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| **Work-Integrated Learning** **GUIDELINES for ECU STAFF** |  |

It is important for all ECU staff associated with WIL to be aware of the ECU policies and guidelines. These are intended to:

1. promote good practice in relation to the management of all WIL activities;
2. ensure that student placements are conducted in a manner that will minimise risk to students, the Host and ECU; and
3. identify the respective responsibilities of staff, students and the Host.

These guidelines identify a minimum standard required by ECU when planning and conducting WIL activities. The University recognises that Faculties and School may undertake more detailed processes than identified in these guidelines, to satisfy their specific disciplines.

**1. Staff Responsibilities**

* 1. **General Responsibilities**

The Unit Coordinator, in conjunction with the Placement Coordinator and / or other ECU staff members (in whatever capacity, title and role) (if applicable), is responsible for planning the WIL activity in a manner that mitigates the risk for the University, student and the Host. During the planning, the following administrative procedures are to be implemented:

1. Conduct a risk assessment prior to the appointment of a new Host. If the risk assessment indicates a high-risk working environment, then a site visit should be conducted. The Host must have processes in place to ensure that students are aware of and receive adequate training in workplace safety requirements and any other specific workplace requirements, including reasonable adjustments for students with disabilities.
2. A written agreement, where possible or feasible, should be entered into, with each Host specifying the conditions under which a WIL activity is to be conducted and that agreement should cover the following factors:
3. the nature and purpose of the placement and of the work to be carried out;
4. the conditions imposed by the Host, such as the hours of work and any dress requirements;
5. the supervision responsibilities of Host and University staff;
6. the Host’s and the University’s obligations in respect of occupational health and safety and insurance cover;
7. the respective intellectual property rights of the Host, University and student;
8. any other specific responsibilities of the Host and University; and
9. the student’s responsibilities during the activity.

The written agreement should be selected, as appropriate, from the following:

1. Student Placement Agreement template provided by the Office of Legal Services, which is generally used for accredited courses;
2. Student Placement Letter template covering the key components of ECU’s and the Host’s obligations; or
3. The Host organisation agreement template.

If a written agreement is not possible, then at a minimum the Student Placement – Risk Management form must be completed (attached).

1. Ensure that the student and Host are aware of the insurance provided to students on WIL activities. These insurances include: General (Public) Liability, Personal Accident, Professional Indemnity and Medical Malpractice (where applicable). To arrange insurance cover for student placements outside Australia, contact insurance@ecu.edu.au. Certificates of Currency are available on <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance>.

If the student is paid for work during the placement, then the host organisation must provide Workers Compensation insurance for the student. A student may undertake paid and unpaid work at the same Host. For unpaid work components, the ECU insurances (noted above) apply but for the paid work component the Host insurance applies. Where a student is the recipient of an industry funded scholarship and not deemed an employee of the host, ECU insurance will cover that student. For further queries regarding ECU’s insurance, contact insurance@ecu.edu.au.

1. Ensure all administrative management of WIL activities uses the preferred University Student Placement system, SONIA, and records management is according to ECU’s [Record Management Policy](http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000055).

**1.2. Specific Supervisory Responsibilities to the Student**

All students should be provided with a copy of the ECU WIL: Guidelines for Students, or a Unit Handbook that details the responsibilities of all parties involved in WIL placements.

The ECU Unit Coordinator, in conjunction with the ECU Supervisor and / or other ECU staff members (in whatever capacity, title and role) (if applicable) should be aware of his or her responsibilities to the student, including:

1. providing adequate information (including assessment requirements) to students about specific WIL activities through unit outlines, unit plans and induction programs;
2. ensuring that students are adequately informed about any legislative requirements for undertaking a WIL activity (e.g. Working with Children Clearance, Criminal History Record Check, Immunisations, First Aid Certification, etc.) and any additional associated costs of a placement that are compliant with the provisions of the *Higher Education Support Act 2003* (Cth);
3. ensuring that students are aware of the respective rights and obligations of themselves, the Host and the University concerning any intellectual property developed during placements;
4. regularly monitoring students’ performance during WIL activities in consultation with Host supervisors and ensure that timely feedback is provided to students;
5. arranging for the implementation of the requirements of any Learning and Assessment Plan; and
6. maintaining regular contact with students throughout WIL activities including attending workplaces and assisting with the resolution of any difficulties experienced by students.

