

Work-Integrated Learning

GUIDELINES for STUDENTS



1. Student Roles and Responsibilities for a Work-Integrated Learning Placement

ECU has a Student Charter (available at <http://www.ecu.edu.au/student/charter/>) and University Rules (http://www.ecu.edu.au/GPPS/governance_services/uni_rules.html). Even though you are participating in a workplace and you are probably off-campus, the Student Charter and University Rules still apply. You may be required to contact the workplace prior to your placement to introduce yourself and consult with your supervisor regarding requirements for the commencement of your placement. You are advised to request a safety briefing as part of your workplace induction if there is not already one arranged for you. Your roles and responsibilities as a student may extend before and after the period in which you are in the workplace. However, be aware that you must not attempt or ask to perform tasks beyond the requirements of the placement activity.

ECU expects you to become familiar with the particular organisation in which you are placed and adhere to their guidelines, and in particular:

- hours of work;
- attending their briefing for terms, conditions and regulations;
- following their procedures and abide by their regulations e.g. OSH: safety, fire, hygiene, equipment, health;
- uniform and equipment;
- meeting with or communicating with your mentor/supervisor in the workplace;
- undertaking all duties as directed by the workplace supervisors; and
- accepting and following directions from workplace and ECU supervisors.

ECU expects you to:

- adhere to relevant professional codes of ethics;
- demonstrate a high standard of honesty, integrity and social responsibility;
- conduct yourself in a manner that reflects well on the University;
- recognise your roles as a representative of the University, School and of your course;
- represent the ECU values and mission;
- meet with or communicate with your ECU mentor/supervisor/WIL coordinator as required;
- perform the roles at standards of performance required of you by ECU;
- ensure you do not post comments which relate to any aspect of your placement experience on social media;
- Ensure you are fit for placement and will not cause harm to yourself or others by undertaking a work placement experience;
- complete all applicable forms; and
- provide the Unit Coordinator with information about your placement if you have been advised by them to source your own placement.

Also, as a student participating in Workplace Integrated Learning placement, you are responsible for:

- a. Communication:** The smooth running of your placement opportunity is dependent on good and open communication. As you ask questions in an open manner you will find out the expectations of you.
- b. Safety:** For your safety and those in your host organisation, you must make any relevant information about medical and other issues known to your ECU contact person who will advise you as to what may need to be disclosed to the workplace. The workplace will need your emergency contact details.

- c. Workplace:** It is important to understand the protocols of the workplace. While protocols vary from one workplace to another, it is important for you to find out as quickly as possible what is and what is not appropriate for you as a student in their workplace. For example, sometimes it is appropriate to demonstrate initiative while at other times it may seem that being proactive is not welcomed. Communication and active listening will be a key to finding the balance and fitting into the workplace.
- d. Professional conduct:** In matters of dress, conduct, attendance, punctuality and co-operation, all students are expected to comply with workplace protocols and courtesies. You must take reasonable care when performing activities and you are expected to accept direction from and undertake all duties as directed by workplace and ECU supervisors. The placements are unpaid and do not create a relationship of employment between students and the host organisation or ECU. Even though students are not employees of their host organisations however, they should conduct themselves with the same standard of professionalism that would be expected of an employee.
- e. Confidentiality:** An understanding of the nature of privacy, confidentiality and respect is essential, as a breach of ethics may have consequences detrimental to workplace clients, the host organisation, and you, the student. As a student, you should exercise discretion in criticising the host organisation or its personnel. In all instances, you should conduct yourself as an adult and professional individual. Professional ethics extend to the exchange of information and interacting with all people both in the workplace and beyond the workplace.
- f. Transport:** You are required to arrange and provide your own transport to the various venues and workplaces. Also, you need to make your own parking arrangements and take care not to park in the employee parking bays unless this is offered.
- g. Accident or critical incident:** If you are involved in or witness an accident or incident, you are obliged to complete the ECU Online Accident Report Form (available at http://www.hr.ecu.edu.au/osh/html/accident_incident_homepage.cfm) and a copy is to be provided to the participating organisation as soon as reasonably possible.
- h. Unsatisfactory performance during a placement activity:** Unsatisfactory performance may contribute to a final fail grade in a course, or a final fail grade in a unit. Unsatisfactory performance may include one or more of the following:
- failure to meet the assessment or attendance requirements as detailed in the unit outline,
 - failure to adhere to professional standards and workplace requirements,
 - incomplete or late completion of documentation, or
 - failure to discuss a critical incident or issue of concern with your ECU WIL contact person as soon as reasonably possible.
- i. Termination of placement:** As a representative of the University, you should clearly understand that the University and School have high expectations in relation to your performance whilst in any workplace setting. In short, you are representing not only yourself, but your peers and staff of the University. It should be clearly understood therefore that if for any reason the host organisation calls your workplace practice into question; your workplace learning may be terminated immediately. In turn, this may lead to the award of a fail grade for the unit and possible disciplinary action within the University.
- j. Managing difficulties / ECU Services:** If you are having difficulties managing your obligations for a unit involving WIL, please arrange an appointment for a discussion with your ECU contact person as soon as reasonably possible. Please refer to the ECU Student Guide to find the health, careers and counselling services available to students.

