



University of
**Southern
Queensland**



6 May 2025

2025 Creative Arts Placement Guide

Bachelor of Creative Arts and Community Wellbeing (BCAW)
Master of Editing and Publishing (MAEP)
Other Bachelor programs within the School of Creative Arts
that offer placement options.

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Introduction to Placement

Professional placement is an integral part of your degree and is a co-operative effort between an agency to which the student has been allocated and the University of Southern Queensland (UniSQ). Professional placement is designed to augment UniSQ coursework and to provide students with the opportunities to develop their personal skills and professional understandings. Professional placement also allows the student to demonstrate their competence and to translate theory and example into practice. Please note that there is no direct correlation between placement and employment in a placement organisation.

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

Contacts

The WIL Team or The Academic Team should be your first point of contact for any placement related questions.

The Work Integrated Learning Team

The Work Integrated Learning (WIL) Team consists of WIL Officers and WIL Support Staff in Toowoomba, Ipswich and Springfield. The team is responsible for:

- liaising with agencies and the Academic Team to assist in the sourcing and allocation of placements
- reviewing and verifying mandatory documents for placement
- notifying students of important deadlines and placement information

The WIL Team can support you with questions or problems you may have when preparing for and attending a professional placement. You can contact iConnect or the WIL Team via online chat through our website, phone, or email.

Email: WIL@unisq.edu.au

Chat: [Chat to us](#)

Phone: (07) 4631 2359

The Academic Team

The Academic Team member associated with professional experience is the Course Coordinator for your Professional Placement courses or the School's Employability Lead. Their role is to:

- assist students with performance related concerns and professional issues surrounding professional placement
- discuss any non-compliance with mandatory requirements with students
- address any placement agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

They are located at the Toowoomba or Springfield Campus but can be contacted by making an appointment either by email or phone.

Contact Information:

Academic Name: Associate Professor Rebecca Scollen

Position Title: School of Creative Arts Employability Lead

Phone: 07 4631 2774

Campus: Toowoomba

Email: rebecca.scollen@unisq.edu.au

Placement Course Specifications

The course specifications provide information on each course approved for the University's teaching program. Download your course specification and become familiar with what you must do if you plan 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. Further information about your placement courses can be found in the UniSQ Handbook and on the StudyDesk sites.

Program Placement Requirements and Structure

The Bachelor of Creative Arts and Community Wellbeing (BCAW) and the Master of Editing and Publishing (MAEP) require their students to complete mandatory placement prior to graduation. MAEP students will be allocated a placement with a specific placement provider (or Agency) as determined by the Course Coordinator. BCAW students are responsible for sourcing their own placements in consultation with the Course Coordinator.

Other degree programs within the School of Creative Arts may have opportunity for students to go on placement, but this is not a mandatory requirement. Students interested in undertaking a professional placement are to consult with the relevant Course Coordinator to discuss this as a possible option.

Definitions of Key Terms

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

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 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.

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

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 the School of Creative Arts Hub. This document provides you with all the keys dates that need to be adhered to ensure your placement allocation and commencement goes smoothly.

These include:

- ✧ when mandatory documents must be updated for each period of study
- ✧ the timeframe for submission of your placement application

School of Creative Arts Hub

The Placements tab is where you will find all the forms, links and information you require to prepare for your placements. You can access it via the School of Creative Arts Hub, through your relevant placement course StudyDesks, or under 'My Courses' > 'Other' on UConnect. Students are expected to access this information and ensure that they plan their enrolment in placement courses and submission of mandatory documents so they are able to be allocated placement in the nominated study period of enrolment. It is important that you use this site to assist with your organisation and preparation to support your success.

Mandatory Document Information

At UniSQ, ensuring that all students have completed valid documents for their placements is crucial. This process helps maintain the quality and safety of the placements. Submission of fraudulent or misleading documents could result in a misconduct investigation or have serious consequences for your progression in the course. As a student, you are responsible for providing and updating these documents via [InPlace](#) before each placement. Failure to do so can result in delays or cancellations of your placement.

These mandatory documents will contain your personal information, including information such as your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. The purpose of collecting your personal information is to facilitate your placement and to verify that you meet the necessary requirements for your placement. We are required to collect and hold this information to comply with contractual requirements imposed by placement agencies.

Your personal information will only be accessed by authorised internal staff including the WIL Team, Placement Coordinator and any relevant third parties outside of the University who may also require access to the information such as placement providers. 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. We otherwise use, disclose and handle your personal information in accordance with our Privacy Policy and the *Information Privacy Act 2009* (Qld). If you wish to seek access to or correct your personal information, or raise a privacy concern with us, you can contact UniSQ at rti-privacy@unisq.edu.au or on (07) 4631 2686.

Document Submission Process

1. **Initial Preparation:** From the moment you are accepted into the program, start organising your mandatory documents. Some documents (particularly if you wish to complete placement within a hospital setting), take several months to complete, so early preparation is essential.
2. **Uploading Documents:** Use the [InPlace](#) system to upload and update your documents.
3. **Monitoring and Deadlines:** The WIL Team closely monitors the submission of mandatory documents. It is recommended to upload your documents as soon as you receive or complete them. This allows the WIL Team to easily view your preparation status.
4. **Meeting Deadlines:** All documents must be provided by the due date listed in the Important Dates document. If you miss the deadline, your placement may be delayed or cancelled, and you might be dropped from the placement course for that study period.
5. **Communication:** If you encounter any issues that prevent you from completing your mandatory documents on time, you must discuss these with WIL Team and the Course Coordinator before the cut-off date.
6. **Document Validity:** Some documents need to be submitted only once before your first placement, while others have an expiry date and may need to be updated throughout your studies. Plan ahead to ensure that any expiring documents are updated by the due dates.
7. **Placement Hub:** Refer to the Work Integrated Learning / Placement tab in the School of Creative Arts Hub for a list of mandatory documents and additional information on how to complete these requirements. If you have any questions, contact the WIL Team for assistance.

