



Workplace Learning Placements PROCEDURE TLPR 1.2

Related Policy	Workplace Learning Placements – TLP 1.2
Procedure Scope	All courses or units involving Workplace Learning placement of students.
Commencement Date	October 2007
Review Date	October 2008
Organisational Unit responsible for day-to-day operation of the procedure	Unit name: Division of PVC (T&L) Phone: 6234 3542 Fax: 6234 3721

PROCEDURE

1 Purpose

To provide guidelines for UTAS staff involved in the administration of the Workplace Learning Placements of UTAS students.

2 Exceptions

This procedure applies to all Workplace Learning Placements where students undertake study 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 Definitions and Acronyms

Placement Agency External organisation (public or private sector) or University Work Unit at which a student undertakes a Workplace Learning placement.

Policy Exemption A course does not need to comply with this policy when there is a 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.
Student Placement Agreement	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.
Tasmania Police Check	A Tasmania Police Criminal History Services inquiry service that provides a written record of a person's criminal record for local (Tasmania) and/or national offences.
University Work Unit	Faculty, School, administrative division or section or other institution, centre or business enterprise of UTAS.
UTAS	University of Tasmania
Workplace	Any place where individuals (paid or voluntary) conduct real work, that is provide a service or produce a good.
Workplace Learning	Learning activities that use the workplace, including the community, as a site for teaching and learning.
Workplace Learning Placement	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.
Workplace Learning Placement Agreement	A written agreement between the University and a placement agency setting out the rights, responsibilities and expectations of the two parties for each student placement.

4 Links to Related Forms, Records and Electronic Databases

Policy on Workplace Learning Placements – TLP 1.2
Equity and Diversity Plan
Code of Conduct for Teaching and Learning
Privacy Policy

5 Detailed Steps, Procedures and Actions

Introduction

An increasing number of UTAS Schools are including Workplace Learning Placements as a part of the courses or units they offer. For some courses, such placements are a mandatory requirement to students achieving professional qualifications. In other courses the placements provide an opportunity to apply and develop the skills and knowledge they acquire in the classroom and so enhance the learning experience.

Some Schools have long standing relationships with placement agencies regarding Workplace Learning. These relationships are often governed by formal agreements between UTAS and the agencies and are supported by a framework of established practices and arrangements.

The UTAS Procedure for Workplace Learning Placements and the supporting agreement templates are not meant to replace or override such existing arrangements.

The UTAS Procedure, the supporting agreement templates and related Teaching and Learning Guidelines for Workplace Learning are designed to provide guidelines and models for any Schools developing and implementing new Workplace Learning programs or revising existing ones.

All arrangements for Workplace Learning, whether new or established, are required to adhere to the principles outlined in the UTAS policy on Workplace Learning Placements.

These procedures should be read in conjunction with the:

- UTAS Policy on Workplace Learning Placements (Policy TLP 1.1) (<http://www.utas.edu.au/policy/vcpol/tlp1.1.html>); and
- Teaching and Learning Guidelines for Workplace Learning (Practicum) (www.utas.edu.au/T&L_workplace_guidelines.doc)

Procedure	Responsibility
A. Prior to Placement	
A1. The Head of School (or nominee) must designate a responsible person to manage the Workplace Learning Placements for a specific course or unit. This person will be the primary contact in the School for matters relating to Placements for that course or unit.	School
A2. The School should publish descriptions of the requirements for Workplace Learning Placements in any course or unit it delivers. This information should be published in an accessible medium	School

<p>such as Course or Unit Descriptions, the UTAS Handbook or other suitable material provided by the School. Published material should include details of whether students:</p> <ul style="list-style-type: none"> • 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 University's 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. <p>It should also provide any further information required for a student to successfully undertake a Placement, including any mandatory requirements (for example, vaccinations).</p> <p>The collection of any personal information from students as a requirement of participation in the placement must follow the principles set out in the UTAS Privacy Policy (at: http://www.utas.edu.au/universitycouncil/legislation/pol_privacy.pdf)</p>	
<p>A3. The University does not require students to undertake a Tasmania Police check as a requirement for enrolment in a course.</p> <p>However, many organisations do require police checks, particularly where placements may bring students into contact with vulnerable clients (including minors). In some cases, compulsory police checks can be a requirement for professional registration. The requirement for a police check prior to a placement can be a statutory or an organisational requirement.</p> <p>While the School should provide advice on the necessity of obtaining police checks or facilitate students in obtaining them, the School has no obligation to secure them on behalf of students. It is the responsibility of students to apply for and meet any costs involved in obtaining police checks. It is also the responsibility of students to provide the results to the placement agency requiring the police check.</p> <p>It would be expected that each School would maintain a database of the requirements of the Placement Agencies with which they deal and be able to advise prospective students of these requirements.</p>	<p>School</p>
<p>B. Workplace Learning Agreements</p>	
<p>B1. Responsibilities Every Placement must be subject to a written UTAS-Placement Agency Agreement. The Agreement may cover multiple or single Placements or one or many students.</p>	<p>School AND Placement</p>

