STUDENTS

- Work-Integrated Learning (WIL) presents itself in many forms across the University. These guidelines will assist students to prepare and participate in WIL activities involved with Industry Partners.

STAKEHOLDERS

- The WIL Guidelines provide further information on aspects central to WIL activities undertaken by University of Canberra students.

ACCESS: Please note expanded links are available at the end of each relevant section for accessibility purposes.
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INTRODUCTION

At the University of Canberra (UC), students are encouraged to advance the theoretical knowledge learned within the classroom into real-world practice in order to gain a greater experience. This is part of UC’s vision, guided by five major education principles from 2013-2018. These principles inform the education activities undertaken by UC:

- **Student-centred**: Our policies and practices will focus on enhancing the student experience.
- **Engaging**: We will strive for excellence in the delivery of a high quality student experience.
- **Adaptive**: We will respond to the needs of our students, our staff, and our community.
- **World Class**: We are committed to delivering a world class teaching and learning environment.
- **Innovative**: We will support and value innovation in teaching and learning.

When undertaking Work-Integrated Learning (WIL), students are encouraged to focus their learning on the integration of knowledge and skills into professional practice.

These Guidelines are informed by University of Canberra statutes, policies and frameworks and have been developed to support students undertaking such activities. The Guidelines provide information for students, academics, industry partners, clinicians, practitioners and all relevant stakeholders supporting WIL activities at UC. The aim of this is to support the WIL experience by articulating the University framework that defines the outcomes, legislation and development of student learning within industry.

These Guidelines do not describe specific professional or clinical education models; information on these models can be found by contacting the University representative for the relevant discipline. The WIL Guidelines should be read in conjunction with Faculty Specific Supporting Guidelines and information from each discipline area, as provided.
SECTION 1: OVERVIEW

WHAT IS WIL?

WIL is the term used to describe the educational activities that integrate theoretical learning with its application to the workplace. These educational activities should provide a meaningful experience of the workplace application that is intentional, organised and recognised by the University, in order to secure learning outcomes for the student that are both transferable and applied.

WIL comes in a number of forms and can be Internships, Teaching Professional Experience, Industry & Community Projects, Professional Mentoring, Simulations and Virtual WIL and Clinical Placements.

WIL is a key component of many University of Canberra courses. Throughout the course of study, students are provided opportunities to practice the theoretical skills and knowledge they are learning through their course into real-world practice.

Some courses, such as Health and Education require students to undertake a minimum number of hours as part of their professional registration requirements on course completion.

The University of Canberra has adopted WIL as one of its five “signature themes” for educational programs. We pursue a comprehensive agenda to embed WIL as an important component of professionally-oriented courses at the University to allow students to be part of the professional community during their time at the University and enhance the footprint and employability of our students in the community.
WHY UNDERTAKE WIL?

WIL is a key element to enhancing a students’ employability and personal attributes for the workplace. Some courses require students to undertake industry experience as part of their professional registration whilst other courses give students the opportunity to further their industry and practical experience to enhance their work-readiness skills.

Students engage in WIL in a number of ways to:

- Consolidate knowledge and theory at University into practical industry experience by engaging in real world situations;
- Promote and further develop their skills;
- Work with experienced industry professionals and access mentoring opportunities;
- Gain more insight into their own strengths and aptitudes and those which need further development;
- Develop communication and networking skills and partner with industry contacts;
- Create a vehicle for shared understanding between industry and tertiary settings on knowledge, skills and competencies required by future employers; and
- Gain access to potential future employers.

HOW TO GET INVOLVED

UC courses have different WIL Opportunities which students can be involved with. Please refer to the relevant Faculty Support Guidelines or the WIL Website for more information about what is available.

RECOGNITION OF PRIOR LEARNING (RPL)/CREDIT

RPL/credit refers to the acknowledgement of unofficial, yet beneficial learning towards a student’s degree. This may include previous work in the industry of their award. Decisions on granting RPL/credit are bound by the rules of the UC Credit Policy & Procedures. Credit for prior work experience is known as uncredentialled learning and is specific to a unit as it is based upon evidence of achieving the learning outcomes for the unit. Students applying for RPL/credit should contact their Unit Convenor in the first instance.
MANAGEMENT OF WIL

Most WIL opportunities are embedded within course and unit frameworks within UC. These WIL programs give students the opportunity to seek rich, intellectually stimulating and supportive experiences that in turn, will lead to better outcomes for students and a greater reputation for University of Canberra students within the wider community.

UNIT/COURSE CONVENORS

For students, the first contact they will have in relation to WIL is with their Unit or Course Convenor. These academics lead the opportunities available to students by developing programs for students to meet learning outcomes, liaising with industry partners and engaging students in the learning environment to develop practical skills to enhance student employability and graduate attributes.

PLACEMENT OFFICE

The Placement Office supports the administration of student WIL at UC. This includes the management and coordination of compliance required to enable WIL. The Placement Office collaborates with Industry Partners and other professional bodies associated with WIL experiences. The Placement Office will make contact with students advising them of any requirements, as well as working across multiple disciplines to support the roll-out of quality WIL experiences to students at UC.

WIL CONSULTANT- CAREERS OFFICE

The WIL Consultant (within the Careers Service) provides opportunities for UC staff and students to engage with the wider community by:

- Increasing professional networks to generate new projects, synergies and partnerships;
- Improving student satisfaction with their study;
- Developing expertise in WIL placement initiatives;
- Building strong relationships with industry partners and engaging them in WIL opportunities; and
- Supporting staff to develop WIL programs into their learning activities.

The WIL Consultant works to support students seeking WIL opportunities. This may include offering one-on-one assistance and advice for students seeking a WIL experience, as well as facilitating workshops to assist students in preparing for placement and displaying workplace professionalism.

INPLACE – STUDENT PLACEMENT MANAGEMENT SYSTEM

InPlace supports the management and coordination of UC’s extensive program of placements and internships. All users in the placement process are provided with access to the online system. InPlace is managed by the Placement Office and supports students in accessing information related to their placements. Students in some
courses are required to upload information to InPlace prior to beginning placement. This may include documents such as National Police Checks, Immunisations, Privacy and Confidentiality agreements, internship learning agreements, confirmation of insurance notifications etc.
WIL IN THE FACULTIES

WIL presents itself in a number of different forms within the faculties at UC. This means students are provided with various opportunities to engage with industry partners. Below is a brief overview of what WIL looks like in each of the faculties.

FACULTY OF ARTS & DESIGN

The Faculty of Arts & Design provides opportunities for students to work with industry and community. This is mandatory in some courses, whilst others have an opt-in program. The types of WIL opportunities available to students include internships, working on industry and community projects, simulations and virtual WIL, guest lectures and mentoring. Examples include mentoring opportunities in architecture; the Industry and Community Engagement (Internships) program which is offered across the Faculty; capstone industry project units in advertising, public relations and journalism, and student-led exhibitions in graphic design and design and architecture.

