

Higher Education Work Integrated Learning (WIL) Placement Requirements Procedure

Policy Code: LT1907

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Purpose

Work Integrated Learning (WIL) Placement opportunities are an important component of employability, engagement and skills development in a variety of Higher Education (HE) learning and teaching environments. This procedure and its associated documents are necessary to clearly define the University's overarching approach in the delivery and monitoring of all WIL Placement programs.

Scope

This procedure relates to all undergraduate and postgraduate students undertaking WIL Placement requirements as part of a HE study program and encompasses any arrangement where students undertake learning in a workplace outside of the university. WIL requirements include, clinical placement, field education, professional experience, internships and industry placement undertaken as a requirement or an option of a program and/or course of study. Volunteering opportunities are out of scope.

WIL Placement for Higher Degree by Research (HDR) students and those enrolled in courses at Federation TAFE are out of scope.

Legislative Context

General Context

- [Disability Discrimination Act 1992](#)
- [Equal Opportunity Act 2010](#)
- [Federation University Australia Act 2010](#)
- [Occupational Health and Safety Act 2004 \(VIC\)](#)
- [Occupational Health and Safety Amendment \(Employee Protection\) Act 2009](#)
- [Work Health and Safety Act 2011](#)
- Working with Children Act 2005

Academic Context

- [Tertiary Education Quality Standards Agency \(TEQSA\)](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2015](#)

Specific Context

- [Educational Services for Overseas Students \(ESOS\) Act 2000](#)
- [Children, Youth & Family Act 2005](#)
- [Child Wellbeing and Safety Act 2005](#)
- [Children's Services Act 1996](#)
- [Health Practitioner Regulation National Law \(Victoria\) Act 2009](#)
- [Health Professions Registration Act 2005](#)
- [Major Sporting Events Act 2009](#)
- Nurses (Amendment) Act 2004
- Working with Children Act 2005

Definitions

Term	Definition
Manager WIL(Internal)	Administrative manager responsible for procedures and coordination of WIL placements at Higher Education University level.
WIL Professional Staff (Internal)	A Federation University Australia staff member who is responsible for the administrative processes associated WIL placement.
WIL Program Coordinator(Internal)	A Federation University Australia academic staff member who is responsible for the coordination of students in WIL placement arrangements. The title may vary in each school environment.
WIL Mentor (Internal)	An academic facilitator between the Federation University WIL Program Coordinator, the WIL Workplace Supervisor and the student.
Placement Provider (External)	Industry workplace providing a work integrated learning practical placement learning environment to a Federation University student as a host organisation.

Term	Definition
WIL Workplace Supervisor (External)	The key contact person employed by the Placement Provider organisation who will provide or organise appropriate supervision for the University student during the WIL Placement arrangement. This is a legal requirement.
WIL Placement Agreement	A written agreement between Federation University and an appropriate host organisation and a student. It includes work observation and other forms of workplace learning. This also includes Clinical Placement, Professional Experience and Industry Placement.
Placement	An assessable component of a qualification, designed to provide students with the opportunity, and the means, to apply skills and knowledge obtained through the study of their qualification in a supervised and authentic environment.
Internship	A placement experience within an organisation where by students can gain an understanding of and an ability to analyse the internal and external environment of the Host Organisation. Students will be expected to demonstrate critical analysis and the development of recommendations to a specific area of the organization's activity.
Overseas placement	A placement experience in a foreign country. Exposure to a different University (including curriculum, staff and students), organisations and culture/country/history and social norms which lead to greater learning beyond the classroom.
Project	Real-life business projects provided by Host Organisations or academics relating to their specific discipline area and aligned with the Universities graduate attributes.

Actions

The following steps must be completed in order to comply with this procedure.

1. Establish university infrastructure for governance of WIL

	ACTIVITY	RESPONSIBILITY	STEPS
A	Accessible and updated Position Descriptions and/or Role of Responsibilities for key roles in WIL.	General Manager, Academic / Dean, School	<ol style="list-style-type: none"> Position descriptions to be lodged with HR <ul style="list-style-type: none"> WIL Program Coordinator WIL Workplace Supervisor WIL Mentor WIL Professional Staff Staff workload planner reflects time taken
B	Maintaining university	WIL Program Coordinator /	<ol style="list-style-type: none"> Single point of access to WIL agreements, procedures and associated WIL documentation