By following these steps and staying proactive about your document submissions, you can ensure a smooth and successful placement experience. Remember, the WIL Team is there to support you, so don't hesitate to reach out if you need help.

InPlace – UniSQ Placement Management System

[InPlace](#) is the cloud-based placement system used by UniSQ to electronically allocate and manage professional placements. Once you enrol into a placement course within your program of study, an [InPlace](#) file is created for you in the system overnight refresh. You can then log in using the above link and your UniSQ log in and password. [InPlace](#) can also be accessed via a link on your program's Placement Hub.

InPlace is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ You provide information prior to placement, e.g. the scope of activities and how these align with the course learning objectives, details of the agency, timelines for placement, etc.
- ✦ Placement confirmation/allocation details will be released.
- ✦ Your placement status will be seen as 'confirmed' on [InPlace](#). *This status has nothing to do with your grades or graduation eligibility so you will not be affected if it is not updated as soon as you complete the placement.*

Written instructions are available on the Work Integrated Learning Tab on the School of Creative Arts Hub.

[InPlace](#) Tips –

- ✦ **Document Verification:** Once you upload your documents on the 'My Details' page, InPlace will notify the WIL Team to review and verify they are correct
- ✦ **Follow-Up:** Check back a couple of days later to see if your documents have been verified or read the comments on your To-Do list to understand why they were rejected.
- ✦ **Document Expiry:** Regularly check the details page of your InPlace file 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.
- ✦ **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. Student 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
- ✦ enrol in the placement course
- ✦ provide all mandatory documents within the specified timeframes
- ✦ be allocated a 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 should read the course specifications to understand the placement requirements set by the University and/or accrediting body. Please be aware that some placement courses must be undertaken sequentially (cannot be enrolled in more than one placement course in a same study period unless it is written into the program progression).

To attend or remain on placement, students must have met all academic pre-requisite requirements for the placement course. Incomplete results for theory courses are not considered to have met the pre-requisite requirements. However, in some disciplines, students may be able to commence placement with an incomplete result for a pre-requisite placement course. If students receive a fail grade for a pre-requisite course and have already commenced placement, they will be asked to stop placement. In this situation, any completed hours will not be counted towards the placement.

Late enrolments or not submitting mandatory documents in time may make it impossible to source or allocate a placement in the enrolled period of study timeframe.

If you have questions about your course progression or pre-requisites for a placement course according to UniSQ Pre-Requisite procedures, please contact iConnect or the UniSQ Enrolments Team.

Recognition of Prior Learning

At UniSQ, we want to help you on your journey at university and recognising your prior learning and work experience is just one way we can do that. Recognition of prior learning is a process that assesses formal and informal learning and work experience in the field to determine the extent to which an individual has achieved the required learning outcomes, competency outcomes or standards to warrant exemption from a particular course. Some programs may have restrictions on the number of exemptions able to be granted for placement experience.

Further information on recognition of prior learning and the process to apply is available [here](#).

Inherent Requirements

There are a number of inherent requirements that must be met prior to applying for or graduating from a degree. At UniSQ, we are committed to providing an equitable environment for students with disability, injury, mental health or medical conditions that impact on their ability to study and achieve academic success. The inherent requirements of a degree are those fundamental skills, capabilities and knowledge that students must be able to demonstrate in order to achieve the essential learning outcomes of the program, while maintaining the academic integrity of that degree.

Information on the [inherent requirements](#) specific to your program of study can be accessed in the UniSQ Handbook. Please ensure you read and understand the inherent requirements before enrolling in a placement course. For further information contact our [Accessibility and Disability Support Team](#).

Fitness for Placement

If you are aware of any chronic or acute injury, illness or condition that may affect you during your placement, or any other factor that may impact your capacity to practice the profession or engage in placement, please contact the Course Coordinator prior to placement confirmation and as early in the program as possible. It is likely that you will be asked to provide a Fitness for Practice certificate (signed by a medical practitioner) prior to commencing a placement.

Concerns regarding fitness to practice may arise due to, but not limited to the following:

- ✦ A health condition or disability – (chronic or transient) that is likely to affect your capacity to undertake placement or practice in the profession.
- ✦ Inability to meet, or disregard for, the compliance requirements of UniSQ, the placement agency or of the broader profession.
- ✦ Failure to satisfactorily complete the pre-requisite courses for the placement course/s.
- ✦ Conduct and/or performance that is inconsistent with acceptable standards for your chosen profession.

Sometimes your personal situation (e.g. family, financial, legal, etc.) or health could change over the duration of your studies. This can impact on whether you are still able to meet the program conditions. If your situation does change, please notify your Program Director, to discuss whether you are 'fit for placement'. Any information you provide will be treated with discretion. You can also seek confidential advice and guidance from the Accessibility and Disability Support team via disabilitysupport@unisq.edu.au

Impairments and Criminal Charges

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

An 'impairment' in a placement context 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 as part of the approved program of study in which the student is enrolled or as arranged by an education provider.

UniSQ is committed to making reasonable adjustments to enable students to participate in their degree. Reasonable adjustments must not fundamentally change the nature of the inherent requirement.