Students are given opportunities to intern in private, public, not-for-profit sectors and the diplomatic corps across Australia and internationally.

FACULTY OF BUSINESS, GOVERNMENT & LAW

The Faculty of Business, Government & Law provides multiple opportunities for students to work with industry and the community. There are a variety of WIL opportunities across the courses within the faculty. These include experiences in industry based learning, events management, professional mentoring, simulated learning environments, and service industry projects. There is also the opportunity to complete projects in the business world involving real problem solving activities. Students are given the opportunity to work in a variety of private, public and not-for-profit sectors both in Australia and overseas.

FACULTY OF EDUCATION, SCIENCE, TECHNOLOGY & MATHS

The Faculty of Education, Science, Technology & Maths focuses upon the qualities of its graduates; graduates who are autonomous, critically reflective and collaborative practitioners; who are competent in a wide range of settings; who understand the need to be flexible and committed as they search for continual improvement; and who are dedicated to enhancing learning outcomes for all learners.

To achieve these outcomes, the Faculty WIL programs promote productive mutual relationships among the key industry partners in the professional community. In essence, desired outcomes are the result of partnerships where all areas of expertise are acknowledged and respected amongst the varying disciplines.

Students in Education will undertake professional experience placements as part of their degree with the opportunity to learn different aspects of professional practice in various authentic educational settings. Students in Science and other disciplines will have the opportunity to engage with industry, including partners from all levels of government, local, state and federal, as well as with non-government and community based organisations.
FACULTY OF HEALTH

The Faculty of Health aims to contribute to building a healthier community, both in the ACT and nationally. Professional Placements or WIL experiences with our industry partners allow students to meet the requirements set by accrediting bodies for registered professions. WIL also provides the consolidation of learning from the class room into practice and more than this, provides students with opportunities to:

- build practical skills essential for future careers in supportive environments, working with industry and communities;
- gain experience by working alongside the best professional industry mentors;
- develop the specialised skills of their chosen profession; and
- demonstrate to employers that UC prepares the strongest work-ready graduates.

Over a number of years, the Faculty of Health has built strong relationships with the local community, extending this to industry partners across Australia and internationally. This provides students with the opportunity to undertake WIL in a diverse range of health, sport and recreational settings. Placement locations will often vary depending on the requirements of the course; we offer a local and regional mix of placements for our students. These placements extend to rural, remote and metropolitan locations across Australia. In some courses, International WIL opportunities are provided to students to enrich their learning and university experience.
DISTINGUISHING WIL FROM PAID WORK

The University of Canberra recognises the *Fair Work Act 2009* and provides the following information to avoid inadvertently facilitating unlawful, unpaid work arrangements. Examples from the Fair Work Ombudsman are provided below for further clarification.

WIL Experiences (vocational placements) are considered lawful if the placement meets each of the following criteria:

1. There must be no entitlement of pay for the work the student undertakes;
2. The placement must be a requirement of an education or training course; and
3. The placement must be one that is approved by the education institute and authorised under a Commonwealth, State or Territory law or administrative arrangement.

Students seeking [not-for-credit placement programs](mailto:careers@canberra.edu.au) can do so by contacting the Careers Service at [careers@canberra.edu.au](mailto:careers@canberra.edu.au).

**Examples of Unpaid Work**

**Example: Vocational placement**

Michelle is choosing electives for her undergraduate degree. One of the electives is a 3 month placement organised by her university at a host business.

The placement counts as credit towards finishing her degree.

As the placement is part of her course, it meets the definition of a vocational placement. This means she is not an employee and not entitled to be paid wages or receive other conditions of employment.

**Example: Not a vocational placement**

Stuart recently finished a Bachelor of Journalism and is looking for work as a journalist. He responds to an advertisement to write for his local paper for 3 months as an ‘unpaid intern’.

He wants to get experience and increase his chances of employment. Since Stuart has already finished his degree and the placement was not required by his course, it is not a vocational placement.

The paper tells Stuart that he will be given specific tasks with deadlines and that he is expected to be at work in normal business hours. This suggests Stuart has been engaged as an employee and entitled to wages and other conditions.

Example: Unpaid Internship

A local council has advertised an internship program for high school or university students interested in government processes. The internships have been advertised as unpaid positions and students are allowed to select the hours they spend at the council office over a 2 week period.

The council is careful to make sure that the role is mainly observational and there’s no expectation that the students will do productive work. The students are getting the main benefit from the arrangement.

In this example there is no employment relationship and the interns do not have to be paid.

Example: Paid Internship

Gemima is a final year accounting student. She agreed to do an unpaid internship with an accountancy firm and was promised a job once she graduates. Gemima attended the firm for 3 days a week. She prepared customer tax returns and company financials. The firm charged clients for the work she did.

Although Gemima had agreed not to be paid, she did work that would have otherwise been done by a paid employee. This indicates an employment relationship existed. As such she should be paid for all the hours she worked.


STUDENT EXPERIENCE

Students who feel their WIL experience has become exploitive or is not being conducted as expected should discuss this immediately with their Unit or Course Convenor.

INTERNATIONAL STUDENTS

The Fair Work Act 2009 applies to all national system employers and employees working in Australia. The Act therefore does not prescribe any additional requirements or exceptions for international students when undertaking a WIL experience, meaning international students fall under the same legislation as domestic students.

STUDENTS BEING PAID FOR INTERNSHIPS OR CREDIT

In some instances, students may have access to their own employers to complete their internship programs or receive credit from the work experience they have undertaken with their employer. Students may be remunerated if they are undertaking practice which is experience accepted by the university and approved by the Unit and/or Course Convenor as meeting the learning outcomes for their unit. Where this occurs and a student is remunerated, an employment relationship is created between the student and employer. In this situation, UC placement insurance is waived and students fall within the workplace insurance of the employer.
FURTHER ADVICE

Students and businesses can find further information on the Fair Work Ombudsman’s website or by contacting the Fair Work info line on 13 13 94.

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SECTION 2: PROFESSIONAL BEHAVIOUR

Ongoing professional behavior of students is imperative to success in study and career. Students are subject to the statutes and Rules of the University (or other entity as applicable) and to the lawful directions of its officers. Appropriate standards of academic and non-academic behaviour are expected of students. The University of Canberra (Student Conduct) Rules have been established to provide more information around the boundaries and expectations for professional behavior at the University. Exceeding these boundaries will be considered a violation and dealt with in the manner that is prescribed by the Rules.

ETHICAL BEHAVIOUR

Ethical behaviour is a moral philosophy that is characterised by the behavior that is respectful of the dignity, diversity and rights of others (the individual and the group). It promotes honesty, integrity, equity and fairness in one’s behavior. Students should refer to their respective discipline standards for further information on ethical behaviour. Clinical/professional supervision arrangements between friends/family should be avoided, in order to avoid conflicts that may arise concerning issues such as evaluation of performance. Please seek advice from your unit/course convenor if you need clarification or assistance regarding this matter.