	ACTIVITY	RESPONSIBILITY	STEPS
	wide WIL website	Information Technology Services (ITS)	<ol style="list-style-type: none"> University Approved student placement system accessible via the website Clear link between School WIL Learning Management System content web pages with the WIL website Industry Placement Program (IPP) content to be linked to the WIL website
C	Monitoring income and expenditure on WIL placement activities	Manager, WIL Coordinator / Manager School Services Dean, School / Scholarship Office / WIL Program Coordinator / Finance Representative/ Director, Student Experience (Student Services)	<ol style="list-style-type: none"> Establish cost codes for WIL expenditure and associated income Identify staff appointments who work on WIL provision and apportion salary costs to WIL budget (where required) Record fees and payments made from and to host organisations Provide a report on total costs of WIL provision and submit to Dean (when required).
D	Maintaining University approved placement management system	ITS Representative / WIL Program Coordinator / Manager, WIL Coordinator Director, Student Experience (Student Services) WIL Professional Staff	<ol style="list-style-type: none"> Provide a web-based placement management system Provide instructions and training on correct use of the system Register all WIL placement courses on the system using tags on course outlines Upload all documentation including timesheets, agreements, Working With Children Check, medical forms, etc. Verify uploaded documentation

2. Manage curriculum to include placements

	ACTIVITY	RESPONSIBILITY	STEPS
A	Identifying compulsory practical placement requirements on marketing materials including any discipline specific inherent requirements or pre-placement checks such as Working with Children Check, Police Check and Immunisations.	Discipline Lead / Program Coordinator / WIL Program Coordinator / Manager, Program Support and Technical Services (or nominee) / Marketing and Communication representative / Manager, University Registrar	<ol style="list-style-type: none"> Course Finder information must make reference to any program or discipline specific inherent requirements including the need for students to undergo Police and/or Working With Children Checks and related health expectations (ie. immunisations). The Program Structure and Course Outlines, Course Description(s) must include compulsory WIL Placement hours as part of the qualification requirements.

	ACTIVITY	RESPONSIBILITY	STEPS
B	Informing academic staff of WIL placement requirements	Deputy Dean / Discipline Lead / Program Coordinator	<ol style="list-style-type: none"> 1. Within Program structure documentation 2. Within Course Outline and Course Description documents 3. Via induction sessions etc. as set out in this procedure
C	Informing students of WIL placement requirements	Course Coordinators/ Program Coordinator / WIL Program Coordinator / WIL Professional Staff	<ol style="list-style-type: none"> 1. Through Course Finder information 2. Within Program structure documentation 3. Within Course Outlines and Course Descriptions 4. Through WIL Placement induction sessions 5. Via the Website 6. Via the Learning Management System aligned to specific courses and/or additional school resources 7. Techniques such as interviews with staff, newsletter updates and stakeholder engagement sessions (ie. Open Days) may also be utilised where appropriate.
D	Updating Course Outlines and/or Course Descriptions regarding assessment completion and associated consequences	Discipline Lead Associate Dean (Teaching Quality) Course Coordinator	<ol style="list-style-type: none"> 1. All placements must be part of a University course 2. The Course Outline and/or Course Descriptions must detail the total hours/days of placement to be completed, including guidance on the following : (A) the credit points available (may be a zero-credit point course), (B) whether Supplementary Assessment is available; (C) Consequences of failure and consequences for not attending booked placement and/or (D) Uploading required documents prior to placement are described in the Course Outline and Course Description

3. Manage relationships with host organisations

	ACTIVITY	RESPONSIBILITY	STEPS
A	Liaising with industry to identify potential WIL placement providers.	Placement Provider / WIL Professional Staff / WIL Program Coordinator	<ol style="list-style-type: none"> 1. A WIL Placement Provider register to be created and maintained electronically on the University Approved student placement systems 2. Ensure clarity of responsibility for the Placement Provider WIL related roles including compliance with external guidelines (ie Best Practice Clinical Learning Environment)
B	Identifying country/state or territory placement requirements for the students, including Risk, Health and Safety requirements.	WIL Program Coordinator / Manager, WIL / Legal Representative / Coordinator, Study Abroad/ CUP	<ol style="list-style-type: none"> 1. In consultation with the Legal Office and Risk Health and Safety representatives, identify placement requirements with a focus on Risk, Health and Safety.
C	Identify required insurance policies. Confirm that Federation University has the required policies and that they are current.	Dean, School / WIL Program Coordinator / Finance Representative/ Legal Representative	<ol style="list-style-type: none"> 1. Contact Finance representative 2. Check for insurance risk generally 3. Check for and identify specific risk associated with international and/or interstate placements
D	Discussing hours of placement, payments (when applicable) and format of agreement with placement provider.	WIL Program Coordinator / WIL Professional Staff / Legal Representative/ Finance Representative	<ol style="list-style-type: none"> 1. If the Placement Provider wishes to use an alternative format of agreement to the Single Placement Agreement or Organisation Placement Agreement templates, a request for legal services will need to be sought from the Legal Office to prepare an overarching placement agreement or approve use of an industry-mandated replacement form. Note: For scholarship arrangements specific to IPP, please consult relevant stakeholders. 2. In some circumstances host organizations may make additional financial arrangements directly with students. The university is to be informed of any arrangements.