2. Risk management

The objective of risk management in respect of student practicums is to facilitate the student placement and to ensure future student placements throughout the life of the University. By adopting some basic risk management procedures it is possible to facilitate a high standard of student placement in host organisations. It is very important that the following risk control measures are undertaken or complied with by students. These measures (in no particular order) are:

- (i) Students should not to perform tasks while on practicum that are beyond their capability. They should advise their supervisor at the host organisation if they feel a task is beyond their capability. Students are encouraged to express to the supervisor at the host organisation, and to any supervisor within their faculty, concerns which they may have in relation to the tasks which they have been asked to perform. Students should be advised that they may be liable themselves for any damage caused to a host organisation, or to a client of a host organisation, consequent upon the careless performance of a task objectively within their level of skill, expertise and experience. They should be advised that it is incumbent upon them to exercise reasonable care in the performance of any tasks allocated to them.
- (ii) The University shall inform the host organisations, to the extent practical, of the level of knowledge, skill, expertise and experience possessed by a particular student or by the class of students to which the particular student belongs. However, it is very important that you do not misrepresent to a host organisation the level of knowledge, skill, expertise or experience possessed by a particular student or students or a class to which the student belongs.

3. Insurance

The University has effected the following forms of insurance in respect of student practicums with host organisations, these are as follows:

- a) **Public Liability Insurance;**
- b) **Professional Indemnity Insurance; and**
- c) Personal Accident Insurance.

All matters affecting the insurance programme of the University is the responsibility of the ECU Manager, Business Risk & Resilience. Should any organisation desire confirmation of insurance or an explanation of the University's insurances it should be referred to the Manager, Business Risk & Resilience and at no time should any other person provide details of the University's insurances.

In particular, should any organisation request the signing of any agreement including indemnities, without the prior knowledge of the Manager, Business Risk and Resilience and the University's insurers, the above insurances may be considered void. It is a breach of the conditions of the University's insurance to sign any particular agreement modifying insurer's rights and providing indemnities to other organisations. All such matters must be referred to the University's Manager, Business Risk and Resilience.

From time to time University staff may be asked to provide proof of workers' compensation insurance in respect of the West Australian Workers' Compensation Rehabilitation Act 1981. As students are not employees of the University and do not receive remuneration from the University there is no legal obligation nor is the University able to insure students under workers' compensation. As students do not meet the definition of worker under the act, it is illegal for the University to provide such cover. When a host organisation requests such insurance details this should be referred to the University's Manager, Business Risk and Resilience for advice.

Should host organisations request proof of our Public Liability Insurance, you may download the Certificate of Insurance from publications “Certificate of Currency” found at the RASC Insurance home page. Certificates of currency can be accessed here: <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance/certificate-of-currency>

As mentioned above, we have effected, for all enrolled students of Edith Cowan University, Personal Accident cover for practicums, work experience and/or field trips authorised by the University. Details can be found at the RASC Insurance home page.

In respect of all matters relating to risk management, contact Darryl Welsby, Manager, Business Risk and Resilience on d.welsby@ecu.edu.au or 6304 2426 for advice and guidance.