PROFESSIONAL MISCONDUCT

There are many types of professional misconduct. Some examples include when students:

- Dress in a way that is not consistent with the established uniform policy, where a uniform policy is in place for students of that discipline;
- Make breaches of professional and personal boundaries; and
- Break confidentiality/privacy of persons/clients or industry partners.

In cases of serious professional misconduct, a student will be immediately withdrawn from their WIL experience. In some professions, where students become registered employees, professional misconduct may need to be reported to the relevant registration board and could result in the student not being registered to practice on graduation from their course. Professional misconduct standards at UC are established by the University of Canberra (Student Conduct) Rules.

PRIVACY AND CONFIDENTIALITY

Privacy and confidentiality is an important part of any WIL experience. Students may be privy to information about patients, clients and Industry Partners which require commercial confidence. Students, like all other entities are bound by principles of
legislation as established in the *Privacy Act 1988 (Commonwealth)*. Further information is available in the Faculty WIL Support Guidelines.

**REMOVAL FROM WIL PLACEMENT FOR PROFESSIONAL MISCONDUCT**

The decision to ask a student to leave a WIL placement (on the day) may be made by the Industry Partner or the University. When the decision is made the Industry Partners and/or University representatives should be notified as soon as possible.

Students will be informed of the rationale for removal from the WIL experience at the time they are removed. The University representative, or Industry Partner representative will report the incident to the Unit Convenor or UC Supervisor. Please refer to *Incidents/Accidents during WIL Placement* (see section 7).

The Unit Convenor or UC Supervisor will meet with the student, as soon as possible after the incident, to discuss the matter. This includes discussion of the criteria for the decision to remove the student, identification of contributing factors and the development of a plan or contract to avoid future similar incidents. This plan or contract should be shared with the Industry Partner, if the student is to return to placement.

In cases of serious professional misconduct, the Course Convenor and/or Head of Discipline may be required to meet with the student. Should this occur, the Unit Convenor will be informed of the meeting and the outcome.

The terms of this course of action are applied under the *University of Canberra Student Conduct Rules*. Students have a right to appeal through normal University procedures.

**ATTENDANCE**

If students cannot attend a WIL experience with an industry partner, for example, due to illness, part of ongoing professional behaviour and responsibility is to ensure the relevant parties are notified, similar to any workplace. This may involve notifying a supervisor, mentor or UC academic in relation to the absence.

Students who undertake compulsory WIL placements should follow the procedures in the relevant supporting guidelines.

**WORKPLACE ETIQUETTE**

As a representative of the University of Canberra it is important to be aware of and display appropriate workplace etiquette. This includes, but is not limited to:
DRESS

All workplaces are different but you should be aware of what is appropriate and dress suitably for placement at your industry partner. If you have a compulsory uniform, ensure it is clean and ironed for each placement day. It is also important to pay particular attention to matters such as personal hygiene.

PROFESSIONAL BEHAVIOUR

It is important to be aware of the culture of the organisation you are entering into, including the way the teams within your organisation operate. Ensure you are aware of where the lunch room is private meeting rooms etc. It is important to be aware of your own attributes and the attributes that an employer expects of a good employee. Expectations from a student can differ from the expectations of an employer. Ensure you are aware of what your supervisor expects from you, including behaviour within the workplace.

DEVELOPING SKILLS FOR THE WORKPLACE

UC promotes the development of graduate skills specific to those outside of your technical skills that employers look for. These include communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, technology and learning. Developing these skills will be advantageous to your success within the WIL placement and into your future career, further information about these skills and graduate attributes can be found in the UC Work Integrated Learning Policy and Procedures and UC Graduate Attributes Policy.

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SECTION 3: WIL PREPARATION AND COMPLETION

PREPARING FOR A WIL EXPERIENCE

Before a student first undertakes a WIL experience, there are some important, preparation items to think about to ensure the best possible experience begins on day one.

WHAT ARE YOU LEARNING?

Each unit of study has specific learning objectives. Students must ensure they are aware of the objectives and make these achievable within their WIL experience.

BE PROMPT

Students must ensure they have the correct information and arrive at the correct venue on time. Students will usually have an Orientation Day on the first day which must be attended. Other industry partners may have inductions which require students to attend at a particular time. Students also make should contact and introduce themselves to the industry partner before commencing their WIL experience.

TRANSPORT

Students should be aware and plan for appropriate transport to and from their placement to ensure they arrive on time. This may include ensuring parking arrangements (which may be limited) and planning bus timetables. Students are responsible for organising their own transport in most instances.

HAVE I COMPLETED MY PRE-PLACEMENT REQUIREMENTS?

Please refer to the relevant Faculty WIL Support Guidelines for information regarding any pre-placement requirements, should these be required. For many courses with pre-placement requirements, these are mandatory and must be completed within a given timeframe.

SET GOALS

Set some personal goals and objectives to achieve during your WIL experience. Whilst undertaking your WIL experience, it will be important to revisit these goals and to determine if you are on track to meet them.

Students may refer to their relevant Faculty WIL Support Guidelines for more information.

ORIENTATION

All students or trainees should receive site orientation on or before the first day of their WIL placement. The orientation is the responsibility of our Industry Partners allocated to supervise the students on placement.
**Organisation/Communication**

Students should be made aware of the appropriate liaison persons for the Industry Partner and University at both an overall management level as well as local level supervision. Logistical information about dates and timetables, as well as areas within the WIL placement appropriate for student access should be provided to students within the introductory sessions to workplace and staff. Methods to communicate appropriate work behaviour in students may include student guidelines, identification badges, and patient/client brochures or procedures explaining the role of the students.

**Information Provision**

Students should be made aware of their roles regarding:

- Fire and emergency procedures;
- Privacy and confidentiality legislation and policy;
- Dress and punctuality requirements;
- Documentation in medical/client files;
- Requirements for patient/client safety, e.g. bedrails, infection control, mandatory child reporting;
- Workplace Health & Safety; and
- Informed consent.

Students should be made aware of their refreshment break entitlements and be able to locate the cafeteria, lunch room, and bathrooms.

**COMPLETING THE WIL EXPERIENCE**

**REFLECTION**

The process of reflection on a specific experience is an invaluable learning tool for students whilst undertaking WIL activities. This can be done formally or informally (verbally) with the Supervisor. Often, reflection will be part of the assessment tool used by different courses to enable self-evaluation. It is important to reflect as the thinking and decision making processes that are used in a WIL experience are often difficult to explain. Reflecting on achievement of your goals, as well as the achievement of demonstrating UC graduate attributes and employability skills are important critical engagement skills, ensuring you feel accomplished and can identify areas of strength and improvement.

