



## WORKPLACE LEARNING PLACEMENTS POLICY TLP 1.2

Relevant Ordinance and/or Rule Reference No.	Rule 111 – Academic Assessment
Relevant State/Federal Govt. Legislation	<i>Disability Discrimination Act 1992, Anti-Discrimination Act (Tas) 1998, Personal Information Protection Act (Tas) 2004, Workplace Health and Safety Act (Tas) 1995</i>
Commencement Date	November 2007
Review Date	November 2008

### POLICY STATEMENT

#### 1. **Intent**

To establish a consistent, University-wide approach to Workplace Learning Placements of University of Tasmania (UTAS) students.

#### 2. **Scope**

This policy applies to all Workplace Learning Placements, where students undertake workplace learning in a placement agency to satisfy the learning requirements to complete a UTAS course or unit of study.

The only exception to this policy is when, to fulfil course requirements, a student is placed in paid employment with the placement agency. In this case, a policy exemption will apply.

#### 3. **Objective(s)**

To ensure that:

- whenever a UTAS student is required to undertake workplace learning in a placement agency in order to fulfil compulsory course or unit learning requirements, all parties involved (the student, UTAS, and the placement agency) are: fully aware of, agree with, and will meet, all rights and responsibilities, academic and other conditions, directed at achieving successful learning outcomes.

#### 4. *Definitions and Acronyms*

<b>Placement Agency</b>	External organisation (public or private sector) or University Work Unit at which a student undertakes a Workplace Learning Placement.
<b>Policy Exemption</b>	A course does not need to comply with this policy when there is written agreement between UTAS and the placement agency to place the student in paid employment as part of the course of study. For example, as part of a Bachelor of Engineering Cadetship.
<b>Student Placement Agreement</b>	A written agreement between UTAS and a student undertaking a placement setting out the rights, responsibilities and expectations of the two parties for the placement.
<b>Tasmania Police Check</b>	A Tasmania Police Criminal History Services inquiry service that provides a written record of a persons criminal record for local (Tasmania) and/or national offences.
<b>University Work Unit</b>	Faculty, School, administrative division or section or other institution, centre or business enterprise of UTAS.
<b>UTAS</b>	University of Tasmania
<b>Workplace</b>	Any place where individuals (paid or voluntary) conduct real work, that is provide a service or produce a good.
<b>Workplace Learning</b>	Learning activities that use the workplace, including the community, as a site for teaching and learning.
<b>Workplace Learning Placement</b>	Any element of work, observation or experience in a workplace external to or within the University which is a requirement of any course or unit offered by the University.
<b>Workplace Learning Placement Agreement</b>	A written agreement between UTAS and a placement agency setting out the rights, responsibilities and expectations of the two parties for student placements.

#### 5. *Policy Maker*

Pro Vice-Chancellor (Teaching and Learning)

## **6. Policy Provisions**

### **6.1 Workplace Learning**

**6.1.1** UTAS recognises that workplace learning is an increasingly important element of teaching and learning.

**6.1.2** UTAS also recognises that achieving the objectives of any Workplace Learning Placement is dependent on the contribution made by the participating placement agencies and their staff.

**6.1.3** UTAS Schools deliver a very wide range of workplace learning options with differences relating to the:

- objectives of the placement;
- type of learning involved;
- size of the placement agency involved;
- number of students enrolled in specific courses involving placements;
- number of placements each student in a course is required to undertake; and
- length and complexity of each placement.

**6.1.4** Schools are responsible for managing the arrangements for any Workplace Learning Placements delivered as part of their courses. While workplace learning at UTAS is governed by a set of general principles, within these, each School will determine the specific arrangements that best suit the conditions and requirements of their: students; courses; and the placement agencies with which they are partnered.

### **6.2 General Principles**

**6.2.1** There are three parties to any Workplace Learning Placement. These are the:

- School delivering the course;
- placement agency accepting the student; and
- student undertaking the placement.

**6.2.2** Each party has specific rights and responsibilities which should be recognised through the following:

- the provision of information on the nature and requirements of a specific placement prior to its commencement;
- entering written agreements acknowledging any rights and responsibilities; and
- identifying points of contact for the placement within the School and the placement agency.

### **6.3 Provision of Information to Students**

**6.3.1** All prospective students for a UTAS course or unit will be informed of the need to satisfy any Workplace Learning Placement requirements to successfully complete that course or unit.

**6.3.2** This information should be published in an accessible medium such as Course or Unit Descriptions, the UTAS Handbook or other suitable material provided by the School.