	ACTIVITY	RESPONSIBILITY	STEPS
			3. Some accreditation bodies prohibit payments to students on placements
E	Informing hosts of university requirements	WIL Program Coordinator	<ol style="list-style-type: none"> 1. The WIL Program Coordinator supervisor and mentor responsibilities to be set out in a position description 2. University to support WIL Workplace Supervisors, WIL Mentors and assessors with online or face-to-face induction and additional support resources (where appropriate). 3. Manuals or other forms of information to hosts covering university requirements may be provided
F	Retaining Placement Provider information.	Dean, School / WIL Program Coordinator / WIL Professional Staff	<ol style="list-style-type: none"> 1. Copies of any agreements, contracts, risk assessment or accreditation documents must be uploaded electronically on the University Approved student placement systems to allow access to this information by all staff involved in arranging WIL placements. 2. Inducted WIL Workplace Supervisors, WIL Mentors and assessors to be noted on the University Approved student placement systems.
G	Providing students, Placement Provider and other stakeholders with an opportunity to provide feedback at the conclusion of placement.	WIL Program Coordinator/ Director Student Experience / ITS Representative/ Program Coordinator/ Course Coordinator / WIL Professional Staff	<ol style="list-style-type: none"> 1. Feedback will be planned, gathered and analysed using the University-approved survey system available and stored on the University-approved student placement system and/or other internal and/or external systems (as appropriate). 2. Feedback will be reported through annual review processes and actioned to ensure quality supervision or student experiences 3. Accrediting bodies' feedback will be used to benchmark placement decisions and future allocations.

4. Establish placement opportunities and agreements

	ACTIVITY	RESPONSIBILITY	STEPS
A	Organising an individual one-off placement	Student	<ol style="list-style-type: none"> 1. In exceptional circumstances and only with appropriate permission from the WIL Program Coordinator, a student may initiate a placement with a host organisation 2. They must comply with all other aspects of this procedure.
B.	Determining suitability of potential placement provider, including supervision and occupational health and safety requirements.	WIL Program Coordinator	<ol style="list-style-type: none"> 1. This information is to be recorded electronically as part of the WIL Placement Provider register on the University Approved student placement systems
C	Maintaining records of contact with hosts	WIL Professional Staff / WIL Mentor / WIL Program Coordinator	<ol style="list-style-type: none"> 1. Key stakeholders will record site visits and communications with Placement Provider within the University approved placement management system
D	Conducting site visit for pre-placement risk assessment (HIRAC review) if placement conditions are identified as high risk or if this is the first time students have been placed with this placement provider.	WIL Program Coordinator WIL Workplace Supervisor	<ol style="list-style-type: none"> 1. Liaise with Risk, Health and Safety department (internal) and relative external body associated with conducting risk assessments of placement opportunities. See link 2. If the Placement Provider is an accredited body and/or regularly undergoes independent accreditation, then a pre-placement risk assessment is not necessary. A copy of the accreditation should be obtained and kept in Placement Provider register. 3. Document a HIRAC where required
E	Completing Placement Agreement in consultation with the Legal Office.	Deputy Vice Chancellor (Academic) / General Manager, Academic / Dean, School / Director, Student Experience /	<ol style="list-style-type: none"> 1. The agreement should take the form of the Single Agreement, or separate Student Agreement and Organisation Agreement. For overseas placements the Overseas Agreement should be used.