**EVALUATION**

If students are required to undertake an evaluation or assessment process for their WIL experience, it is important to ensure that it has been completed. This will assist industry and the University to make positive change to the learning opportunities and experiences of future students.
THANK YOU

It is important students remember to thank their host organisation for their generosity in allowing students to undertake and support WIL activities within their facilities. Organisations allow students the opportunity to gain valuable experience and without their support we cannot provide the same opportunities for students to develop their graduate attributes and provide realistic training within their curriculums.
SECTION 4: STUDENT SUPPORT

If students have any concerns related to their learning experience when undertaking a WIL experience, they should contact their Unit Convenor by phone or email in the first instance. The University has systems in place to allow students to come forward with any issues and feel supported. Within your professional WIL experiences, debrief sessions may be available and speaking with other industry staff is an important part of this. Outside WIL experiences, UC’s Inclusion & Welfare Office also available to support students during their placements.

UNIVERSITY SUPPORT FOR STUDENTS

UNIT/COURSE CONVENOR

When faced with issues or concerns during placement, students should make an initial contact with their Unit or Course Convenor to discuss any matters. Unit/Course Convenors will work with students to implement any adjustments during WIL as advised by Inclusion and Welfare and also work to ensure students feel supported and safe.

UC INCLUSION & WELFARE

Inclusion & Welfare brings together general welfare support for all students, support for students with a disability or ongoing health conditions as well as a range of specialist support programs.

Support for students with disability or ongoing health conditions

Inclusion & Welfare coordinates and implements services and supports to assist students with disability or ongoing health conditions. This is achieved through the provision of reasonable adjustments to enable equal access and participation in university life. To find out more about reasonable adjustments and the support available, visit the Support for Students with Disability page.

Who can register for disability support?

You are eligible to register if a student:

- has a disability
- experiences injury or illness
- is diagnosed with a medical or mental health condition
- is the primary carer of someone with disability and/or continuing health condition.

Support is available whether the condition is permanent, fluctuating or temporary. Eligibility is determined at a registration appointment with an Inclusion Advisor.
Students may register for disability support at any time during their studies. Please contact Inclusion & Welfare as early as possible to enable support for your WIL experience in a timely manner.

**Student Welfare Support**

The Welfare Officer provides advice, support and referral to students who are experiencing a range of personal, financial and academic difficulties. The Welfare Officer also provides advice to students on grievance and misconduct matters.

**STUDENTS WITH DISABILITY**

The University of Canberra is committed to developing the independence of people with disability in the wider community through full and equitable participation in higher education. Students are strongly encouraged to register with UC Inclusion and Welfare if they consider their disability/health will impact on their ability to carry out the duties required for their clinical/professional placement.

Within this context the University will continue to provide for, where appropriate, reasonable adjustments within clinical/professional placement in accordance with the University of Canberra Disability Policy, Disability Discrimination Act 1992 and the Disability Standards for Education 2005 (see links below for further information).

The suitability of a student placement will be determined by the Clinical/Professional Co-ordinator in association with the Unit Convenor, Industry Partner and Inclusion and Welfare (where appropriate). The university and/or host organisation is required to make decisions about participation on the basis that reasonable adjustments will be made to ensure that the student is treated on the same basis as a student without disability. However, an adjustment is not mandatory if it would cause unjustifiable hardship to the University and/or host organisation.

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IDENTIFYING YOUR ABILITY TO PARTICIPATE IN WIL EXPERIENCES

FITNESS FOR PROFESSIONAL PRACTICE

A student’s ability to actively participate in WIL activities (Fitness for Professional Practice) may be affected by a variety of factors including but not limited to; economic, social, physical, psychological and/or cultural factors. Students may also have specific learning or academic issues that impact on their WIL experience.

Where students are aware of factors that may impact on their participation, they are encouraged to seek assistance to establish if adjustments are required to allow them to undertake the WIL experience. WIL activities typically take 2 – 3 months to organise and therefore, students who have concerns about their ability to participate in a WIL experience should seek advice early. Ideally this would be when first enrolling (for on-going concerns) or as soon as a student recognises a possible barrier to full participation. Late notification can lead to delays that may impact on course progression.

- For general health and welfare considerations students are encouraged to contact UC Inclusion and Welfare.
- For specific learning concerns, students should talk to their unit convenor.

If in doubt, students should seek advice from their unit or course convenor. They will be able to provide guidance on how to proceed, including possible sources of support.

Workplace Health and Safety in health care settings must take into consideration groups that access services and the environment within which services are provided. Factors that would not normally affect a student’s capacity to participate in everyday activities may present a consideration in relation to WIL activities. Listed below are some examples that may need to be considered in WIL activities:

- Pregnancy
- Conditions such as a broken leg, severe anxiety or learning disability that may have short term or longer impact on participation in a WIL experience
- Substance dependency and/or misuse
- Communicable diseases e.g. Hepatitis B

Such considerations are not likely to preclude students from undertaking WIL activities; however they may require a support strategy. For example:

- A pregnant student might consider if they have any health concerns before undertaking a WIL experience and whether additional support is required during this time.
- Students with an anxiety disorder may also need a Student Support Plan to allow them to fully participate in WIL activities as health settings and schools can be confronting and challenging.
- Students enrolled in courses that involve the provision of physical care may require special adjustments if they are unable to weight bear.
SITUATIONS WHERE THE STUDENT IS NOT AWARE OF THEIR LIMITATIONS TO UNDERTAKE PLACEMENT

In most situations, students are able to identify conditions that impact on their participation in WIL activities and in these circumstances it is their responsibility to initiate processes to address them. In some circumstances however, students may not be aware. Sometimes people working with a student may identify concerns for their health and wellbeing that might impact on their studies and in particular, WIL activities. Where these are identified prior to placement it is the responsibility of the Unit Convenor to consult with the student and coordinate a response.

In some situations, students may not be aware that pre-existing circumstances may impact on their WIL experience. If staff or peers are concerned about a student’s capacity to undertake a WIL experience, they should raise and discuss this concern with the student and/or the Unit Convenor. The Unit Convenor, in consultation with the student, will review and if necessary implement a Student Support Plan. In some situations it may be necessary to delay or cancel the WIL experience. The intention is to ensure that the University meets its duty of care to the student whilst fulfilling our statutory obligations to industry partners. At all times staff strive to act in accordance with University policies and procedures and relevant legislation\(^1\).

STUDENT SUPPORT PLANS

In some instances provisions (Student Support Plans) need to be made in order to promote the best outcome for students. The purpose of a Student Support Plan is to accommodate pre-existing concerns by setting in place reasonable adjustments that support students to participate and meet their learning objectives on the same basis as their peers. Students will still need to demonstrate equivalency of learning outcomes.

A Student Support Plan may be required either on the basis of specific learning/academic needs and/or wider considerations such as those highlighted above (Fitness for Professional Practice). This is a more formal arrangement seeking to:

- Clarify factors impacting on student placement participation;
- Articulate strategies to support student learning; and
- Provide criteria to allow strategies to be evaluated.

