improving health and wellbeing with no identified pathology (apparently healthy), or being a participant in a PhD study

Supervision **must** be by:

- a) An AEP for **at least 200** of the 360 hours
- b) An AEP **or** a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority such as a national association or APHRA) for the activity they are supervising, and relevant to the client condition they are servicing, for the remaining 160 hours

## Appendix B: What can Supervisors Expect from Students

<p><b>General expectations: All students</b></p>	<ul style="list-style-type: none"> <li>✓ Before placement start, students will contact agency to confirm location, supervisor name, start date and time.</li> <li>✓ Attend in uniform (approved UniSQ Exercise Science or Clinical Exercise Physiology polo shirt, black pants or shorts, worksite appropriate footwear).</li> <li>✓ Attend on time. Notify supervisor if unavoidably delayed.</li> <li>✓ Notify supervisor by 9:00am on the day of absence if sick or unable to attend for compassionate reasons.</li> <li>✓ Display a year level appropriate understanding of the scope of practice of an exercise scientist, sports scientist, and exercise physiologist, and acts within appropriate student scope.</li> <li>✓ Understand and adhere to ESSA Code of Professional Conduct and Ethical Practice, including confidentiality and professionalism.</li> <li>✓ Adhere to all workplace procedures, directions and expectations, including risk management practices.</li> </ul>
<p><b>What students cannot be asked to do</b></p>	<ul style="list-style-type: none"> <li>X Provide services outside scope of practice.</li> <li>X Provide services outside their knowledge and skills acquired at the respective year level.</li> <li>X Deliver any services without appropriate supervision.</li> <li>X Perform any activity which contravenes Australian law or UniSQ policy.</li> </ul>



<p><b>Bachelor Year 3</b> Course code SES3399</p>	<ul style="list-style-type: none"><li>✓ Able to conduct basic pre-exercise screening and assessments under supervisor's guidance and instructions; deliver exercise programs for apparently healthy clientele which have been developed by an appropriately qualified professional; and monitor client's exercise sessions under supervisor's guidance and instructions.</li><li>✓ Learn how to maintain records of exercise interventions provided (i.e. exercise programs), develop or consolidate skills in rapport building with clients, maintain open communication with supervisor regarding any exercise assessment and delivery, and seek and accept constructive feedback.</li><li>✓ Students are in <b>year 3</b> and have developed knowledge and skills related to motor control, functional anatomy, exercise physiology, health assessment, exercise prescription and delivery, biomechanics.</li><li>✓ Students are concurrently studying and developing skills related to more advanced exercise prescription, and pharmacology and pathophysiology.</li><li>✓ Able to conduct pre-exercise screening and assessments, begin to design and independently deliver exercise programs for apparently healthy clientele; and monitor client's exercise sessions and progress.</li><li>✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement.</li><li>✓ Are refining client-centred approach.</li><li>✓ Communicate effectively, or are improving communication skills, with all individuals relevant to worksite.</li><li>✓ Increased awareness of own strengths and weaknesses, reflect on practice and modify as appropriate / necessary.</li></ul> <p>NB: Students at year 3 do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.</p>
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<p><b>Bachelor Year 4</b></p> <p>Course code SES4199 and SES4299</p>	<ul style="list-style-type: none"> <li>✓ Students in year 4 have completed all of their apparently healthy placement (SES3299, SES3399).</li> <li>✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement.</li> </ul> <p>Across SES4199 and SES4299, students will:</p> <ul style="list-style-type: none"> <li>✓ Complete 360 hours of exercise physiology placement.</li> <li>✓ Progress their skills in clinical history taking, and corresponding physical examination.</li> <li>✓ Have developed sound skills in exercise testing and assessment.</li> <li>✓ Demonstrate sound skills in reporting and interpreting exercise test results.</li> <li>✓ Progress their skills in clinical record keeping, reporting, and correspondence.</li> </ul> <p>Specifically, in SES4199:</p> <ul style="list-style-type: none"> <li>✓ Students are concurrently completing some professional development workshops in musculoskeletal, metabolic, pulmonary and cardiovascular disease.</li> </ul> <p>Specifically, in SES4299:</p> <ul style="list-style-type: none"> <li>✓ Students are concurrently completing some professional development workshops in neurological, renal, cancer and mental health.</li> </ul>
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# Appendix C: Logbook Example

Example of appropriate log book wording

Case description (keywords)	Description of services (keywords)
46 x 12-16 yr old boys rugby league players Exercise for performance improvement	Conducting coaching clinic, strength testing via 1-RM Bench Press, endurance testing via push-ups in 60-secs, teaching lifting technique of clean/jerk, squat, etc., delivering NRL skills sessions, speed and fitness sessions. Discussion with client on nutrition in conjunction with exercise program. Planning goals for future improvements in agility, power and flexibility.

**Timesheet**

Start Time\* 15:00    End Time\* 18:00    Break Hours 00:00 hrs

Comment  Absent

Documents (0)

Attended Hours : 03:00 hrs, Monday

---

**Aerobic session**

1 Clients

Client Group: Group of Clients    Age Range: Child (0 - 17)    Females    Males: 46    Unspecified

+ Add Clients

2 Conditions

Exercise intervention for performance improvement    Supporting Comment

3 Activity

Activity Category	Activity	Additional Comment	Activity Time
Assessment	Activity	Strength testing(1RM bench press),	00:30 hrs
Exercise prescription		planning goals for future	00:45 hrs
Exercise delivery		Teaching lifting technique of	01:30 hrs
Other Exercise Science relevant a...		conjunction with exercise program,	00:15 hrs

Reset    Copy Session    Add Session    Save    Submit



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