If you have a concern related to your health or disability that could impair your ability to do a placement, please contact the [Accessibility and Disability](#) Support office. There are times when it may be necessary for the University to share this information with an agency for them to confirm whether they are able to provide a suitable placement for you. In these instances, we will work with you and 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 committed to making reasonable adjustments to enable students to participate in their degree. If you have a health/disability issue that could impair your ability to do a placement, please contact the [Equity and Diversity](#) office. On occasion, depending on the situation, it may be necessary for the University to share personal information with an agency for them to confirm whether they are able to provide a suitable placement for you. 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.

Any student with a disability or criminal record who may require alternative academic arrangements in the program and/or specific arrangements for placement is encouraged to seek advice from the Course Coordinator. If a Learning Support Plan has already been devised, it may need review in relation to placement requirements and further consultation with the Program Director and/or Academic Team. Please note that all adjustments are made as per the UniSQ Students with a Disability Policy and Procedure. You can review the document [here](#).

Before Placement Allocations is Confirmed

Special Consideration

Special Considerations are pre-existing circumstances that you are aware of that may impact your ability to attend placement in a certain timeframe or with a specific agency. For your special consideration request to be appropriately considered, you must provide supporting evidence such as a letter from an employer or doctor in line with the [Assessment of Special Circumstances Procedure](#). Special consideration information can be emailed to the Course Coordinator for awareness or further discussion.

If you do not apply for special consideration, you must be willing to attend your confirmed placement.

Pregnancy

If you become pregnant during your study, you may need to adjust your enrolment plan or placement timeframe. You are discouraged from commencing a placement for 6 weeks before or after your estimated due date. If you are enrolled in a placement course in the study period when you are due to give birth, you must notify your Course Coordinator as soon as possible. Notification should include a letter from your doctor with your estimated due date and confirmation of your fitness to complete placement while pregnant. The Course Coordinator will work with you to make adjustment to your confirmed placement should this be required. You will also need to provide confirmation of fitness for placement if you wish to commence placement at 6 weeks post-partum.

Conflict of Interest

Students should not attend placement where they work unless the area or supervisor is different from their everyday employment. You must notify the Course Coordinator of any real, perceived, or potential conflict of interest (COI) that may arise in relation to successfully undertaking or completing the academic or practical requirements of the degree program. This may include, but is not limited to, any financial dealings or interests, participation in organisations, political parties, or religious groups, which may influence clinical or academic decisions.

Working While on Placement

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

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 opportunities for students to attend placements at facilities in rural or remote towns as they provide a chance to work with and understand different cultural groups and they can expand your knowledge, skills and capabilities giving you increased confidence. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places you otherwise might not visit. Please discuss these opportunities with your Course Coordinator to see what support options are available.

Interstate Placements

Students who live in states outside Queensland and who wish to do placement locally within their state, must seek out potential agencies for placement. The student is to provide the contact details of those agencies to the Course Coordinator for consideration WIL@unisq.edu.au at least the period of study before the student is enrolled in a placement course. This is to allow the Course Coordinator sufficient time and the best opportunity to confirm a local placement for you. It can be difficult to obtain placements in other states so be aware that you may have to travel to other locations in your home State or Territory, or to Queensland for some/all of your placements if the Course Coordinator in collaboration with you, is unable to source them locally for you.

Overseas Placement

Being exposed to a work environment in a different country with a different culture and language highlights to students the importance of cultural awareness and competence, good communication skills and can enhance global citizenship. There are several steps that need to be considered by the interested students before they decide to go overseas for their placements. Students are encouraged to contact the Course Coordinator (at least six months before they intend to start the placement) to explore overseas agencies that are willing to offer student placement to you and the implications of an overseas placement on the program accreditation.

Pre-Placement Requirements

Students are required to complete a series of Pre-Place modules with accompanying quiz prior to submitting their In Place application. The link to Pre-Place can be found at the Work Integrated Learning Tab on the School of Creative Arts Hub and on StudyDesk of the relevant placement course.

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.

Placement allocation depends on several of the below factors:

- ✦ Mandatory document submission status
- ✦ The number of placements that are received by UniSQ from an agency
- ✦ The availability of placements in a set timeframe

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 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.

Students will source their own placements in consultation with the Course Coordinator. The Course Coordinator will likely also have a list of recommended agencies to approach for placement.

Placement at Current Place of Employment

Students may be allowed to undertake their placement in their workplace, unpaid, in an area that will offer responsibilities different to their current roles and responsibilities. Students may be required to provide documentation to support their request to undertake placement within their workplace. Once the Course Coordinator has assessed that the workplace may be able to offer appropriate learning opportunities, they will make contact with the agency to ensure that the agency will:

- recognise that the employee is in a student role
- be able to meet the educational requirements, principles and policies of the profession and the university
- agree to sign the 'Student Placement Contract' for unpaid work placement
- allow for student learning experiences that are separate to the student's routine work responsibilities
- provide the student protected time separate from the duties carried out at work, including attendance at integration seminars
- wherever possible provide a Supervisor who is not the student's line manager or usual supervisor
- ensure the student receives supervision regularly and sufficient support to complete the Learning Plan and assessments.

Self-Placement Process

Once placement details are confirmed by the site, students are to complete the electronic Self Placement form on InPlace to notify the WIL team of placement location/s and dates. Please access further information and forms using the School of Creative Arts Hub or 'Shared documents' on InPlace.

Placement Allocation Communication

All email communication between UniSQ and agency staff should be conducted via your UniSQ email account. It is a student's responsibility to check their emails, StudyDesk and InPlace to ensure they are up to date on the placement allocation process and meet their responsibilities in a timely manner. Students may send their queries through to the Course Coordinator or WIL@unisq.edu.au.