**6.3.3** Such published information should clearly advise, that in order to undertake a placement, students:

- will be expected to provide written consent for the collection and disclosure of personal information relevant to course (or unit) requirements and in accordance with the UTAS Privacy Policy;
- might be asked (where relevant) to undergo a national or State criminal record check by the Tasmania Police; and
- will be expected to complete and sign a Student Placement Agreement prior to taking up each placement.

**6.3.4** Prior to a student taking up a placement, the School should also provide advice on the:

- inherent physical and technical requirements of the placement;
- teaching, learning and assessment expectations and procedures relating to the placement;
- collection and transfer of a student's personal data from UTAS to the external organisation; and
- procedure which ensures that personal information will not be passed on without the student's written consent

### **6.4 School/Agency Agreements**

**6.4.1** Each Workplace Learning Placement will be the subject of a written agreement between UTAS and the placement agency. The specific terms and conditions of the agreement will be determined by the School subject to 6.1.4 above. Depending on circumstance, the agreement may cover single or multiple placements and students. It is expected that an agreement would usually be in place prior to a placement commencing. If not, the agreement should be finalised as soon as possible after the placement commences. All agreements should designate a contact within the School and within the placement agency to deal with matters relating to the Agreement.

**6.4.2** It is not the intention of this policy to replace existing arrangements. Faculties and Schools may already have in place agreements or other formal arrangements with the placement agency(ies) with which they deal.

**6.4.3** If there is no existing agreement a UTAS Workplace Learning Placement Agreement template (long or short form) should be used.

Copies of the templates and instructions on their use are detailed in the UTAS Procedure for Workplace Learning Placements.

**6.4.4** The Head of School (or their nominee) is responsible for signing each agreement on behalf of UTAS.

### **6.5 Student Placement Agreement**

**6.5.1** Each student will sign a Student Placement Agreement before the student undertakes any placement. A template for the Student Placement Agreement and instructions on its use are included in the UTAS Procedure for Workplace Learning Placements. The agreement will be signed by the Head of School (or their nominee) on behalf of the School. The School will also provide the student with a contact within the School for matters relating to the placement.

**6.5.2** Each School will be responsible for determining the appropriate coverage of the Student Placement Agreement. In cases of a student undertaking multiple placements, the agreement might be for the length of a Unit or a set period of time during a course. In normal circumstances, an agreement would not be expected to be for a period longer than an academic year.

**6.5.3** It is the responsibility of the student to ensure that they fulfil all their responsibilities as set out in the Student Placement Agreement, including obtaining any required police checks.

**6.5.4** All students undertaking placements will remain subject to all relevant UTAS ordinances, policies and procedures. They will also have to comply with any standards, policies or procedures of the Placement Agency.

### ***Supporting/Related Documents***

University of Tasmania Equity and Diversity Plan  
Code of Conduct for Teaching and Learning

### ***Key Words***

- Workplace Learning
- Placement Agency

### ***Supporting Procedures/ Guidelines***

UTAS Procedure for Workplace Learning Placements  
Workplace Learning Placement Agreement templates  
Student Placement Agreement template

## RESPONSIBILITIES

<b>Implementation</b>	Deans, Associate Deans, Heads of School
<b>Compliance</b>	Deans, Associate Deans, Heads of School
<b>Monitoring and Evaluation</b>	Faculty Teaching and Learning Committees University Teaching and Learning Committee
<b>Development and/or Review</b>	University Teaching and Learning Committee
<b>Interpretation and Advice</b>	Deans, Associate Deans, Heads of School

## WHO NEEDS TO KNOW THIS POLICY?

- UTAS staff involved in teaching courses or units that include a Workplace Learning Placement .
- UTAS staff with administration responsibilities for courses, units, teaching and assessment including heads of school and associate deans (teaching & learning).
- UTAS staff involved in providing advice to prospective students of such courses or units.
- All students or prospective students of such courses or units.
- Relevant staff from agencies involved in student placements.

## EFFECTIVENESS OF THIS POLICY

- Adherence to UTAS-wide procedures governing student placements
- Number of complaints concerning non-compliance with the provisions of this policy.
- Written agreements with placement agencies.

## POLICY HISTORY

<b>Policy No.</b>	POLICY TLP 1.2
<b>Approved / Rescinded</b>	Approved
<b>Date</b>	11 December 2007
<b>Vice-Chancellor</b>	<b>Professor Daryl Le Grew</b>
<b>Signature</b>	