



STUDENT WORK PLACEMENT POLICY

Version:	Approved by:	Approval Date:	Effective Date:	Next Review:
1.0	Principal CEO	08 January 2022	08 January 2022	08 January 2023
Purpose:	<p>The Student Work Placement Policy sets out the expectations, requirements and responsibilities of Westbourne College and Placement Host Organisations, with regard to mandatory Student Work Placements.</p> <p>The Student Work Placement Policy applies to Student Work Placements undertaken as a formal component of an Westbourne College course. The Policy does not apply to:</p> <ul style="list-style-type: none">a. Workplace activity undertaken by a student in the course of their ordinary employment that is used, applied or referenced when undertaking assessable tasks as part of their study at Westbourne College.			



Contents

1.	Definitions.....	3
2.	Policy Principles.....	4
3.	Student Work Placement Agreements	4
4.	Remuneration of Students.....	5
5.	Personal Circumstances Impacting on Student Work Placements.....	5
6.	Roles & Responsibilities	6
7.	Westbourne College Responsibilities	8
8.	Expectations in relation to the Host Organisation	9
9.	Insurance Coverage.....	10
10.	Professional Registration and Legislative Reporting Obligations	11
11.	Exceptions and Exclusion	11



Definitions

Word/Term/Acronym:	Definition:
Assessor	The member of Westbourne College staff responsible for assessing the competency of the student undertaking a Student Work Placement.
Host Organisation	Any organisation that provides professional experience to a Westbourne College student as a formal component of a course.
Course	A vocational program of study offered by Westbourne College.
Disability	<p>Disability, in relation to a person, includes:</p> <ul style="list-style-type: none">a. total or partial loss of a person's bodily or mental functions;b. total or partial loss of a part of the body;c. the presence of a body of organisms causing disease or illnessd. the presence of a body of organisms capable of causing disease or illnesse. the malfunction, malformation, or disfigurement of a part of a person's bodyf. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction, org. a disorder or illness that affects a person's thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour, <p>And one which:</p> <ul style="list-style-type: none">a. presently exists;b. previously existed but no longer exists;c. may exist in the future, ord. is imputed to a person.
Remuneration	Monetary or in-kind payments in the form of salary, wages, commission payments or other benefits for work performed but not including incidental or token hospitality, gifts, or benefits.

Student	A person enrolled in a course at Westbourne College.
Student Work Placement	A placement that involves the student undertaking supervised learning at a workplace controlled by a Host Organisation to gain practical experience and knowledge as a formal requirement of a Westbourne College Course. Includes any reference to the terms 'clinical placement' and 'work experience'.
Student Work Placement Acknowledgement	An agreement between Westbourne College and a student acknowledging mutual obligations and conditions regarding a student work placement.
Student Work Placement Agreement	An agreement between Westbourne College and a Host Organisation setting out mutual obligations and conditions regarding a student work placement.
Student Work Placement Coordinator	A Westbourne College Staff member responsible for coordinating Student Work Placements and is the point of contact for the Host Organisation.
Work Placement Supervisor	A staff member of the Host Organisation designated to teach, guide, engage and supervise the Student on their Work Placement.

1. Policy Principles

Student Work Placements at Westbourne College must be designed, coordinated and managed with regard to the following principles:

1. Students must be provided with access to this policy when enrolled in an Westbourne College Course that involves a Student Work Placement;
2. Students must sign and submit to Westbourne College, a Student Work Placement Acknowledgement accepting the provisions of this Policy and the requirements and mutual obligations and conditions applying to the Student Work Placement.
3. Westbourne College will ensure that students are not assigned to a Student Work Placement without an overarching Student Work Placement Agreement or Student Work Experience Agreement being in place between Westbourne College and the Host Organisation which includes:
 - the scope, nature and timeframes of the Student Work Placement;
 - the responsibilities of Westbourne College and the Host Organisation;
 - the insurance requirements for Westbourne College and the Host Organisation; the level of supervision that will be provided to students on Student Work Placements by Westbourne College and the Host Organisation;
 - intellectual property, indemnity and privacy obligations applicable to the Student Work Placement.
4. Where the Host Organisation makes amendments to a Student Work Placement Agreement, or requires its own agreements, these shall be reviewed by the CEO.
5. Westbourne College will ensure that Student Work Placements are adequately supported, including:



- a. identifying and communicating any inherent requirements for the relevant Westbourne College course arising from the Student Work Placement;
 - b. providing clear information about the subject learning outcomes and assessment tasks involved in the Student Work Placement, and on the scope of their activities while undertaking a Student Work Placement;
 - c. identifying and communicating any preparatory requirements for students undertaking a Student Work Placement prior to the placement;
 - d. ensuring students will receive an appropriate induction on arrival at a Host Organisation for a Student Work Placement.
6. While undertaking a Student Work Placement, students will have access to support services including, at a minimum, access to Westbourne College staff by email or by telephone during normal working hours (and, by negotiation, access to vocational staff while undertaking the Placement outside of normal working hours).
 7. Students must comply with reasonable standards of professional behaviour and with the reasonable requirements of the Host Organisation during the Student Work Placement.
 8. Students must comply with appropriate standards of Workplace, Health and Safety (WHS) and with employment equity and diversity standards.
 9. Students and Host Organisations must be provided with opportunities to offer feedback to Westbourne College on the Student Work Placement, and Westbourne College must consider and act on relevant feedback in evaluating Student Work Placement programs.

2. Remuneration of Students

1. Unless approved prior by the Westbourne College CEO, students on Student Work Placements should not be offered or accept any form of remuneration in connection with the placement.
2. Any student who is remunerated while undertaking a Student Work Placement is deemed to be the employee of the Host Organisation and will not be covered by Westbourne College insurance cover.

3. Personal Circumstances Impacting on Student Work Placements

1. Students must advise Westbourne College in a timely manner of any disability, medical condition, or other personal circumstance that will or may adversely affect the student's capacity to undertake a Student Work Placement via Westbourne College Work Placement Personal Declaration Form.
2. Personal circumstances that should be advised to Westbourne College include actual or potential conflicts of interest at the Host Organisation (for example family or other close connections) so these can be managed appropriately.
3. Where a student does not advise Westbourne College as provided in clause 6.1 and Westbourne College is aware of or suspects that a student has a disability, medical condition or other personal circumstance that will or may adversely affect the student's capacity to undertake a student professional experience, then Westbourne College must arrange to meet with the student to discuss the Student Work Placement.
4. Where the student is registered as having a disability with Westbourne College and requires reasonable adjustment in order to undertake the Student Work Placement, students should request a reasonable adjustment. NOTE: Westbourne College may be limited in assessing or providing reasonable adjustment



- to students with a disability.
5. Reasonable adjustments or other arrangements do not include adjustments that will compromise the academic integrity of the Student Work Placement and/or the inherent requirements of the course.
 6. Where Westbourne College, following discussions with the student, considers that the disability, medical condition or other personal circumstance is likely to affect the student's capacity to undertake the Student Work Placement, Westbourne College must seek the student's written consent to disclose the disability, medical condition or other personal circumstance to the Host Organisation in order to determine whether a Student Work Placement can be undertaken and, if so, whether any reasonable adjustments or other arrangements are necessary.
 7. If the student does not consent to disclosure as provided in clause 6.6, Westbourne College must not disclose this information to the Host Organisation. If appropriate reasonable adjustments are then not able to be made by Westbourne College independently of the Host Organisation, the Student Work Placement will be forfeited and the student will be required to complete the Student Work Placement or appropriate alternative (as outlined in clause 6.10) at a later date.
 8. Where the student consents to disclosure as provided in clause 6.6, Westbourne College will work with the Host Organisation to determine whether reasonable adjustments or other arrangements can be made for the student in order to facilitate the Student Work Placement.
 9. There may be circumstances in which Westbourne College, or the Host Organisation in consultation with Westbourne College, determines that it is unable to commence or continue a Student Work Placement owing to the student's disability, medical condition or personal circumstances, or owing to the student not consenting to disclosure as provided in clause 6.6.
 10. Where a student cannot commence or continue a Student Work Placement because of the student's disability, medical condition or other personal circumstance or because the student refuses to consent to disclose to a Host Organisation, Westbourne College will assist the student in exploring alternatives, where possible, to facilitate the student in meeting the requirements of the Course.

4. Roles & Responsibilities

1. For client safety purposes and optimal student learning and health during work placement experiences, it is important for students to be fit for practice. This includes ensuring students are well-rested and have adequate rest periods between shifts. It is therefore not advisable for students to engage in paid employment in addition to placement shifts during the work placement components of their course or have less than 7 hours sleep prior to a shift. Whilst the need for paid employment is recognised, students are provided with sufficient notice of work placement dates to make alternate paid employment arrangements. Students must be available for all work placement weeks including any make-up periods required.

Prior to the Student Work Placement, the Student will:

1. Comply with any reasonable preconditions for the Work Placement imposed by the Host Organisation (e.g. Police Checks / Prohibited Persons Checks / Medical Checks).
2. Successfully complete any preparatory activities and/or assessment tasks required by Westbourne College to determine eligibility to commence as part of the Student Work Placement.