Placement Agreement

UniSQ must have an agreement in place with all facilities where students complete placement. It is the WIL Team's responsibility to ensure this is completed prior to the commencement of any placements. Should an agreement need to be established for your placement, you will be informed of its completion and your starting date for placement via your UniSQ email account once finalised.

After Placement Allocation is Confirmed

Placement Acceptance

If you do not attend your confirmed placement; withdraw; or cancel a placement in an unacceptable timeframe, you may be administratively unenrolled from the placement course and will need to enrol in the next available study period the placement course is offered. Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations. Students should refer to the Academic Calendar provided by UniSQ to view important dates, including Census Date.

Student Responsibilities

All aspects of the placement is **YOUR** responsibility. This includes:

- ✧ organising and paying for any costs associated with parking, travel and accommodation
- ✧ rearranging private work commitments, as placement is a priority
- ✧ arranging child-minding

Accommodation and Travel Expectations

It is the student's responsibility to source and fund any accommodation required. If you are allocated a placement that requires accommodation or travel, there are opportunities to apply for funding to assist (see below).

Students are responsible for their own travel costs in getting to and from their placement. Public transport may be available to travel to your placement location, but students must check this before making placement requests. Students are encouraged to consider the capacity of their car to travel long distances and their confidence in driving to remote locations.

Scholarships and Bursaries

UniSQ offer 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.

Orientation Information

You are required to contact the Placement Supervisor prior to the commencement of placement to ensure that they are fully informed of the requirements and expectations of that placement. This is your opportunity to confirm the following details:

- ✧ Placement date - start and finish
- ✧ Placement physical address, supervisor name and contact details
- ✧ Time and place of initial meeting at the start of professional placement
- ✧ Additional pre-placement paperwork or reading requirements
- ✧ Placement schedule - days, start and finish times, allocated break times (*this may be discussed on the first day of placement*)
- ✧ Expected exposure, duties, and responsibilities (*this can also be discussed on the first day of placement*)
- ✧ Any special dress code relevant to the placement site
- ✧ Confirmation that the Placement Supervisor will complete an evaluation form, which is shared with the student and Course Coordinator.

Attending Placement

Attendance Expectations

You are expected to attend 100% of your placement at the times allocated by the agency, in accordance with their operating hours. This is a course requirement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your placement. You may be expected to work shifts that 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 or others at risk.

Requesting a Rostered Shift Change

If you have extenuating circumstances and need to request a shift change from your rostered shift while on placement, you can approach your supervisor to discuss any options available. If your placement is extended beyond the original placement end date as result of the agreed arrangement you will need to notify the Course Coordinator and the WIL Team via WIL@unisq.edu.au

Agency Requests that you Change a Shift

In some instances, the agency may request you change a shift or your roster. The reasons may be due to Workplace Health and Safety and/staff skill mix requirements. If a staff member requests you change a shift, you are **obligated to comply** with the request.

Reasonable Work Hours

The placement experience is intended to reflect the reality of the agency workplace. Therefore, in some instances weekends and night work may be required. It is important students understand the nature of the hours required by the placement prior to commencing placement. This involves careful planning and preparation around start and finish dates, and agreement on how the required number of hours for placement are distributed within those dates. As a rule, students should not undertake more than 35 hours per week.

Reasonable Adjustments to Allocated Placements

Extensions to placement dates, or other requests for flexible arrangements, must be discussed with, and approved by, the Course Coordinator. If your circumstances change while on placement, you must also notify the Course Coordinator as soon as possible, so a suitable plan of action can be discussed.

Placement allocation changes will only be considered if the Course Coordinator deems it necessary to re-allocate the student for a valid reason.

Timesheets

Remember your hours of work need to meet the number of hours required for your placement. Students are required to keep a log of their hours and activities while on placement, which must be sighted and signed by the Placement Supervisor before submitting as part of the final assessment to the Course Coordinator.

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 is priority. Students are to remain home if they are not well or fit to practice according to site specific policies and procedures. Students are to follow all site-specific policies and procedures if they become sick or unwell. i.e. notify supervisors via email/phone/text.

Absences are only accepted due to illness or extenuating personal circumstances. If you are absent during placement, you must inform the agency and relevant staff members AND your Course Coordinator AND the UniSQ WIL Team immediately.

- ✦ If a student is absent from placement for three days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the WIL Team, **within 10 working days of the absence**.
- ✦ Except in extenuating circumstances (and at the discretion of the Placement Course Coordinator), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.

If a student experiences a prolonged period of absence due to illness, injury or surgery, the student must, prior to recommencing placement, provide a medical certificate confirming they are fit to return to placement. Students will receive an IDM (incomplete) grade until the placement is completed and this may hinder progression and graduation.

Make Up Hours

You are expected to make every effort to attend your placement in the timeframe and shifts offered. Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. We strongly recommend that you seek to make up any missed days with extra shifts while on your placement (these can usually be arranged with your Supervisor). If your placement is extended beyond the original placement end date as result of the agreed arrangement you will need to notify the Course Coordinator.

Student Initiated Placement Withdrawal

If you wish to withdraw from a placement due to exceptional circumstances, it is recommended that you obtain formal confirmation from the Course Coordinator and WIL Team before taking any action as consultation with the agency Supervisor and Course Coordinator may be required to assess the appropriate academic action or reasonable adjustment. Withdrawal without prior confirmation may result in a Fail grade for the course. Please be aware academic or financial penalties may apply depending on when in the study period you withdraw from placement.