Students with concerns in meeting WIL learning objectives on academic grounds are likely to have a Learning Plan. The unit convenor will develop this plan in consultation with the student. Students may also refer to UC Inclusion and Welfare if there are other considerations that need to be addressed.

\(^1\) Disability Discrimination Act 1992; Disability Standards for Education 2005; ACT Discrimination Act 2001; ACT Human Rights Act 2004; University of Canberra Disability Policy; University of Canberra Assessment Policy; University of Canberra Equity policies (See Policy Data base)
Example 1 (Learning Plan):
A Learning Plan may be required if there has been issues with professional practice or other academic progress concern from a previous WIL experience. The action plan makes explicit the area of practice/learning that has created the concern and explicitly details the knowledge, skills and values that require development.

Example 2 (Reasonable Adjustment Plan)
A Reasonable Adjustment Plan may be required for a student who has specific health or welfare considerations that need to be actively managed. A student with a known anxiety disorder may need a Reasonable Adjustment Plan to identify triggers and consider how to manage the situation. A student, as a single parent may not have social support networks to allow them to undertake placements outside the ACT and near environs. A student with a broken leg may need a Reasonable Adjustment Plan to defer the placement until the cast is removed.

Where necessary, university staff will work with a student to develop a Student Support Plan that will support the student in meeting their learning objectives and outcomes for the placement, where practicable. University staff will act in accordance with relevant legislation (Disability, Privacy and WHS legislation) to fulfil our duty of care whilst at the same time meeting our obligations to third parties: industry partners and their clients.

At times, it may be difficult for students to practice safely within the context of the WIL experience and course. Where this occurs, students may need to be counselled by their course convenor regarding the ability to complete learning objectives within the course.

PROCESS FOR ESTABLISHING AND IMPLEMENTING STUDENT SUPPORT PLANS:
1. Identify need for Student Support Plan
2. Establish Plan in accordance with relevant legislation in addition to UC policies and procedures\(^2\) (Responsibility of Unit Convenor or Inclusion & Welfare Advisor in consultation with the student)
   a. Student meets with either Unit Convenor and/or Inclusion & Welfare
   b. Student Support Plan developed in consultation with the student
3. Notifying an industry partner of student details.
   a. Unit convenor or Inclusion & Welfare advisor in consultation with the student will consider if any information is required to be shared with

\(^2\) Disability Discrimination Act 1992; Disability Standards for Education 2005; ACT Discrimination Act 2001; ACT Human Rights Act 2004; University of Canberra Disability Policy; University of Canberra Assessment Policy and procedures; University of Canberra Equity policies (See Policy Data base)
the industry partner. If required, it is the student responsibility to contact the Industry Partner supervisor.

4. During the placement, it is the unit convenor’s responsibility (or delegate) to monitor student progress. If concerns arise during the placement they need to be addressed consistent with University of Canberra Assessment Policies and Procedures taking into consideration the rights of the student under the relevant legislation.

Where participation issues are identified on placement, the unit convenor will work with the student and site supervisor to develop an appropriate response in accordance with University policy and procedures.

STUDENT GRIEVANCE

We hope that a student’s time at the University will be a rewarding and enjoyable one; however, occasionally problems arise and students find that they have a grievance in relation to actions or decisions taken by University staff, including matters involving administration, learning and teaching and breaches of University policy. This includes grievances in relation to unit results. The University has established a set of procedures for dealing with such matters. The steps involved in grievance resolution are set out in the Student Grievance Resolution Policy.

Grievances about non-University staff or students relating to WIL activities, are governed by the contract between the University and the relevant workplace, and should be brought to the attention of the Placement Office for consideration of appropriate action.

UC POLICIES AND GUIDELINE LINKS

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<tr>
<th>Policy</th>
<th>Access</th>
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</table>

SECTION 4 LINKS

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<th>Site</th>
<th>Access</th>
</tr>
</thead>
</table>
SECTION 5: INTERNATIONAL WIL PLACEMENTS

OVERSEAS WIL ACTIVITIES

Some students at UC have the opportunity to undertake their WIL experience with overseas industry partners. These are often in the form of Faculty Led Programs, which are made available to students in specific courses. An alternative option for students looking to undertake unpaid industry experience overseas is to seek approval from their Unit or Course Convenor for assessment credit for overseas WIL activities. Should a student wish to partake in this option, please see appendix 1 for the application and assessment process.

Students undertaking approved overseas WIL programs will need to seek pre-departure advice from the Study Abroad and Exchange Office.

Students should refer to section 8 for more information on insurance coverage for approved international placements.
SECTION 6: RESPONSIBILITIES OF STUDENTS, UNIVERSITY AND INDUSTRY PARTNERS

STUDENTS
1. Enrol for the University teaching year (especially where WIL is early/over the summer break;
2. Ensure all pre-placement requirements are met prior to WIL placement (where applicable) and ensure these documents remain current during all placements;
3. Be familiar with the University and Industry policies relevant to their WIL experience, including all documentation, handbooks, resource manuals, guidelines and assessments related to each unit/course of study;
4. Advise the University if there are pre-existing relationships with their WIL experience supervisor e.g. work colleague, family, family friend;
5. Make contact with the Industry Partner/ WIL Supervisor before commencing placement;
6. Participate in any industry partner specific preparation for placement requirements, such as online learning, manual handling and other orientation activities;
7. Recognise the learning opportunity of each WIL experience to ensure clear expectations of the industry partner;
8. Ensure awareness of transport arrangements to and from the WIL experience before commencement, including bus timetables and routes, parking facilities or other forms of transport;
9. Ensure all assessment documentation for the WIL experience is completed and accurate when required;
10. Notify the Unit or Course Convenor of any support needs prior to placement and/or register with UC Inclusion and Welfare if required;
11. Notify the industry partner and/or supervisor of any support needs;
12. Act professionally at all times, this includes punctuality, attitude and behaviour, conforming to the relevant Uniform Policy and displaying a professional image;
13. Maintain confidentiality as appropriate at all times; and
14. Maintain effective professional communication with patients, supervisors, academics and professional staff at all times.

UNIVERSITY
The University of Canberra has a responsibility to ensure the appropriate support for WIL experience for students and supervisors through their allocated roles. The University of Canberra will:
1. Ensure student placement agreements are executed and up to date between the University of Canberra and the relevant industry partner;
2. Ensure that UC employed WIL Supervisors are prepared appropriately for the role;
3. Provide insurance cover (subject to the policy terms, conditions, limitations, restrictions and exclusions) for students on authorised placement;
4. Organise the administrative requirements of the placement;
5. Work collaboratively with support staff including supervisors;
6. Provide adequate support to supervisors in assessment, education practice training and teaching and administration for the placement;
7. Provide adequate support to students consistent with reasonable adjustments as outlined and developed by UC Inclusion & Welfare recommendation and/or student learning contract in consultation with the Unit/Course Convenor and Industry Partner;
8. Ensure a clear communication system is in place to deal with student issues or queries;
9. Communicate program and unit specific requirements and any changes regarding a students’ course or assessment in a timely manner to the supervisors and industry partner staff; and
10. Implement an effective evaluation system for student assessment when undertaking assessable WIL experience.

INDUSTRY PARTNERS
1. Ensure that student supervisors are prepared appropriately for the role;
2. Provide a safe, supportive and equitable placement environment for the student;
3. Allow time for student supervisors to meet with students to undertake record assessment, activities and outcomes (if required);
4. Perform formative and summative assessments where required and provide regular constructive feedback to students about their progression;
5. Allocate time for supervisors to reflect, give feedback and maintain records of student achievement and performance;
6. Ensure student supervisors have appropriate and ongoing support in practice;
7. Work collaboratively with the University; and
8. Provide quality learning opportunities for students that reflect the nature of the service.
SECTION 7: WORKPLACE HEALTH AND SAFETY

WORKPLACE HEALTH AND SAFETY LEGISLATION AND RISK MANAGEMENT

Any organised WIL experience undertaken as part of University course requirements recognises the *Work Health and Safety Act 2011 (ACT)*. The University has a duty of care to take all reasonably practicable steps to provide a safe experience for all employees as well as protecting students, visitors, volunteers and any other persons from risks to their health and safety arising from any such activity. Similarly, industry partners and students share the same responsibilities to themselves and their clients/patients/customers.

The Industry Partner (both University and participating Industry Partner) duty of care places an overriding managerial responsibility to take all reasonable care to safeguard employees, students and all other participants from risks associated with organised WIL activities.

The Unit Convenor is responsible for regular and planned supervision and is the person appointed by the Head of Discipline with the authority to influence or direct the actions of students and other persons involved in a WIL experience.

The Unit Convenor is responsible for the preparation and management of the students on placement and must ensure where possible that:

- All participants (students and staff) are fully informed of their responsibilities.
- Policies and procedures are in place in relation to the specific placement.
- Education is provided in relation to the placement; and
- The Industry Partner has complied with workplace health and safety requirements.

INCIDENTS/ACCIDENTS DURING WIL PLACEMENT

The following information is informed by University and Legislative policies and guidelines.

WIL INCIDENT REPORTING GUIDELINES

All incidents require action to mitigate risk/harm/injury to involved parties either directly or indirectly, (patient/client/resident, staff, self and/or peers). Whilst we work hard with our industry partners to minimise the risk of incidents, incidents will still occur while students are on placement. The process of reporting incidents aims to provide:

- Support for students who experience an incident or untoward event while on work placement;
- Information to assist the University to manage the risks associated with supporting students on work placements;
Information to the Faculties and University to continuously improve its WIL programs; and
- Feedback to the health agency about issues raised by the incident.

NATURE OF INCIDENTS

Incidents on placement can be classified under three broad headings: Workplace Health and Safety (WHS); Professional/Clinical Practice; and natural disasters and large scale emergencies. The latter examples are uncommon and management is covered separately as part of the University of Canberra Emergency Response Plan. Of the two former groups, incidents can fall under both WHS and Professional/Clinical Practice categories.

Workplace Health and Safety:

Injury, illness or dangerous incidents occurring in a workplace are governed by WHS laws. Incidents that fit these criteria must be reported. These guidelines should be implemented as informed by the UC Health & Safety Policy and Procedures.

Professional/Clinical Practice:

Staff and students undertaking professional placements are expected to practice professionally, guided by the University of Canberra (Student Conduct) Rules and the Profession's Code of Conduct or Ethics. Circumstances can arise whereby staff or students may be involved in professional/clinical incidents that may or may not constitute a WHS incident, but must still be reported to support quality assurance and risk management activities.

It is also important to identify situations which might develop into an incident. These near misses, which through good luck or good management do not progress to become incidents, provide valuable opportunity to review processes and take remedial action to prevent future incidents.

Relevant Legislation and Resources:

The following sites and resources may be helpful in relation to WHS and Professional Conduct.

1. Workplace Health & Safety legislation and resources:
   a. University of Canberra Incident and Hazard Report Form
   b. Work Health and Safety Management System (WHSMS) (Internal)
   c. WH&S Act 2011: Part 3 – Incident Notification
   d. WH&S Regulations 2011: Part 3.1 Managing Risks to Health & Safety
   e. WorkSafe ACT

2. Professional Conduct
   a. Inclusion and Welfare
   b. University of Canberra (Student Conduct) Rules
   c. A Code of Professional Ethics for Staff at the University of Canberra
   d. Inappropriate Conduct (Discrimination, Harassment and Bullying)
### PROCESS FOR REPORTING INCIDENTS/HAZARDS:

<table>
<thead>
<tr>
<th>Steps:</th>
<th>Action:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1: Initial Response</strong></td>
<td>Identification of placement accident/incident. Report to Industry Partner and university supervisor (if applicable), if not already known</td>
</tr>
<tr>
<td><strong>Step 2: Assessment</strong></td>
<td>Student should seek medical treatment if required, including care and support of involved personnel</td>
</tr>
<tr>
<td><strong>Step 3: Reporting</strong></td>
<td>Student to complete UC Online Reporting Form. If unable, it is the responsibility of the UC supervisor or Industry Partner Supervisor. Course/Unit Convenor must also be notified at this stage</td>
</tr>
<tr>
<td><strong>Step 4: Follow Up</strong></td>
<td>Course/Unit Convenor to liaise with student, supervisor and Industry Partner on student welfare and make decision on the continuation, postponement or cancellation of placement</td>
</tr>
<tr>
<td><strong>Step 5: Investigation (If required)</strong></td>
<td>UC to investigate incident/accident</td>
</tr>
</tbody>
</table>

Additionally, an Industry Partner will have their reporting/notification requirements. Students must also comply with these requirements, including completing any necessary documentation.

### PROTOCOL FOR INDUSTRY PARTNERS

University staff and students involved in incidents whilst on placement will normally comply with the protocols of Industry Partners. University of Canberra staff and students fall under both the Industry Partner and the University’s jurisdiction when involved in incidents. The process for advising the University is:

The UC Supervisor (If applicable) or Course/Unit Convenor should be notified as soon as possible to assess the situation and provide direct support and follow-up; and

The incident should be reported using the [UC Incident and Hazard Report Form](#) to ensure the University meets its statutory obligations. If access to the online report form is not available on placement, it is the UC Supervisor, Course/Unit Convenor’s responsibility to notify relevant parties.

Industry Partners will complete their own reports as required. The content of the University report is often similar to that of the industry partner report but the Industry Partner is under no obligation to release a copy of their report. It is for this reason that the University forms are mandatory.

WHS and Professional/Clinical Practice incidents are not necessarily exclusive and the principles informing follow-up, reporting and investigation should be the same. The
Disciplines are accountable for professional practice through the Professional bodies. As such the Disciplines will investigate incidents that fit both criteria. The Discipline will need to consider the health and safety concerns, professional practice matters and reputational risk. **Any incident that involves patients/residents or clients and particularly where there is injury or harm to them and/or University students or staff must be notified immediately to the Head of Discipline or Faculty Representative—the University contact, whether it be UC Supervisor, Course/Unit Convenor can follow this up.**

Examples are:

- Incidents involving patients/clients/residents and particularly where there is injury e.g. patient fall in the care of a student;
- Incidents involving injury to University staff or students e.g. needle stick injury;
- Any other notifiable incidents that involves staff or students e.g. witness of abusive incident; or
- Any critical incidents that need to be actively managed by the University e.g. medications incident.

**SECTION 7 LINKS**

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<th>Site</th>
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SECTION 8: LEGAL AND INSURANCE

UNIVERSITY INSURANCE

Insurance is one way of reducing the financial impact of injury, loss or damage. The University is protected by policies including public liability, medical malpractice, professional liability and property loss or damage.

The University has policies and procedures in place to manage the risk of personal injury and to reduce the risk of damage to property and assets. The safety and welfare of staff and students is important and all staff and students are expected to follow the established practices to minimise injury, damage and loss. These are particularly relevant in the higher risk areas such as laboratory and fieldwork, internships and student placements (especially overseas).

INSURANCE FOR STUDENTS

The University also provides some protection (insurance) cover for students undertaking approved University-related activities. Therefore, students enrolled in a University of Canberra Course and studying on campus or online are covered (subject to the policy terms, conditions, limitations, exclusions and restrictions) by University of Canberra insurance policies including:

- General and Products Liability
- Professional Liability
- Medical Malpractice (where appropriate)
- Group Personal Accident
- Corporate Travel

These policies only apply to University of Canberra course activities.

Students should note that insurance may not provide cover for every event or circumstance.

Professional placements, work experience, practicums or internships in Australia are covered by these polices, provided the activity is:

- undertaken by a student enrolled in a University of Canberra Course,
- unpaid (i.e. they receive no remuneration and are not considered to be a staff member of their host organisation),
- a requirement of a University of Canberra course, and
- approved and authorised by the University.

The insurance policies are designed to provide cover in the event of accidents or events resulting in damage, loss or injury to a third party. Any incident involving injury or damage to UC property is to be reported as soon as practical using the online form hazard and incident form.
Staff and students are asked not to admit liability – It is important that whatever the circumstances of the incident, **DO NOT ADMIT LIABILITY EVEN IF YOU THINK YOU ARE AT FAULT**. The Insurer is entitled to deny a claim or pay a reduced amount if statements made by the University or covered persons prejudice the Insurer’s position.

For incidents involving injury or damage to UC property:
http://www.canberra.edu.au/report-a-hazard-or-incident/online-form

All other incidents: insurance@canberra.edu.au

Students undertaking non-UC activities (including any personal or paid professional developments opportunities) **are not** covered by the University of Canberra insurances. Insurance coverage, including workers compensation, for paid placements should be provided by the organisation where students are undertaking the development opportunity.

**VOLUNTEERING AND PAID WORK INTERNSHIPS**

For insurance purposes, students undertaking volunteering will be covered by the Organisation’s insurance cover for volunteers. Students on paid work internships are excluded from coverage as they have an employment relationship with the organisation and thus, must be covered by the insurance of the employment Organisation.

**INSURANCE COVERAGE FOR INTERNATIONAL PLACEMENTS**

Insurance coverage for international placements will be determined as part of the international WIL request and assessment process.

Students undertaking international placements are only covered (subject to the policy terms, conditions, limitations, exclusions and restrictions), if:

- no major issues have been identified with insurance coverage,
- the international placement has been approved and authorised in accordance with relevant University policies and procedures,
- the student is not returning to their home country to undertake the WIL experience, to the exception where written permission is acquired from the University Insurance Broker;
- the placement is unpaid (i.e. they receive no remuneration and are not considered to be a staff member of their host organisation), and
- the experience is a requirement of the students University of Canberra course.

**INTELLECTUAL PROPERTY**

The University’s policy on intellectual property sets out the rights and obligations of the University, its staff and its students regarding intellectual property. The policy
seeks to strike an equitable and workable balance between the rights of originators and the interests of the University.

**OWNERSHIP**

Enrolled students of the University own the intellectual property created by them in pursuit of their studies. However the University may assert an interest where:

- Generation of the property has involved substantial use of institutional resources and/or services beyond that which is ordinarily provided to students; or
- Generation of the property has resulted from use of pre-existing intellectual property owned by the University; or
- The property forms part of intellectual property generated by a team of staff and students of which the student is directly or indirectly a member; or
- The property has been generated as the result of project-specific funding provided by or obtained by the University.

Where the University asserts an interest under this section ownership will be negotiated on a case-by-case basis in accord with the principles of the policy. Where the University makes a claim to ownership of intellectual property generated by students the University will ensure:

- That the claim will not be allowed to interfere with the assessment of the student’s academic performance; and
- That the student is treated in accord with the provisions of the policy.

The University normally would not consider assisting a student to patent an invention or protect intellectual property created by the student. The student would be required to assign the intellectual property rights to the University in return for any assistance. This would be in exchange for a proportion of the returns expected from commercialisation of the property.

**INDEPENDENT IP ADVICE FOR STUDENTS**

The Students’ Association acts as a source of independent advice for students on intellectual property matters. Students are advised to seek such independent advice before they agree to undertake activities that may spawn intellectual property. Students are asked to note the information in the [University’s policy on intellectual property](#).

**AGREEMENTS**

The Placement Office will work in collaboration with Industry Partners to execute a Student Placement Agreement as per the advice provided by Disciplines in the University and the requirements of the Industry Partner. The Placement Office will work in collaboration with the Legal Office for approval of all Student Placement Agreements.
### OTHER UC POLICIES AND LINKS

<table>
<thead>
<tr>
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<th>Access</th>
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<tbody>
<tr>
<td>University of Canberra Work-Integrated Learning Site</td>
<td><a href="http://www.canberra.edu.au/wil">http://www.canberra.edu.au/wil</a></td>
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</table>

### SECTION 8 LINKS

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## APPENDICES

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<td>International Placement WIL Assessment Form</td>
<td>39</td>
</tr>
</tbody>
</table>
APPENDIX 1: INTERNATIONAL PLACEMENT WIL ASSESSMENT FORM

INTERNATIONAL PLACEMENT WIL ASSESSMENT FORM

Information on this form will be used by the Placement Office to assess your placement and comply with UC Travel and Insurance Policies.

*Please read all information carefully, completing all fields and signing where required prior to submitting this form*

### SECTION 1 – Student Details

- **Student ID:**
- **Given Name(s):**
- **Family Name:**
- **Contact Number(s):**
- **Nationality on Passport(s) being used for travel:**

**I am a Domestic / International Student (Please circle)**

- [ ] Yes
- [ ] No

### SECTION 2 – Course Details

- **Course Name:**
- **Unit Name (If Applicable):**
- **Course Code:**
- **Unit Code (If Applicable):**

### SECTION 3 – Details of International WIL Placement

- **Host Organisation Name:**
- **Host Organisation Address:**
- **Host Organisation Country:**
- **DRAFT Rating: : [circle]**
  1. Exercise Normal Safety Precautions
  2. Exercise a High Degree of Caution
  3. Reconsider Your Need to Travel
  4. Do Not Travel
  5. Not rated by DFAT

<table>
<thead>
<tr>
<th>International SOS rating: [circle]</th>
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<tbody>
<tr>
<td>Medical: Low / Med / High / Extreme</td>
</tr>
<tr>
<td>Travel: Low / Med / High / Extreme</td>
</tr>
</tbody>
</table>

- **Host Organisation Contact Person:**
- **Host Organisation Phone Number:**
- **Host Organisation Email Address:**
- **Placement Supervisors Name:**
- **Placement Start Date:**
- **Placement End Date:**
INTERNATIONAL PLACEMENT
WIL ASSESSMENT FORM

Placement Details (Provide a brief description of the placement offered below) A detailed travel itinerary must be provided to the Placement Office at least 2 weeks prior to travel:

SECTION 4 – Proposed Travel and Accommodation

Please provide a brief overview of proposed travel dates and accommodation below. NOTE: Travel costs should NOT be paid until application is approved. A copy of your final itinerary must be provided to the Placement Office.

Are you planning to take any personal incidental travel? (If applicable, please complete details below) Y/N

Total days of Travel: Total number of days personal incidental travel:

Countries planned to visit:

DRAFT Rating: [circle]
1. Exercise Normal Safety Precautions
2. Exercise a High Degree of Caution
3. Reconsider Your Need to Travel
4. Do Not Travel
5. Not rated by DFAT

International SOS rating: [circle]
- Medical: Low / Med / High / Extreme
- Travel: Low / Med / High / Extreme

SECTION 5 – Course/Unit Convenor Endorsement

Note: Course/Unit Convenor endorsement does not confirm a students’ final approval

I confirm the aforementioned student will be undertaking the above placement as part of an approved course/unit program of study at the University of Canberra, for which they receives course credit.

Course/Unit Convenor Name: Staff ID:

Signature:
SECTION 6 – Insurance Information – PLEASE READ CAREFULLY

Enrolled students on authorised placement overseas, may be covered (subject to the policies limitations, restrictions and exclusions) by the following University protection and Insurance arrangements, provided the placement is a requirement of the course and is unpaid:

- Corporate Travel Insurance;
- General and Products Liability;
- Professional Liability, and
- Medical Malpractice.

The University’s protection and insurance arrangements have specific exclusions, restrictions and limitations.

Information on cover for students under the University’s Corporate travel insurance can be found on the University’s website.

The University uses International SOS as the overseas assistance provider for approved travel by staff and students. If travel is not registered with International SOS, the ability of the University and/or International SOS to provide assistance may be limited. If separate travel insurance and/or medical insurance is purchased, students will need to contact that provider for assistance and to obtain approvals for any costs or claims.

Privacy:

Your personal information is managed under the Privacy Act 1988. All Personal Information collected by the University is governed by the University’s Privacy Policy. Personal Information is recorded information that identifies a person or could reasonably be used to identify them.

The University collects Personal Information from a student for a number of purposes. We will only use your Personal Information for the purposes for which it was collected and we will not disclose your Personal Information without gaining your consent except where such disclosure is required by law.

We use your Personal Information in the following ways:

- Assess the suitability of the WIL placement;
- Assess your level of insurance coverage; and
- Provide information to the University Insurance Broker where appropriate for assessment.
# INTERNATIONAL PLACEMENT
## WIL ASSESSMENT FORM

### DECLARATION:

*Please read all information carefully, completing all required fields prior to submitting this form*

<table>
<thead>
<tr>
<th>1</th>
<th>My nominated emergency contact person(s) details are up to date in MyUC Student Portal <a href="http://www.canberra.edu.au/myuc">http://www.canberra.edu.au/myuc</a></th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>My WIL Placement is <strong>UNPAID</strong> (i.e. I am not considered to be employee) and I understand that if I am considered employee I will not be covered by the University’s protection and insurance arrangements.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>3</td>
<td>I understand that <strong>FINAL PLACEMENT APPROVAL</strong> will be confirmed in a PLACEMENT CONFIRMATION email and that travel costs should not be incurred prior to receipt of this email. The Placement Office will send the Placement Confirmation email to my UC Student email account following approval.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>4</td>
<td>I understand my placement details and any changes must be provided to the Placement Office.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>5</td>
<td>I will register with International SOS and Smartraveller and make myself familiar with International SOS and Travel insurance coverage. I will carry <a href="http://www.canberra.edu.au">ISOS Alarm Centre contact numbers</a> and UC Membership number.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>6</td>
<td>I understand that protection and insurance coverage provided by the University may not provide cover for every event or circumstance and exclusions may apply depending upon my individual circumstances.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>7</td>
<td>I understand that any incident that might lead to claim against any of the University's insurance policies covering me while undertaking this Internship must be reported immediately. I will report any incidences using the University's online <a href="http://www.canberra.edu.au">incident reporting tool</a>.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>8</td>
<td>I have considered my physical fitness level and I believe that I am fit to travel. A medical practitioner has not certified me as <strong>UNFIT TO TRAVEL</strong>.</td>
<td>Yes / No</td>
</tr>
<tr>
<td>9</td>
<td>I certify to the best of my knowledge, all documentation and information submitted on and in support of my application is true, accurate and complete. I understand the University of Canberra is able to revoke an International WIL Placement Approval on the basis of incorrect or incomplete information or when the situation in a particular country warrants the approval being withdrawn. I understand that it is my responsibility to ensure that I complete and lodge any ‘in course’ assessment items by the due dates. I understand that the Host Organisation of the International WIL Placement (including visa, travel, accommodation and accompanying site specific requirements such as Criminal Record Checks and Child Protection) is my responsibility. I understand it is my responsibility to ensure that the learning experience will be compatible with course requirements. The University of Canberra is not obliged to provide supplementary teaching or approve adverse circumstances in the instance where the International WIL Placement is found to be unsatisfactory.</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>

**Student Signature:**

**Date:**

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*Please submit this form via email as PDF attachment to placementoffice@canberra.edu.au.*

**Placement Office Use Only:**

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<thead>
<tr>
<th>Application Received:</th>
<th>Review Outcome:</th>
<th>Student Notified:</th>
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