3. Read and become familiar with the provisions in this Policy, the Student Work Placement Acknowledgement and any specific provisions applying to the Student Work Placement as outlined in the relevant course materials;
4. Meet any expenses associated with the Student Work Placement that Westbourne College prescribes (excluding insurance costs and costs of implementing reasonable adjustments) such as those relating to travel to and from the Student Work Placement, uniform (excluding Westbourne College branded items provided by Westbourne College) or specific requirements of the Host Organisation including attire;
5. Make alternate arrangements for personal commitments, including paid employment, child care etc where such activities and commitments may potentially impact the student's ability to attend their scheduled Student Work Placement.

Whilst on the Student Work Placement, the student will:

1. Adhere to the standards of professional behaviour appropriate to the student's discipline;
2. Comply with all requirements for undertaking the Student Work Placement (including attendance, dress, personal grooming, behaviour etc);
3. Comply with reasonable directions given by the Host Organisation and/or Westbourne College in connection with the placement;
4. Undertake activity during the scheduled hours agreed to between the Host Organisation and Westbourne College;
5. Undertake activity during unscheduled hours only with the prior agreement of Westbourne College;
6. Undertake additional activities as required by Westbourne College in the event of absence affecting the student's progress during the Student Work Placement (whether or not as a result of seeking academic consideration as a result of the absence);
7. Notify the Student Work Placement Coordinator, the Assessor and the Work Placement Supervisor in a timely manner of any unscheduled absences from the Host Organisation during the placement;
8. Otherwise behave in an appropriate manner consistent with relevant Westbourne College policies, codes, standards and rules;
9. Comply with policies and procedures of the Host Organisation, including those relating to WHS and employment equity and diversity;
10. Be fit for practice. For students undertaking Student Work Placements in the health and community sector, it is important for students to have adequate rest between shifts for learning, health and client safety purposes.
11. Be available for all Student Work Placement shifts, including any make-up shifts. Work commitments are not an acceptable reason for absence from Student Work Placement;
12. At all times appropriately and responsibly use the resources of the Host Organisation;



13. Maintain appropriate levels of communication with Westbourne College;
14. Attempt to undertake all assessment activities required in relation to the Student Work Placement; and
15. Preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the Student Work Placement.

With regard to incidents and illness during the Student Work Placement, the student will:

1. Observe the Host Organisation's policies and procedures for responding to any hazards or incidents occurring during the placement;
2. Provide written advice in a timely manner to Westbourne College in relation to any hazard or incident affecting the student during the placement;
3. Where required by Westbourne College, provide a medical certificate or other documentation deemed necessary to Westbourne College for any absence from scheduled attendance at the Host Organisation of two days or more;
4. Be responsible for applying for academic consideration for any absence during the Student Work Placement that significantly impairs the student's ability to complete an assessment task during the Student Work Placement.

6. Westbourne College Responsibilities

Prior to the Student Work Placement, Westbourne College will:

1. Ensure appropriate consistency and quality assurance in the management and administration of Student Work Placements;
2. Identify, through the Student Work Placement Coordinator, suitable placements for Westbourne College students and organise and implement Student Work Placement programs in consultation with Host Organisations and students;
3. Advise the student of all preconditions applying to the student imposed by regulatory authorities and/or the Host Organisation (including Police Checks, Vulnerable Persons Checks and Medical Checks);
4. Consult, through the Assessor, with the student and with Host Organisation regarding any reasonable adjustment sought by a student, that will or may affect the placement;
5. Ensure the Host Organisation is aware of any reasonable adjustments agreed between Westbourne College and the Host Organisation to accommodate a student with a disability;
6. Identify and communicate to students and the Host Organisation the learning objectives of all Student Work Placements;
7. Ensure that students receive an industry-specific WHS briefing and information prior to the commencement of the Student Work Placement;
8. Ensure that the Host Organisation has all relevant information about the Student Work Placement requirements, including a copy of this Policy, the Student Work Placement Agreement, the relevant course information and the Host Organisation WHS Checklist, outlining responsibilities of Host Organisations and identifying their WHS compliance.



During the Student Work Placement, Westbourne College will:

1. Facilitate, through the Student Work Placement Coordinator and/or the Assessor, ongoing communication between Westbourne College, the Host Organisation and students;
2. Maintain the confidentiality of student information;
3. Organise and plan the Student Work Placement with students and supervisors and negotiate on aspects of student progress and assessment;
4. Be in regular contact with all of the Host Organisation's sites at which Student Work Placements are being undertaken;
5. Ensure the Assessor or delegate attends the Student Work Placement to monitor and/or assess the student.
6. Be accessible by appropriate means of communication and during office hours to resolve with students and/or Host Organisations any issues arising relating to the placement; and
7. Assist to resolve any issues of concern arising between Host Organisations and students undertaking a Student Work Placement.
8. With regard to incidents and illness during the Student Work Placement, the Assessor will complete an incident report and take any actions required.