**1.3. Specific Responsibilities to the Host**

The ECU Unit Coordinator, in conjunction with the ECU Supervisor and / or other ECU staff members (in whatever capacity, title and role) (if applicable) should be aware of his or her responsibilities to the Host, including:

* + 1. providing the Host with a copy of WIL: A Guide for Host Organisations which provides an outline to Host supervisors about ECU’s expectations of WIL activities and the availability of training and resources;
		2. engaging with Host supervisors, to ensure the host supervisors is aware of the assessment requirements and procedures for the WIL activities to ensure that the same conforms with the applicable assessment principles and procedures described in the *Course and Unit Delivery and Assessment Policy (ac093)*; and
		3. meeting (or through correspondence) on a regular basis with Host supervisors to discuss their experiences with WIL activities generally and, if necessary, to develop an action plan to address required remedial actions.

**2. Student Responsibility**

A student undertaking a WIL activity is responsible for:

1. complying with the specific relevant requirements of the workplace as set down in the Host’s policies and procedures, including any dress standards, hours of attendance and occupational health and safety requirements;
2. complying with and, where relevant, providing evidence of meeting any pre-requisites for attendance at the workplace, including certification requirements and participation in induction programs;
3. not undertaking a WIL activity for which they are unsuited or incapable of completing because of a medical condition or disability;
4. being aware of and complying with workplace policies concerning confidentiality of information, intellectual property ownership, conflicts of interest and conformity with professional standards;
5. committing themselves to maximising the learning opportunities provided by the placement and meeting the course and unit assessment requirements;
6. engaging constructively and appropriately with the Host supervisor and other Host staff as expected in the workplace;
7. notifying the ECU Unit Coordinator ( or his or her nominee) about any inter-personal workplace conflicts that might arise and constructively participating in attempts to resolve any such occurrences; and
8. acting in a manner consistent with the provisions of relevant University Statutes, Rules, Policies and Guidelines.

**3. Host’s Resonsibility**

A Host providing a WIL activity is responsible for appointing a Host supervisor for each student placed in the organisation. The appointed supervisor is responsible for:

1. supporting and mentoring the student throughout the WIL activity, including providing adequate induction and information about the organisation’s policies and procedures;
2. being aware of the expectations for the student which are inherent in the WIL activity, including those relating to the range of experiences and learning opportunities to be provided to the student;
3. providing regular feedback to the student and the ECU Supervisor about the student’s progress and maintaining adequate records of such feedback;
4. at the request of the ECU Unit Coordinator, contributing to the assessment of the student (being made by the ECU Coordinator) by providing periodic written and verbal evaluations of the student’s progress and performance;
5. consulting the ECU Unit Coordinator (or his or her nominee) at the earliest opportunity if concerns arise about the student’s progress performance or conduct during the placement or if inter-personal disputes involving the student occur in the workplace;
6. working with the ECU Unit Coordinator (or his or her nominee) and the student to implement any reasonable adjustments required under a Learning and Assessment Plan;
7. providing a safe workplace, with appropriate training provided to the student in occupational health and safety policies, practices and procedures;
8. providing suitable and appropriate accommodation for the student and if the Host’s work place is home-based, then accommodation should be comparable to a commercial work setting; and
9. providing a safe workplace when the student is engaged in visiting private residences as part of the placement