<p>In general, the responsible person designated by the Head of School would liaise with placement agencies on the availability of placements, including:</p> <ul style="list-style-type: none"> • making contact with the responsible person within the placement agency; and • (where necessary) finalising an agreement between the University and the placement agency. <p>Some Schools might choose to give students the responsibility of arranging their own Placements. In this case, the School would be responsible for providing the student with advice or any other required support.</p>	<p>Agency</p>
<p>B2. Existing Agreements</p> <p>Some Schools or Faculties might have existing agreements with placement agencies on the conduct of Workplace Learning Placements. These may take the form of Memoranda of Understanding, Joint Ventures, partnership agreements or other arrangements. Where existing formal arrangements are in place, a separate UTAS Workplace Learning Placement Agreement is not usually necessary. However, in these cases, the agreement should clearly outline the expectations, roles and responsibilities of UTAS and the placement agency and, where appropriate, cover those issues included in B4 below.</p>	
<p>B3. UTAS-Agency Agreements</p> <p>In those cases where no existing agreement is in place, a written agreement between the School and the Placement Agency must be put in place. It is strongly recommended that the School use the the appropriate UTAS template, either the long or short form. These templates offer options which can be adapted to different workplace learning situations and are offered as a guide to assist Schools in drawing up Placement Agreements.</p> <p>It is recommended that the long form of the Workplace Learning Placement Agreement be used with larger placement agencies that are placing multiple students in any given academic year.</p> <p>The short form is suitable for use where the agreement is with small organisations or for one-off placements.</p>	<p>School AND Placement Agency</p>
<p>B4. Content of UTAS-Agency Agreement</p> <p>The long form of the agreement should cover should cover some or the following issues:</p> <ul style="list-style-type: none"> • number and specific placements of UTAS students with the placement agency; • term and timing of the placement; • responsibilities of the agency and UTAS; 	<p>School</p>

<ul style="list-style-type: none"> • credentials of UTAS staff; • disciplinary actions – UTAS staff and students; • nomination of responsible contacts in the School and the placement agency; • dispute resolution; • indemnity; • insurance (the student is subject to the standard UTAS work experience/study insurance policy); • intellectual property; • serving of notices; • severability; • the relationship of parties; • assignment of rights and obligations; • variations; and • applicable law and jurisdiction. <p>The nature of the placement will determine which of these issues might be appropriate in a particular situation.</p>	
<p>B5. Responsibilities for Signing Agreements</p> <p>The Head of School (or nominee) is responsible for signing agreements with the placement agency on behalf of the University.</p> <p>The agreement must be signed by an officer with the appropriate authority on behalf of the placement agency.</p>	<p>Head of School</p>
<p>B6. Student Placement Agreement.</p> <p>The Student Workplace Learning Agreement outlines the rights and responsibilities of each student undertaking a Workplace Learning Placement. An agreement template and instructions are provided.</p> <p>Each student undertaking a placement must sign a Placement Agreement before commencing their placement. The responsible person designated by the Head of School (or their nominee) is responsible for signing the agreement with the student on behalf of the University. Usually this would be the Unit Coordinator but not necessarily so. Circumstances for placements will be different for different Schools and courses. The timing and number of placements and the number of students involved can vary widely.</p> <p>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</p>	<p>Designated Responsible Person AND Student</p>

<p>for a period longer than an academic year.</p> <p>Any personal information that is collected can only be transferred to the placement agency with the written consent of the student. Consent is given when the student signs the Placement Agreement. If consent is not given the student will not be permitted to take up the placement.</p>	
<p>B7. Policy Exemptions.</p> <p>If the placement involves the student undertaking paid employment with the Placement Agency as a requirement of the course a policy exemption will apply.</p> <p>A separate Agreement outlining the conditions of employment and assessment of the Placement must be developed between UTAS and the Placement Agency.</p>	<p>School AND Agency</p>
<p>C. During Placement</p>	
<p>C1. Responsibilities for Managing Placements.</p> <p>The Head of School (or nominee) will designate a responsible person who will be responsible, on behalf of the School, for:</p> <ul style="list-style-type: none"> • managing all aspects of the placement as they relate to the School's teaching obligations; • ensuring that UTAS responsibilities under both the Workplace Learning Placement and Student Placement Agreements are met; • providing academic counselling and advice to students undertaking the placement; and • liaising with the placement agency, including resolving any disputes (if they arise). <p>Similarly, the placement agency should nominate a responsible person who will be first point of contact within the agency for all matters relating to the placement</p>	<p>Designated Responsible Person</p>
<p>C2. Students' Responsibilities.</p> <p>While on placement, the student remains subject to, and must comply with, all relevant UTAS Ordinances, Rules, policies and procedures.</p> <p>The student must also comply with all rules, regulations, policies and procedures of the placement agency as they apply to the conduct of the placement. These include any rules relating to confidentiality of client and agency information and meeting standards of professional conduct and deportment.</p>	<p>Student</p>

Failure to comply could result in the student being removed from a placement and not being awarded a grade for that part of the unit or course.	
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6 Key Words

- Workplace Learning
- Placement Agency

7 Supporting Guidelines, Flow-charts, Check-lists, etc

N/A

RESPONSIBILITIES

Implementation	Deans, Associate Deans, Heads of School
Compliance	Deans, Associate Deans, Heads of School
Development/Review	UTAS Teaching and Learning Committee
Interpretation and Advice	Deans, Associate Deans, Heads of School

WHO SHOULD KNOW THIS PROCEDURE?

- All staff and students involved in workplace learning

EFFECTIVENESS OF THIS PROCEDURE

- Proportion of Workplace Learning Placements complying with UTAS policy and procedures
- Number of complaints received relating to Placements

PROCEDURE HISTORY

Revision Ref. No.	Procedure TLPR 1.2
Approved or Rescinded	Approved
Policy Maker	Pro Vice-Chancellor (T&L)
Signature	
Date	