4. Question and Answer

Q1. *What should I do if I make a mistake?*

A. Don't panic! Everyone makes mistakes. The best thing to do is to advise your supervisor and Unit Coordinator as soon as possible to discuss what has happened. The worst thing you can do is stew on the matter and hope it will go away (which it probably won't!)

Q2. *What should I do if I am not comfortable working with my supervisor?*

Contact the Unit Coordinator immediately to discuss some strategies on how to manage the situation.

Q3. *Can I change my project outcomes during the placement?*

Yes, as long as both your workplace supervisor and Unit Coordinator are aware.

Q4. *I am not receiving any mentoring on my project and am being given lots of administrative tasks to do. What should I do?*

Every job requires some administration, it is normal to do scanning, photocopying and typing as part of a job role. It is also important that you learn to use your initiative and try and work autonomously – where possible – on the project. Saying this, it is also important – for your own learning and for the successful completion of the project – that you are able to seek advice when you need it. If you are struggling to do this then ask to make an appointment with your supervisor to review your progress. Use your project outcomes and targeted strategies to guide your discussion and make it clear that you feel you are capable of, and need to do, more to achieve your goals.

5. Forms to complete

In acknowledgement of your roles and responsibilities and risk management, you are required to complete two forms (both attached to this document):

- a) Pre-placement Details and Understanding of Obligations and Risk Management Form. **To be submitted prior to commencing placement.**
- b) Risk Management and Responsibilities Form. Completed WITH your workplace supervisor. **This must be submitted by the end of your first week on placement.**

Both forms must be returned to your Unit Coordinator by email.

6. Intellectual Property

Host organisations may require you to assign it any intellectual property you create in the course of your placement. The form at Appendix One therefore includes an item requiring you to comply with a request from the host organisation to effect such an assignment. If this causes you concern or you have any enquiries in this regard, please contact your WIL coordinator.

Pre-placement Details and Understanding of Obligations and Risk Management Form

Name of host organisation:	Address of host organisation:
Name of supervisor/placement coordinator:	Supervisor/placement coordinator telephone:
Supervisor/placement coordinator email:	Placement start date:
Placement day(s):	

You are required to manage the following set of obligations when undertaking Work-Integrated Learning:

- Accepting the University’s Values of Integrity, Respect, Rational Inquiry and Personal Excellence as outlined in *Engaging Minds; Engaging Communities. Towards 2020*.
- Accepting your host organisation’s (Host) values;
- Respecting your Host’s confidentiality, ethics and intellectual property issues;
- Complying with all applicable policies, procedures and requirements of the Host;
- Acting in accordance with the provisions of relevant ECU Statutes and Rules;
- Complying with the relevant University and workplace health and safety requirements;
- At the earliest opportunity, raise with the relevant Unit Coordinator any issues impacting adversely on their participation in the placement, including issues relating to their supervision, intellectual property rights, conflicts of interest, inter-personal conflicts or inappropriate behaviour by a Host worker;
- Reporting all accidents or incidents to the Unit Coordinator and the Practicum supervisor;
- Reporting absences (such as sickness) to the Unit Coordinator and your Practicum supervisor;
- Taking responsibility for your own learning outcomes by participating fully in the learning process and actively participating in all learning experiences provided;
- Ensuring you do not post comments which relate to any aspect of your placement experience on social media;
- Ensuring you are fit for placement and will not cause harm to yourself or others by undertaking a work placement experience;
- Upon request by the Host, assigning to it the rights in any intellectual property developed by you in the course of your placement; and
- Regularly communicating with the Unit Coordinator and your Practicum supervisor.

In addition, you have a number of risk management responsibilities for Work-Integrated Learning. You have to take reasonable care and understand your responsibilities while on WIL. Responsibilities include:

- understand that you are not to perform tasks while on practicum that are beyond your capability;
- express to the supervisor at the Host, and to any supervisor within the faculty, concerns which you may have in relation to the tasks which you have been asked to perform;
- understand that you may be liable yourself for any damage caused to a Host, or to a client of a Host, consequent upon careless performance of a task within your level of skill, expertise and experience; and
- Understand that it is incumbent upon you to exercise reasonable care in the performance of any tasks allocated to you.