Agency or Supervisor Initiated Placement Withdrawal

Agencies may request termination of a student's placement due to changes in their capacity, availability or operational reasons such as lack of appropriate work experiences, staff changes or sickness/ill health of appropriate supervisors.

An Agency and / or a Supervisor may also request withdraw if a student:

- consistently performs unsatisfactorily with appropriate supervision
- performs in a manner detrimental to the professional experience of other students
- breaches the legal, ethical or professional codes of the organisation providing the placement
- demonstrates gross negligence in the performance of an assigned duty
- behaves in a manner deemed to constitute misconduct or gross misconduct
- fails to disclose information prior to commencing placement that impacts on their ability to meet duty of care requirements to themselves and agency clients or staff.

Placement Termination and Failing Placement

Placement can be **terminated** if the agency cannot continue to accommodate a student or deliver the placement as per its agreement with UniSQ. If the placement is terminated for reasons unrelated to student performance, and before all required placement hours have been completed, every reasonable effort will be made to re-allocate the student in a timely manner, however it may lead to a delay in course or program completion.

Placement may be **failed** if a student does not meet the expected standard for their level of study. Feedback will be provided periodically during placement. The frequency of feedback will depend on overall placement duration.

If you cancel or do not arrive at an allocated placement with no explanation or appropriate evidence, you will receive either an “FNP” fail grade or be dropped from the course and have to re-enrol in a future semester. Students will not be re-allocated a placement in the same semester without appropriate evidence or explanation.

Other Reasons for Failing a Placement Course

The below reasons include but are not limited to:

- Failure to upload current mandatory documents on InPlace by the prescribed deadline and subsequently fail to meet pre-placement requirements, and cannot be allocated to a placement;
- Withdrawal from a placement without providing appropriate documentation or evidence. Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement. (E.g. student fails to inform Course Coordinator [and WIL Team] of any injury or illness which renders the student unable to attend placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, you must inform the Course Coordinator [and WIL Team], provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend placement);
- Lack of progress and learning or unsatisfactory performance following supervisor feedback;
- Breach of UniSQ or accrediting body Codes of Conduct, relevant laws or workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive, or unreasonably embarrassing to others;
- Failure to complete all placement-related assessments and paperwork within the prescribed timeframe.

Course Appeal Process

UniSQ has an established Appeals process which can offer students' the ability to appeal a failure grade for Placement. Please review the below resources for further information.

- [Feedback, Complaints and Grievance Resolution](#) (UniSQ website)
- [Student Grievance Resolution Policy](#)
- [Student Grievance Resolution Procedure](#)
- [Student Appeals Procedure](#)

Professional Support

Your health and wellbeing is important to us at UniSQ. If you require personal support, you can engage in UniSQ's free, confidential and professional counselling and health 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

Support for International Students – [UniSQ International](#)

Support for First Nations Students – [College for First Nations](#)

Please note, this is not a crisis service and is only open from 9.00 am- 5.00 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 health, 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:

[Equity in Education Policy and Procedure](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#) [Student Code of Conduct Policy](#)

[Student General Misconduct Procedure](#)

[Assessment of Compassionate and Compelling Circumstances Procedure](#)

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

Insurance, Emergencies and Risk Management

In the event that an adverse incident or injury occurs while you are on placement, please comply with the Agency's Work Health & Safety (WH&S) policies. You must also review the information found on [SafeTrak](#) and complete the relevant incident or hazard report. Please refer to the 'Reporting an Incident' section below.

Insurance Information While on 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):

- ✦ 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 your School). This includes having submitted all mandatory documentation, which is verified by the University; and
3. The Placement activity has been approved by your School. You can find out more about whether your placement is approved by checking InPlace; and
4. You must not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance eg bursaries or grants).

Coverage provided by each insurance policy is subject to the respective policy's terms and conditions.

Insurance Information for Student Placement

Please note that your personal belongings and motor vehicle will not be covered by the university's insurance policies. Students are advised to ensure their vehicle is 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 While on Placement

If you are injured or become unwell on placement it may be determined that an Emergency Department (ED) consultation is necessary. Should you find yourself injured, please follow the below steps:

1. Contact or advise the Agency Supervisor as they will likely have internal protocols that need to be followed
2. You may be offered the choice to be transferred to either a public or private ED via QAS
3. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
4. If you choose to stay in the private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment
5. If you choose to stay in the private hospital ED due to an acute illness, the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment
6. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
7. Contact the WIL Team to advise of the incident and treatment received via (07) 4631 2359 and email the Course Coordinator

Please ensure you follow any treatment recommendations and visit with your GP if required.

Use of Vehicles while on 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.

Risk Management

We all have a responsibility to be aware of risk in the workplace. As you take part in the placement program, it is essential that you are aware of the hazards that could occur during placement. You have an obligation to protect yourself and minimise any potential incident from an identified hazard. Below are some common hazards that you might encounter and some strategies to minimise the associated risk. If at any time on a placement you feel unsafe or uncomfortable with a possible or actual risk, you must notify the Course Coordinator.

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.

Fatigue Management

The university understands the need for students to work to support themselves financially. However, to make sure you comply with the fatigue policies in many facilities you must balance your paid work and placement hours. You **CANNOT** work full time and attend placement as this **conflicts with fatigue policies and places you and the public at risk**. Please engage with your employer in advance to arrange Leave from work while on placement or to re-arrange rosters to ensure you are not undertaking fulltime employment and fulltime placement concurrently.

Extenuating Circumstances or Disaster Management Processes

Students are allocated placements across a variety of settings. If a serious situation arises that results in an agency activating their disaster management plan, it is vital that **students follow the lead of the team** within the agency. These events might include utilities failure, flood, fire, ward closure, codes for violent behaviours or any other significant event.

If at any time while on placement you feel unsafe or are not comfortable with a potential or actual risk, you must **notify the Supervisor**.

Infectious Disease Risk

Working in a health care setting means there is risk of being infected with a disease through exposure to air borne, blood and body substances or by being exposed to contaminated equipment or infected surfaces and materials in the clinical setting.

These **risks can be significantly reduced** by maintaining your health and immunity, maintaining your personal hygiene, undergoing immunisation and health tests, using Personal Protective Equipment (PPE) and complying with local and state workplace infection control procedures (which include procedures for sharps injuries and blood exposure). In addition, compliance with mandatory requirements and recommendations for preparation to practice and Queensland Health public health directions will also significantly reduce your risk to exposure.

Manual Handling Risk

Good manual handling can protect you from strains, sprains and other injuries. If you have an injury or significant weakness in one or more of your limbs or back, or you are pregnant, you are at a greater risk of injury. Ensure you **practice safe manual handling practices**.

In the event that you sustain an injury before or during your placement time **you MUST contact** the WIL Team and report the incident.

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 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.usq.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.usq.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.

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

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

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

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

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

Reporting an Incident

If you have an injury or an incident while you are on placement, **you must report it to your Placement Supervisor immediately**. 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 as part of the application:

- Assign incident to Course Coordinator
- Business Unit/Faculty – School of Creative Arts

Review the information on the SafeTrak page then click on the box that says 'Enter here'.

On the next page click onto the 'Incident/Hazard Reporting' box.

On the next page if reporting a hazard, click on the 'Student Hazard' box; if reporting an incident, click on the 'Student Incident' box.

Complete the relevant report and this will be sent to your Course Coordinator for review.

Student Professional Expectations

These guidelines are designed to provide you with guidance regarding what is expected from you, what your responsibilities include, and provide you with information about the appropriate conduct and behaviour whilst attending Placements.

Code of Conduct

While on placement you are representing the University of Southern Queensland (UniSQ) and as such are required to comply with the UniSQ Student Code of Conduct Policy, adhere to workplace procedures, and follow all reasonable directions by placement supervisors. Please behave appropriately with respect, humility and good manners with clients, the public and other members of the university and profession. All persons involved in dealing with students have been asked to report both exemplary and negative behaviours. If there is a breach of this policy, students may be asked to leave an agency and will be dealt with as per the Student Code of Conduct Policy. Please review the [Student Code of Conduct Policy](#), [Student General Misconduct Procedure](#) and [Academic Misconduct Policy](#).

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 the staff within the area you will be working
- ✦ Come prepared with learning objectives
- ✦ Be engaged in all activities
- ✦ Be punctual and dressed appropriately
- ✦ Take time to effectively communicate with the person overseeing your placement to ensure your placements goals, personal strengths and expectations can be achieved
- ✦ Seek feedback for each shift
- ✦ Achieve a satisfactory grade on the assessment items
- ✦ Attend the full amount of hours allocated for your placement course
- ✦ Bring your placement guide/workbook/portfolio documents to placement each day
- ✦ Submit all assessment items electronically through the course StudyDesk by the due date
- ✦ Demonstrate a professional attitude in all areas of your placement and be respectful, appreciative and open to opportunities to learn and take on board feedback from your supervisor

Prohibited Use of Substances

Alcohol consumption and other recreational or illicit drug use immediately before or during placement attendance is prohibited. It is your responsibility to ensure you have a zero-blood alcohol level and have not consumed drugs which may adversely affect your performance on placement. Smoking is only permitted in designated smoking areas.

Confidentiality

Students should exercise great caution before releasing any information obtained directly or indirectly about the people, projects or agency business connected with their placement, whether it relates to specific cases or to policy matters. In particular, any information related to users of the agency's services must be presumed confidential unless stated otherwise.

Students must maintain confidentiality at all times and never discuss clients by using identifying information at home, in the classroom or online, including via Facebook, Twitter or other social media sites. Confidential information also includes intellectual property pertaining to the particular agency. If in doubt about the confidentiality of material students should seek advice from their Agency Supervisor. All students must adhere to 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 Agency or their clients for breaches of confidentiality.

Mobile Phones

Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the supervisor for placement activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Phones or similar devices **must not** be used to acquire images/photographs/video/audio unless permission has been obtained by the Agency.

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, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

Media Requests

Please refer all media requests to your Course Coordinator. Students **must not provide any comment** to the media about the placement agency or disclose any other information that was obtained during the course of completing your placement.

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 Course Coordinator in the first instance to seek advice and/or assistance when possible.

Subpoenas

All students are required to contact their Course Coordinator in the first instance in the event they are served with a subpoena.

Placement Agency Requests

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

Issues with Student Performance or Behaviour

While most placements proceed without incidents, it is important that all concerns are responded to in a timely manner and principles of natural justice and procedural fairness apply. Where possible placement difficulties will be addressed by using the steps below to ensure the placement continues and the student has the opportunity to demonstrate competence and pass their placement.

It is important to note that:

- Some issues may also be dealt with through an agency's policies, grievance and complaint processes (e.g. harassment and discrimination, breach of confidentiality or privacy).
- Students are on placement at the invitation of the agency and on a voluntary basis. An agency may decide not to follow due process and terminate a placement immediately.