	ACTIVITY	RESPONSIBILITY	STEPS
		WIL Program Coordinator / WIL Professional Staff / Legal Representative	<ol style="list-style-type: none"> 2. Agreements must be clear on ownership of Intellectual Property (IP), confidentiality and privacy. If the student is expected to use the experience and/or data from the host organisation to complete assessments in other University courses, this should be clearly stated. 3. Agreement may include any industry specific induction checklists as a schedule 4. If the Placement Provider wishes to use an alternative format of agreement to the Single Placement Agreement or Organisation Placement Agreement templates, a request for legal services will need to be sought from the Legal Office to prepare an overarching placement agreement. 5. In the case of IPP, individual agreements between placement providers and the University approved by the Legal Office should be in place for each placement 6. In the case of Placement Providers providing ongoing placements for multiple disciplines and students across the University an overarching agreement should be in place. 7. When students from more than one School participate in placements with a host, the agreement must be signed by DVC(A) or General Manager Academic 8. School placement agreements should be signed by the Dean or relevant Director (or delegate) 9. Signed agreements to be stored on the University Approved student placement

	ACTIVITY	RESPONSIBILITY	STEPS
			system and retained for 7 years after expiry
F	Establishing financial arrangements	WIL Program Coordinator / Dean, School / Chief Financial Officer / Scholarships Office	<ol style="list-style-type: none"> 1. When payments flow between the university and the host organisation, a contract should be negotiated. Use a legal agreement/Finance customer form 2. Contact Finance Office 3. All payments of stipends and scholarships associated with placements will be documented for the individual student 4. Taxation liabilities remain a private matter for the student
G	Informing Dean of School and Director of Student Experience (or equivalent) of potential interstate or international placements.	Program Coordinator / WIL Professional Staff	<ol style="list-style-type: none"> 1. Inform Dean of the School of potential interstate or international placements prior to placement commencing. 2. Record any student contact, discussions or documentation regarding placement, electronically on the University approved student placement system
H	Securing funding for international placements	Dean, School/ Program Coordinator / WIL Program Coordinator	<ol style="list-style-type: none"> 1. Apply for New Colombo Plan, Endeavour scholarships and other internal and external grants 2. Report on placement and student outcomes
I	Reviewing arrangements for placement	Program Coordinator / WIL Program Coordinator WIL Professional Staff	<ol style="list-style-type: none"> 1. After first round of placements in a host organisation, then annually 2. Review placement agreements at least every 5 years.

5. Match students with host organisations

	ACTIVITY	RESPONSIBILITY	STEPS
A	Discussing scope for reasonable adjustment for students with disabilities.	WIL Program Coordinator	<ol style="list-style-type: none"> 1. Where a student identifies themselves as having a disability and requests assistance, the student, WIL Program Coordinator, and University Disability Liaison Officer, if appropriate, should:

	ACTIVITY	RESPONSIBILITY	STEPS
			<ul style="list-style-type: none"> • Ensure an accurate assessment of the requirements of the placement and the student's ability are made; • Determine how the learning outcomes of the placement may be achieved while accommodating the needs of the student; and • Discuss the information that will be provided to the host employer about the student's disability and who should provide it. • Retain Medical Declaration and Reasonable Adjustment Requests on the University Approved student placement system • Consider a Learning Action Plan (LAP) relevant to this placement experience • Information to be recorded and uploaded electronically on the University Approved student placement system
B	Providing students with pre-placement briefing.	Program Coordinator / WIL Program Coordinator / Course Coordinator /	<ol style="list-style-type: none"> 1. Develop and disseminate a Program Handbook / Placement Handbook which may incorporate inherent requirements to all relevant stakeholders. 2. A Medical Declaration and Reasonable Adjustment request to be submitted via the University approved student placement system. 3. A pre-placement meeting and/or induction should also occur with the host in the case of IPP and some other programs (ie. schools)
C	Ensure students have obtained necessary pre-placement checks.	WIL Program Coordinator / Course Coordinator / WIL Professional Staff	<ol style="list-style-type: none"> 1. Students must complete: <ul style="list-style-type: none"> • Student Placement Agreement • Medical Declaration and Reasonable Adjustment request