In relation to assessment, Westbourne College will:

1. Liaise with the Host Organisation and the student and thereafter complete a comprehensive assessment on each student's progress against the objectives of the Student Work Placement program;
2. Seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of Westbourne College's Student Work Placement programs; and
3. Utilise information provided by students and Host Organisations as part of its responsibility in reviewing subjects, courses and curriculum, of which Student Work Placements are a part.

7. Expectations in relation to the Host Organisation

1. Prior to a Student Work Placement, Westbourne College expects each Host Organisation will:
 - i. Nominate an officer of the Host Organisation as a Work Placement Supervisor to support and liaise with students and Westbourne College during the Student Work Placement;
 - ii. Advise relevant staff of the Host Organisation about the Student Work Placement program;
 - iii. Have in place appropriate insurances including public liability (\$10 million minimum) and professional indemnity cover;
 - iv. Seek the consent of Westbourne College before offering or providing any remuneration to a student undertaking a Student Work Placement;
 - v. Provide students and relevant Westbourne College staff with an appropriate orientation to the site and any necessary access swipe cards or identification documentation on arrival at the Host Organisation for a Student Work Placement.
2. While a student is on the Student Work Placement, Westbourne College expects each Host Organisation will:



- Adequately supervise students;
 - i. Provide a safe workplace environment for students free from discrimination and harassment;
 - ii. Comply with responsibilities of a person conducting a business or undertaking as outlined in the *Work Health and Safety Act 2011* and *Work Health and Safety Regulations 2017*, specifically in relation to the health, safety and welfare of students on Student Work Placements. This includes providing induction training to students (including WHS induction) at the commencement of the placement;
 - iii. Put in place adequate support for students to assist in achieving the objectives of the Student Work Placement, including:
 - 1. modelling appropriate standards of professional behaviour for the relevant discipline,
 - 2. providing the student with an adequate workspace and with appropriate resources,
 - 3. providing an appropriate range of experiences for the student;
 - iv. Care for students and advise Westbourne College in the event of any accident, incident or illness affecting the student;
 - v. Provide reasonable access to Westbourne College staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
 - vi. Promptly report to Westbourne College should it become apparent that a student is having difficulty meeting the objectives of the Student Work Placement or is otherwise unable to continue with the placement.
- 3. In relation to assessment, Westbourne College expects each Host Organisation will participate in monitoring and evaluating each student's performance during the Student Work Placement. This includes making observations and providing feedback to students, as well as reporting to Westbourne College on the student's performance and progress.

8. Student Work Placement Agreements

1. Student Work Placement Agreements drafted by Westbourne College will be valid for a period of 12 months. Westbourne College will review such Student Work Placement Agreements on an annual basis to ensure agreement terms are working effectively.
2. Following annual Student Work Placement Agreement review as per Part 3.1, Westbourne College will determine whether to discontinue the arrangement or amend and/or re-issue the Student Work Placement Agreement for signing for a further 12 month term.
3. Student Work Placement Agreements drafted by the Host Organisation will be subject to the terms set out there in regarding duration, review and termination.

9. Insurance Coverage

1. Westbourne College maintains the following insurance protections which may be applicable to students undertaking Student Work Placements:



- i. General and Product Liability Protection
 - ii. Professional Liability Protection
2. Students undertaking Student Work Placements will fall within the scope of this cover subject to the conditions and exclusions set out in that cover and provided they are not employed by the Host Organisation and/or do not receive remuneration in respect of their participation in the student professional experience program.

10. Professional Registration and Legislative Reporting Obligations

1. Westbourne College and/or Host Organisations may have a legal responsibility to notify professional registration bodies in circumstances where a student may no longer meet the legal requirements to attend placement or have a health impairment to such a degree that there may be a substantial risk of harm to the public. In these circumstances, the student will be counselled in regard to support and/or alternative study options.
2. In cases where Westbourne College is obliged to report particular student circumstances to an external authority, Westbourne College will undertake its obligations expediently and in accordance with the Westbourne College Privacy Policy.

11. Exceptions and Exclusion

1. Where a placement is terminated as a result of unforeseen circumstance arising at the Host Organisation, e.g., fire, Westbourne College will withdraw the student from the Student Work Placement and will arrange for an alternate Student Work Placement.
2. There may be circumstances in which Westbourne College or the Host Organisation, determines that it is unable to continue a Student Work Placement. In these circumstances, Westbourne College will arrange for an alternate Student Work Placement, without risk of academic penalty, provided the termination of the existing Student Work Placement was not due to student misconduct or any matters referred to in Part 9.
3. Westbourne College will manage unsatisfactory performance and/or misconduct by a student on a Student Work Placement in accordance with the relevant policies.