If an event or series of events occurs involving a UniSQ student while on professional placement, which in the opinion of the Supervisor requires intervention, the following steps will be taken:

STEP 1:

If either the student or agency supervisor identifies issues arising from the student's performance, or if the student is experiencing difficulties affecting learning, **a discussion should be held directly between the student and the agency supervisor**. This should happen as soon as possible after the issue has been raised and strategies developed to address concerns and help improve the student's performance. Strategies and expectations should be documented and reviewed in supervision sessions. The Course Coordinator should be advised and kept informed of the situation.

STEP 2:

If following Step 1 does not resolve the issue, or if more serious issues arise (e.g. the student has breached professional conduct or finds meeting the Practice Standards especially challenging, or the placement is at imminent risk of being terminated), or the student feels they cannot raise the issue with their agency supervisor, a meeting should be arranged with the Professional Supervisor, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor, Professional Supervisor or Course Coordinator. The Course Coordinator and the Professional Supervisor should be advised in writing about the issues including details such as what, when, where and who.

A range of outcomes may be determined as a result of the meeting. The outcomes of the meeting should be documented, including strategies to address issues and review dates.

STEP 3:

Depending on the outcome of Step 2 a follow up meeting should be held with the student, Course Coordinator to monitor the situation. The Program Director may also be included if necessary. The meeting outcome should be documented, and further action or strategies implemented if needed. If further issues arise before the review date, a meeting will be arranged as soon as possible. In some cases, the placement will be terminated.

Formal Grievance Procedure

1. A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.
2. The supervisor documents an objective account of the circumstances or incident.
3. Following a formal, confidential dialogue between the supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
4. The Course Coordinator is informed of the incident and the formal grievance process and is sent a copy of all relevant documentation.
5. The Course Coordinator will contact the student to discuss the situation.
6. The Course Coordinator will advise the Program Director.
7. The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the behaviours of concern.
8. If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident is closed.
9. If the student fails to redeem the contract, the Program Director will then determine the appropriate course of action (e.g., removal of the student from the professional placement).

Related University Policies

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#)

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

Roles and Responsibilities for Placement

When a student undertakes a professional placement, the various parties assume particular responsibilities for the placement. The parties are the Student, Agency and University. The Agency Supervisor and the University WIL Team are the key contacts throughout the professional placement.

The outcomes of placement reflect the above collaborative arrangements. However, it remains the responsibility of the university, in all instances, to determine the final grade/outcome for the placement.

Student Responsibilities

This includes:

- ✦ The completion and submission of all required documentation via InPlace prior to commencing any professional placement.
- ✦ The completion of any required reading/familiarisation tasks set out by the professional placement facility prior to commencing professional placement.
- ✦ The completion of all required hours of professional placement within the ascribed period and documentation of all hours as required within the professional placement logbook.
- ✦ The completion and submission of all placement related assessment items (such as Logbooks and Acquittal Reports) by the stated due date.
- ✦ Actively participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on performance from your Placement Supervisor.
- ✦ Adhere to all legislative conditions, obligations, work health and safety conditions, security conditions, confidentiality & privacy conditions and any other rules, bylaws, policies and procedures relating to the Placement that are a requirement of an agency, organisation, government or the university.
- ✦ Maintain current contact details with UniSQ (i.e. email and mobile phone number) and be able to be contacted at any time within a study period in which you are enrolled in a placement course.
- ✦ Advise the WIL team of any pre-existing medical conditions that may affect your safety or capacity to participate fully in placement activities.
- ✦ Seek assistance if you lack understanding in an area.
- ✦ Do not attempt to do anything that your supervisor has not approved.
- ✦ Practice in a manner that is safe and respectful and consistent with your level of competency and scope of practice.
- ✦ Take responsibility for your personal belongings.

Be Professional

- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct (UniSQ and Placement Agency) including but not limited to rules, bylaws, policies and procedures of the Agency, including dress code.
- ✦ Be great ambassadors for the university and uphold standards of professional behaviour and presentation.
- ✦ Be punctual.
- ✦ Comply with reasonable and lawful directions of your Placement Supervisor.
- ✦ Act honestly, ethically and in good faith to all staff, other students, clients and visitors at the placement agency.
- ✦ Respect the rights, beliefs and values of others.
- ✦ Discuss issues as they arise with the placement supervisor and Course Coordinator and act to resolve problems quickly and cooperatively.
- ✦ Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.

Students will not:

Act Outside UniSQ Guidelines

- ✦ Attend a placement without the knowledge and consent of the Course Coordinator and WIL Team, if they have been advised by the university that the placement has not been approved or has been cancelled.
- ✦ Make public comment on behalf of a Placement Agency or the university. This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.
- ✦ Remove or misuse any resources from either the university or placement agency. This includes the photographing of any aspect of the Placement Agency without the express consent of the Placement Supervisor.

Be Unprofessional

- ✦ Act outside the professional codes of conduct and scope of practice.
- ✦ Participate in any activities that misrepresent their status or level of skill or knowledge.
- ✦ Take part in behaviours that may cause injury to others.
- ✦ Be involved in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.
- ✦ Take part in any relationship in which there is any potential for taking advantage of the trust relationship inherent in the health or human service professional. Consent by the patient/client or the fact that they started the conduct or behaviour is not a defence.

Supervisor/Agency

The Placement Supervisor will:

Demonstrate Professional Behaviour

- ✦ Act as a role model introducing students to acceptable professional behaviour.
- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct.
- ✦ Ensure students are made aware of legislative, health and safety, security, workplace confidentiality and privacy conditions and any other workplace policies and procedures related to their placements.