	ACTIVITY	RESPONSIBILITY	STEPS
			<ul style="list-style-type: none"> • Consent form to hold and release student information • Complete other mandatory documentation associated as required (eg. immunisation records, Aged Care Statutory Declarations, English Language documentation) <ol style="list-style-type: none"> 2. In some instances, Fit for Practice / Work certificates will also be required 3. Students are responsible for obtaining and paying for the cost of the Police Check and/or the Working with Children Check and immunisation checks or other program, discipline or placement specific inherent requirements. In some cases, host organisations may offer to cover these costs on the student's behalf 4. If the student does not provide the University with the specified mandatory documentation in accordance with the published requirements of the program and/or course in which they are enrolled, the placement will be cancelled and the student may receive a fail grade for the course. At a minimum, these requirements will be published at the time of enrolment. 5. Students must upload all evidence of agreements, required forms and checks (e.g. Working With Children Check Card, Police checks) to the University approved student placement system prior to engaging with the placement opportunities. 6. Students may also receive a fail grade as a result of not meeting deadline requirements related to the upload of relevant placement documents.

	ACTIVITY	RESPONSIBILITY	STEPS
			7. The University will check to ensure that the student has obtained the necessary clearance and is under no obligation to provide a WIL placement to a student who has not completed the required agreements, forms or not obtained a Police Check and/or Working with Children Check immunisation checks or other program or discipline specific inherent requirements by the date specified.
D	Informing students of supervisory arrangements	WIL Program Coordinator WIL Workplace Supervisor WIL Mentor WIL Professional Staff	1. Student is given contact details for the following for each placement: <ul style="list-style-type: none"> • WIL Workplace Supervisor • WIL Mentor

6. Participate in activities during placement

	ACTIVITY	RESPONSIBILITY	STEPS
A	Ensuring students receive Risk Health and Safety or equivalent training prior to commencement of placement.	Discipline Lead / WIL Program Coordinator	1. Included as part of student induction process for WIL placements by Placement Provider and uploaded electronically on the University Approved student placement system(as required).
B	Establishing processes for recording student attendance and student progress on a University approved attendance record, reporting non-attendance and student progress.	WIL Program Coordinator / WIL Professional Staff/ WIL Workplace Supervisor	1. Start and finish times should be verified by Placement provider supervisor (as appropriate to the discipline). The University must hold a copy of attendance record for audit purposes. For international students refer to: Monitoring Course Progression Procedure . 2. Attendance and reports on student progress to be uploaded electronically on the University Approved student placement system by the student within 7 days of placement completion. 3. Attendance reports required by external organisations are to

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>be generated from these records and signed by an authorised delegate.</p> <p>4. When a student on placement also works or volunteers with the host organisation, detailed records of the times spent on placement activities, as documented in the Placement agreement, must be kept.</p>
C	Managing Non-attendance of international students.	WIL Workplace Supervisor WIL Program Coordinator	<p>1. The WIL Workplace Supervisor employed by the Placement Provider is required by contract to notify the university of non-attendance of all students.</p> <p>2. Where such non-attendance is notified the Program Coordinator must be informed.</p>
D	Managing absence from placement	Student / Course Coordinator	<p>1. Students should make every effort to complete placement hours as set out in the agreement</p> <p>2. When they are unable to attend placement according to the agreement, they should follow Special Consideration procedure and inform their WIL Workplace Supervisor and WIL Program Coordinator</p> <p>3. Arrangements may be made for students to complete placement hours at another time</p> <p>4. In some cases, where the University has a financial arrangement with the host organisation, students should reimburse the University for day(s) missed.</p> <p>5. Students may also receive a fail grade as a result of missing placements, or parts of placements, associated with an assessment task.</p>
E	Reporting of injuries whilst on placement.	WIL Program Coordinator / WIL Professional Staff WIL Workplace Supervisor	<p>1. Within 24 hours, the WIL Workplace Supervisor employed at the Placement Provider is required to notify the University of any incident</p>

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>resulting in injury to the student whilst on placement.</p> <ol style="list-style-type: none"> 2. Upon notification of an incident the designated WIL Program Coordinator and/or Program Coordinator must complete a Hazard/Near Miss Report 3. WIL Program Coordinator to advise WIL Professional Staff 4. Information to be recorded and uploaded electronically on the University Approved student placement system and submitted to Risk, Health and Safety Department
F	Submitting Injury Report.	WIL Program Coordinator / Manager, Risk, Health and Safety	<ol style="list-style-type: none"> 1. Upon notification of the injury of a student whilst on placement, the relevant WIL Program Coordinator and/or Manager, Risk, Health and Safety will, where applicable, liaise with the Placement Provider.
G	Identifying insurance arrangements for student and placement provider.	Director Student Experience / Program Coordinator / WIL Program Coordinator / WIL Professional Staff	<ol style="list-style-type: none"> 1. Contact Finance Representative 2. Information to be recorded and uploaded electronically on the University Approved student placement system