**STUDENT PLACEMENT – RISK MANAGEMENT FORM**

* Schools are responsible for ensuring that this form is *fully completed* and signed by all parties before commencing the placement. The Host Organisation’s Public Liability Certificate of Currency must be attached to this form to ensure full completion. Once complete, copies are to be provided to and retained by the Faculty/School, the Host Organisation and the student undertaking the placement.
* Students who have obtained approval to undertake an unpaid placement with a Host organisation will be provided with the following insurance cover: General (Public) Liability, Personal Accident Work Experience, Professional Indemnity and Medical Malpractice *(where applicable)*. Further information, including Certificates of Currency regarding ECU’s insurance cover can be sought from insurance@ecu.edu.au or <http://intranet.ecu.edu.au/staff/centres/risk-and-assurance-services/insurance>.
* *Please note: This is not an employment agreement and no Workers’ Compensation applies. Generally no payment is received by the student when undertaking a work placement. If payment is received then an employment agreement applies between the student and the Host Organisation and Workers’ Compensation is provided by the Host.*

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| **Placement Details** |
| Course Title: |
| ECU School: |
| Placement Location: |
| Placement Dates From: | To: |

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| **Student Details** | **Host Details** |
| Student Number: | Host Organisation |
| Surname: | Contact Person: |
| First Name: | Address: |
| **My emergency contact details on SIMO are up to date** | Phone: |
| Signature: |  | Email: |
| Special details relating to this placement:  |
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| **Workplace Supervisor**  |
| Name: |  | Phone (W): |  |
| Job Title: |  | Phone (M): |  |
| Email: |

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| **ECU Supervisor** |
| Name: |  | Phone (W): |  |
| Email: |  |  |  |

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| **School Approval** |
| Name: | Phone (ext.): |
| Position/Signature: | Date: |
| **As a student, I acknowledge that I will:** | **Signature and Comments** |
| * Attend induction safety briefing and to follow prescribed practices.
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| * Inform the Host Supervisor and ECU Supervisor immediately should I be involved in an accident at the Host workplace. I will ensure that I know the procedure on how to report and record hazards, accidents and incidents at the Host workplace.
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| * Not operate plant and equipment for which I am not trained or qualified.
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| * Act, as far as reasonably practicable, with care within the Host Organisation, or the location of the activity.
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| * Read and apply the directions and information contained within the *ECU Work Integrated Learning: Guidelines for Students.*
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|  **As a Workplace Supervisor (Host) I acknowledge that I will:** | **Signature and Comments** |
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| * Provide the student(s) with an induction to the workplace together with a safety briefing paying special attention to the health and safety and Risk Management policies and processes of the Host Organisation, before commencement of the placement.
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| * Appropriately supervise the student during the placement.
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| * Inform the ECU Supervisor immediately should the student be involved in any breach of ECU’s or the Host Organisation’s Health & Safety and/or Risk Management Guidelines.
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| * Ensure that all job and tasks given to the student will be monitored in accordance with manual handling regulations/codes of practice and appropriate controls are implemented including training in manual handling techniques.
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| * Ensure all plant and equipment meets statutory legislation and Australian Standards. The student will only operate plant and equipment where they are trained and qualified and supervised.
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| * Maintain regular and appropriate contact with the ECU Supervisor during the placement.
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| * Ensure the Host organisation has appropriate and current insurance policies in place and provide Certificates of Currency, when required.
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| * Read and apply the directions and information contained within the *ECU Work Integrated Learning: A Guide for Host Organisations.*
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| **As an ECU Supervisor I acknowledge that I will:** | **Signature and Comments** |
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| * Ensure the student has attended induction and safety briefing relating to Health and Safety and Risk Management policies and processes of the Host Organisation.
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| * Ensure the student is made aware of the legal obligation to abide by the Host organisations health and safety and Risk Management policies and procedures.
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| * Provide appropriate supervision to the student during the placement.
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| * Provide the Workplace Supervisor with an overview of the assessment outcomes required by the student.
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| * Maintain regular contact with the Workplace Supervisor during the placement, including follow up on issues raised.
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| * Ensure all accidents and incidents are investigated and resolved.
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| * Read and apply the directions and information contained within the ECU WIL Policy and the *ECU Work Integrated Learning: A Guide for ECU Staff.*
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