Provide Learning Support

- ✦ Understand the university's requirements of placements as laid out in documents and information.
- ✦ Actively join in the learning process with the student and take responsibility for supporting learning.
- ✦ Discuss objectives and expected learning outcomes with the student early in the placement.
- ✦ Arrange regular and sufficient meetings with the student to discuss goals, progress and/or difficulties.
- ✦ Regularly clarify what is expected with the student and make adequate observations of their work. Provide ongoing verbal and written feedback, to ensure continuous learning progress throughout the placement.
- ✦ Provide constructive feedback to the student on all aspects of their performance.
- ✦ Provide feedback to the university about placements that could improve the learning program in the long term.

Sign Agreement

- ✦ The agency must sign a Student Placement Agreement prior to any students attending placement and they nominate an appropriate individual/s to supervise, support and mentor the student while in the workplace. They must advise the WIL Officer who this person will be.

University

The Course Coordinator is the qualified academic who will work in conjunction with the WIL Team to evaluate strengths and weaknesses of placements to ensure ongoing quality improvement, secure suitable placements as well as supervise and monitor students' placement progress and final assessments. This role may be delegated out amongst other academics from time to time.

The Course Coordinator will:

- ✦ Source 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.
- ✦ Provide both the student and the placement supervisor with information about the placement and placement requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- ✦ Approve placement allocations initiated by the WIL Team.
- ✦ Provide support to the student and Placement Supervisor with respect to professional placement expectations.
- ✦ Liaise with the student and Placement Supervisor with respect to matters of grievance and/or conflict.
- ✦ Prepare all students for each placement experience, giving due consideration to their stage of learning, and expected learning outcomes.
- ✦ Align student assessment to the learning outcomes associated with the placement program, designed to facilitate student learning.
- ✦ Advise students of the need to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.
- ✦ Ensure that assessment is based on learning attributes and specified observable evidence.
- ✦ Assess relevant reports, provide feedback and recommend appropriate grade for placement.
- ✦ If there is any doubt, decisions to pass a student are the final responsibility of the Course Coordinator.

WIL Officers are the qualified administrative employees of the university who are responsible for coordinating the professional placement arrangements for the students. An important element of professional coordination is fostering productive and reciprocal partnerships between agencies, the university and students. WIL Officers ensure that all professional participants (student, liaison workers, supervisors, and other staff members) are adequately qualified, trained, inducted and supervised to undertake the proposed professional.

The Work Integrated Learning Team will:

- ✦ Ensure that the student has submitted all appropriate documentation prior to commencing professional placement.
- ✦ Manage students' compliances on InPlace.
- ✦ Ensure 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.
- ✦ Develop contemporary fieldwork resources (for example, Important Dates Document).
- ✦ Build and manage placement agencies, and placement supervisors' access on InPlace to ensure best practice in fieldwork placement.
- ✦ Attend to queries from students, placement facilities and Placement Coordinator.
- ✦ Be accessible by telephone and email for communication on placements issues and respond as soon as possible.
- ✦ Be in regular contact with placement facilities and visit placement agencies as needed.

2025 Student Placement Declaration

This document is a mandatory pre-placement document for all students enrolled in a placement course with the University of Southern Queensland. This document is a summary of your responsibilities to UniSQ and our agencies prior to, during and after your placement. Please tick each box to acknowledge that you understand and will fulfill these requirements. Complete the signature section and submit this declaration 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 placement release**, I understand that I must:

- ☐ Submit my mandatory documents by the deadlines provided on the Important Dates ensuring they are true and correct and will remain current for the duration of the placement timeframe.
- ☐ Declare to Course Coordinator any perceived, potential or actual conflicts of interest.
- ☐ Declare any pre-existing medical conditions that could affect my safety during placement, for duty of care and insurance purposes.
- ☐ Be available to attend placement at any time in the period of study I am enrolled including study breaks and exam periods.
- ☐ Acknowledge that placements may not be available at my preferred location and that I may be required to travel more than 1 hour to attend placement.

To prepare for my placement **after placement release**, I will:

- ☐ Organise leave, personal commitments, and ID Card etc.
- ☐ Ensure I am familiar with the insurance and emergency contact information.
- ☐ Provide any extra requirements requested by my Placement Agency in a timely manner.

During and after my placement, I will:

- ☐ Present professionally with my student ID card.
- ☐ Abide by professional expectations, codes, standards and practices for my discipline.
- ☐ Comply with fatigue management policies and manage own work so it does not impact placement on my placement.
- ☐ Promptly notify my Supervisor, Course Coordinator and UniSQ WIL Team of any absences.
- ☐ Report any incidents while on placement as per the UniSQ guidelines.
- ☐ Keep copies of all my placement assessments and timesheets.
- ☐ Follow the guidelines of the placement agency with respect to COVID-19 compliance.

General

- ☐ I declare that I have read, understood and will comply with the information outlined in the Placement Guide and School of Creative Arts Hub.
- ☐ I declare that I have read the UniSQ [Student Code of Conduct Policy](#) and agree to uphold all student expectations stated.
- ☐ I understand that I need to contact the Work Integrated Learning (WIL) Office and the Course Coordinators if I am unable to meet the obligations for placement at any stage of my course progression.
- ☐ I understand and accept that I may be unenrolled from a placement course if I do not meet the mandatory document requirements within the timeframes required.
- ☐ I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement facilities as necessary for placement purposes only.
- ☐ I understand and accept my student responsibilities as outlined in the Placement Guide
- ☐ I understand that failure to meet the Inherent Requirements (allowing for reasonable adjustments where possible) may mean that I am not accepted for placement and that this will prevent my progression and completion of my chosen program

Student Name: _____

Student Signature: _____

Date: _____



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