7. Assess student performance at placement

	ACTIVITY	RESPONSIBILITY	STEPS
A	Monitoring student progress on WIL placement according to Program and/or Course requirements.	Program Coordinator / Course Coordinator / WIL Workplace Supervisor	<ol style="list-style-type: none"> 1. Refer to any Program and Course specific guidelines. For example: <ul style="list-style-type: none"> • Student Placement handbook • Placement Provider supervisor's handbook 2. Record any student contact or discussions regarding placement electronically on the University Approved student placement system to allow access to this information by all

	ACTIVITY	RESPONSIBILITY	STEPS
			<p>staff responsible for monitoring student progress.</p> <ol style="list-style-type: none"> 3. In the case of IPP placements, regular communication with the student and host, site visits and evaluations from the host are required. 4. Undertake and record periodical check-in's regarding attendance and engagement and report updates to appropriate staff and students or via other discipline arrangements. See Section 6 (C) for attendance requirements for international students.
B	Undertaking tasks associated with course learning outcomes and assessments as required.	Program Coordinator / Course Coordinator / WIL Workplace Supervisor / Student	<ol style="list-style-type: none"> 1. Refer to Program and Course specific requirements (Course Descriptions) outlining alignment to course learning outcomes and quality assurance measures of learning. 2. The design and outcome of the assessment is the responsibility of the University. Assessment undertaken during WIL placement is assessed by a University assessor (eg. Course Coordinator) or WIL Workplace Supervisor. In the instance that the WIL Workplace Supervisor undertakes assessment responsibility, they must have the required qualifications. 3. Students upload all documents required for assessment to the University Approved student placement systems. 4. Record the results of assessments and learning outcomes completed on placement. Copies must be filed either electronically on the University Approved student placement system, in the grades management systems or in hardcopy centrally within the School to

	ACTIVITY	RESPONSIBILITY	STEPS
			allow access to this information by all staff responsible for monitoring student progress.
C	Grading students	WIL Program Coordinator Course Coordinator	<ol style="list-style-type: none"> 1. Marks, grades or outcomes (e.g. Satisfactory) are to be recorded on the University grades management systems 2. Completion of placement hours and academic tasks should be entered as separate assessment items in the course description. 3. When the student still has placement hours to complete at the end of a teaching period, they should be awarded an AD or TD grade. 4. Record CRA for all students holding an AD/TD grade when placement is completed 5. If an Unsatisfactory, Fail or MF grade is recorded, students are required to re-enrol in the course.

Supporting Documents

[Monitoring Course Progression Procedure](#)

[Higher Education Special Consideration Policy](#)

Forms.

- [Consent Form to Hold and Release Student Information](#) (PDF 65.3kb)
- [Organisation Placement Agreement](#) (PDF 104.1kb)
- [Overseas Placement Agreement](#) (DOCX 254.3kb)
- [Single Placement Agreement](#) (PDF 113.8kb)
- [Student Placement Agreement](#) (PDF 84.0kb)

Responsibility

Academic Board (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.

Chair, Learning & Teaching Committee (as the Policy Sponsor) is responsible for maintaining the content of this procedure as delegated by the Academic Board.

Promulgation

The Higher Education Work Integrated Learning Placement Requirements Procedure will be communicated throughout the University via:

1. an Announcement Notice under 'FedNews' website and through the University Policy - 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure;
2. inclusion on the University Policy, Procedure and Forms website; and
3. distribution of e-mails to Head of School / Head of Department / University staff.

Implementation

The Higher Education Work Integrated Learning Placement Requirements Procedure will be implemented throughout the University via:

1. Information Sessions; and
2. Training Sessions.

Records Management

Title	Location	Responsible Officer	Minimum Retention Period
OHS Checklist and Flowchart	School	Federation University Supervisor / Dean	7 years after contract has expired
Agreements	School	Federation University Supervisor / Dean	7 years after contract has expired
Medical Consent Forms	School	Federation University Supervisor / Dean	7 years after contract has expired
Attendance Record	School	Federation University Supervisor / Dean	7 years after contract has expired
Files Notes / Contact Recording	Risk, Health & Safety	Manager, Risk, Health & Safety for extended retention period post incident	If incident reported, destroy 15 years after incident