Safe to Practice Policy

Responsible Officer Provost

Approved by Vice-Chancellor

Approved and commenced October 2017

Review by October 2020

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle
- Disability Discrimination Act 1992 (Cth)
- Health Practitioner Regulation National Law (Tasmania) Act 2010
- Registration to Work with Vulnerable People Act 2013
- Teachers Registration Act (Tas) 2000
- Right to Information Act 2009 (Tas)
- Work Health and Safety Act 2012 (Tas)
- Governance Level Principle 2: Risk Management
- Governance Level Principle 6: Work Health and Safety
- Governance Level Principle 12: Academic Standards

Responsible Organisational Unit Academic Division

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1 Objective

The objectives of this Policy are to:

- ensure that functions and activities relating to the core requirements of work integrated learning and/or professional experience placement may be undertaken by students without risk to the health and safety of self or others.
- ensure that students who undertake work integrated learning and/or professional experience placement, establish, declare and maintain their capacity to practice safely.

2 Scope

This Policy applies to staff that deliver, and students that are enrolled in, courses that:

- are accredited by professional bodies
- include units involving work integrated learning/professional experience placement component/s, and
- include safe to practice requirements established by the relevant professional accreditation boards/bodies.

This Policy does not apply to:

- work integrated learning/professional experience placements where students are in paid employment and are therefore subject to the employer’s work health and safety regulations and workers compensation procedures
- workplace or community-based activities additional to degree, course or unit requirements.

3 Policy Provisions

3.1 University Safe to Practice Procedure

The University requires all Colleges, Academic Units and Divisions delivering work integrated learning/professional experience placements to implement this policy via the accompanying Safe to Practice Procedure.

3.2 Local Safe to Practice Procedures

Colleges, Academic Units and Divisions delivering work integrated learning or professional experience placements will maintain and make available local Safe to Practice Procedures to enable students to:

- declare their capacity to practice safely in relation to course or unit-specific functions and activities; and as required
- undertake a Safe to Practice Medical Check
• undertake a National Police Record Check and have their capacity for safe practice assessed with regards to any criminal history; and
• obtain Working with Vulnerable People Registration.

Colleges Academic Units and Divisions will include within their local Safe to Practice Procedures, provision to address cases in which a student is refused work integrated learning/professional experience placement or is withdrawn from work integrated learning/professional experience placement.

3.3 Students with Disability

All students must be able to meet the core requirements of the course in which they are enrolled. As such, students with disability must also establish capacity to practice safely when undertaking work integrated learning/professional experience placement.

3.4 Eligibility to Undertake Work Integrated Learning/Professional Experience Placement

Students are approved to undertake work integrated learning/professional experience placement once they have established their capacity to practice safely and meet all other academic and preparatory requirements.

Students may be refused work integrated learning/professional experience placement if they:

• refuse to make a self-declaration or undertake a health practitioner check
• are unable to establish medical, physical and psychological capacity to practice safely
• are assessed as unable to practice safely due to recorded criminal history
• are unable to obtain or retain Working with Vulnerable People Registration
• are unable to establish English language proficiency to practice safely, or
• are unable to obtain or retain a Student Good Character Determination.

Students may be withdrawn from work integrated learning/professional experience placement if they are unable to maintain safe practice or receive a criminal conviction.

4 Responsibilities

4.1 University Responsibilities

The University must ensure that:

• functions and activities relating to the work integrated learning/professional experience placement requirements of courses and units, including safe to practice requirements, are communicated to:
Safe to Practice Policy

4. Safe to Practice Policy

- prospective and enrolled students, and
- work integrated learning and professional placement providers

- work integrated learning/professional experience placement providers deliver functions and activities safely, in accordance with the Work Integrated Learning Policy and Work Integrated Learning Procedure
- students establish their capacity to practice safely prior to the commencement of work integrated learning/professional experience placement
- any disclosure and transfer of a student’s personal information occurs in accordance with the Privacy Policy, and
- legislated national registration and professional accreditation board/body safety regulations and mandatory reporting requirements are met.

4.2 Student Responsibility to Establish Capacity

The University requires:

- All students intending to undertake work integrated learning/professional experience placement to establish and maintain their medical, physical and psychological capacity to safely undertake practice.
- All students to establish and maintain their English language proficiency as set out in the English Language Proficiency Policy and to participate in ongoing opportunities for English language proficiency development.
- Students, where required under legislation, to establish their capacity to safely undertake practice in relation to any recorded criminal history, in accordance with the Police Records Check Policy (Students) and any national registration and professional accreditation body specifications.
- Students, where required under legislation, to obtain and maintain Working with Vulnerable People Registration.
- Students who undertake work integrated learning/professional placement interstate or overseas to obtain clearances and abide by legislation of the relevant jurisdiction.

5 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Core</td>
<td>The mandatory, not negotiable, components specific to an educational degree, course or unit to be undertaken by a student.</td>
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<tr>
<td>Requirements</td>
<td></td>
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<tr>
<td>Professional</td>
<td>Industries/employers and community organisations where work integrated learning or professional experience placement occurs.</td>
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<tr>
<td>Placement Provider</td>
<td></td>
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</tbody>
</table>
Professional Experience Placement
Predetermined periods of professionally accredited
degrees involving immersion learning placement in the
professional workplace.

Work Integrated Learning
Purposefully designed curriculum, incorporating a
diverse range of approaches, which enable student
learning through the integration of academic theory
with the practice of work.

6 Supporting Documentation

- Safe to Practice Procedure
- Work Integrated Learning Policy
- Work Integrated Learning Procedure
- Work Health and Safety Policy
- Infection Control Procedure
- Police Records Check Policy (Students)
- Disability and Health Conditions Policy
- Minimum Standard – Field Activity
- Privacy Policy
- Safe Work Procedures
- English Language Proficiency Policy
- Working with Children Policy

7 Versioning

| Former Version(s) | Version 1 – Safe to Practice Policy; approved December, 2010
|                   | Version 2 – Safe to Practice Policy; approved October, 2017 |
| Current Version   | Verison 3 – Safe to Practice Policy, approved October 2017, amended in December 2017 to reflect College structure and nomenclature. |