I declare that I understand and will comply with the obligations and responsibilities listed above. I also declare that I have read, in full, the Student Placement Guide.

Student name:	Student number:	Date:
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Risk Management and Responsibilities Form: Part A

Section A: Risk management for students

This section allows students to indicate that they have recognised the possible risk factors involved with an industry placement and that all reasonable efforts have been made to mitigate such risks

<p>At my Host Organisation I have been inducted into the appropriate occupational health and safety systems including:</p> <ul style="list-style-type: none"> • Health and safety policies • Emergency and evacuation procedures (including emergency telephone numbers) • First aid arrangements (including the names and telephone numbers of first-aiders) • Procedures for reporting accidents/incidents/risks • The name and location of the health and safety representative 	<p>systems</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>My Host Organisation provides proper supervision and training, a safe workplace, and has a proper process in place to reduce the risk of injury or harm to workers (including visiting students) as far as is practicable. I am suitably aware of the process.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>I will inform my ECU Unit Coordinator immediately should I be in any way potentially in breach of my Host Organisation's occupational health and safety / risk management guidelines.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>I will inform my ECU Unit Coordinator immediately should I be involved in an accident or incident in the workplace.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>I will act, at all times, with reasonable care within the Host Organisation.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

7. Risk Management and Responsibilities Form: Part B

The following section requires you to think about risks which may arise during your placement. Please refer to the resources on Blackboard to help you with completing the following parts of the Risk Management Form.

Think about the placement you are about to complete. First, establish the context of where you are being placed (i.e. the type of organisation and when/where you will be conducting your placement and what you will be doing).

Step 1: Establish the context

Step 2-3: Identify potential risks and assess the risks

Identify three areas of potential risk in your placement and use the five steps of the risk management process to identify how you can better control these risks.

Identified risk: What can go wrong?	Measure of consequence	Measure of likelihood	Overall level of risk	Criteria for management of risk

Step 4: Risk treatment and control

Are any of the risks identified as high or unacceptable? If so, what else you can do to reduce the risk by implementing new risk controls or enhancing existing controls?

You might want to talk with people about risk management. Make a note of some possible contact people.

8. Risk Management and Responsibilities Form: Part C

Section B: Student responsibilities during placement

I will not perform, or attempt to perform, tasks beyond my capabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I will immediately inform my Unit Coordinator if there is any change of industry supervisor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I will inform my Unit Coordinator of any issues, changes or events which may impact upon the successful completion of the placement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section C: Risk management for host organisation

This section allows Host Organisations to indicate that they have recognised the possible risk factors involved when hosting an ECU student and that all reasonable efforts have been made to mitigate such risks.

<p>The student has been inducted into the appropriate occupational health and safety systems including:</p> <ul style="list-style-type: none"> • Health and safety policies • Emergency and evacuation procedures (including emergency telephone numbers) • First aid arrangements (including the names and telephone numbers of first-aiders) • Procedures for reporting accidents/incidents/risks • The name and location of the health and safety representative • Details on the process for managing and resolving health and safety issues • 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Our organisation provides proper supervision and training for visiting students, provides a safe workplace, and has a process to reduce the risk of injury or harm to our workers (including visiting students) as far as is practicable.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

9.

10.Risk Management and Responsibilities Form: Part D

The ECU Unit Coordinator will be informed immediately should the student be in any way potentially in breach of our organisation’s occupational health and safety / risk management guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The ECU Unit Coordinator will be informed immediately should the student be involved in an accident or incident in the workplace	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section D: Host organisation responsibilities during placement

Our organisation will not ask the student to perform tasks beyond his/her capabilities.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Our organisation will immediately inform the ECU Unit Coordinator if there is any change of industry supervisor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Our organisation will inform the ECU Unit Coordinator of any issues, changes or events which may impact upon the successful completion of the placement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section E: Acknowledgement by Host and Student

Host organisation name:	Host organisation supervisor name:
Host organisation supervisor email:	Host organisation supervisor telephone:
ECU Student name:	ECU Student number: