

Preamble

Work integrated learning (WIL) is a purposeful, organised, supervised and assessed educational activity required for the completion of a course/unit that integrates theoretical learning with its application in the workplace. Supervised Field Education is the primary, but not necessarily only WIL provision within the awards of ACD.

Through work integrated learning students are able to develop, apply and refine skills for ministry and mission, and intentionally reflect on their ministry practice.

The purpose of this policy is to ensure a consistent approach to compliance with legislation and government requirements in relation to student work integrated learning placements and activities for course credit, and to provide prudential and legal safeguards in relation to student placements.

Legislation/Standards

Higher Education Support Act 2003

Higher Education Standards Framework (Threshold Standards) 2015

Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

National Vocational Education and Training Regulator Act 2011

Standards for NVR Registered Training Organisations

Fair Work Act 2009 (Commonwealth)

Work Health and Safety Act 2012

Australian Human Rights Commission (AHRM) Act 1986

Disability Discrimination Act (DDA) (Commonwealth) 1992

Commonwealth Disability Standards for Education 2005

Equal Opportunity Act 2010

Racial Discrimination Act 1975

WorkCover Corporation Act 1994

Approvals

This policy was approved by the Academic Board on 14 June 2013. The amendments were approved by the Academic Board on 21 November 2019.

Delegations

The ACD Academic Board has delegated to the ACD EO the responsibility for the implementation of this policy in the ACD. The ACD Academic Board has delegated to the Principals of any member colleges of the ACD the responsibility for implementation of this policy within their colleges. Authority for the management of student placements in accordance with this policy may be delegated to the Coordinator of Supervised Field Education (SFE) units.

Related Documents

ACD Appeals Against Academic Review Decisions

Grievance Procedures

Students with disabilities

Provisions

This policy applies to all work integrated learning activities that form part of a unit offered within any ACD course. It applies to all instances of work integrated learning placements or activities and to all VET or higher education students and staff associated with such placements.

POLICY

1. Work integrated learning experiences are designed to ensure that experiential components of learning, tailored to the profession of ministry, are provided for students who seek to meet Church requirements.
2. Work integrated learning activities integrate work-related practice with teaching, to provide for the monitoring, supervision and performance assessment of students on placement, and to enable students to reflect on their practice.
3. The ACD will ensure appropriate administrative procedures for the management and operation of work integrated learning placements, including student supervision, occupational health and safety, insurance and indemnification.
4. Work integrated learning placements must be governed by written agreements. Written agreements may be made directly with hosts, or with bodies representing host organisations. The requirements of such agreements are set out in the *Procedures* below.

PROCEDURES

1. The Coordinator of SFE units is responsible for negotiating and managing individual placements for students enrolled in work integrated learning units, and for ensuring that the provisions for placement will meet relevant educational requirements and will have due regard to students' health and safety and to the reputation of the ACD and host organisations.

Agreements with Host Organisations

2. A written agreement governing the conditions of placement is negotiated with a host organisation. Conditions of placement are designed to ensure appropriate arrangements for students and the achievement of the desired educational and training outcomes. They must specify any conditions related to fitness for placement required of students, including police checks, relevant ethical and professional codes of conduct and provisions for withdrawal from placement. The conditions in the agreement must include the following:
 - the nature and purpose of the placement and of the work to be undertaken
 - the conditions of placement, which may include but are not limited to the following: conditions of engagement by the host organisation (such as supervision, hours of duty); any requirements of the unit in which the student is enrolled, such as submission of reports on work undertaken; and provisions for fitness for placement (see 10-16 below)
 - each party's obligations regarding occupational health and safety, insurance and indemnity (see 5-9 below)
 - as applicable, the nature of supervision by ACD staff and by staff of the host organisation
 - the ACD's responsibilities for the student

- the host organisation's responsibilities for the student
- the student's responsibilities during the placement.

Advice to Students

3. In addition to information on the requirements of unit completion, the Ministry Practice Coordinator will advise students undertaking placements on the following:
 - criteria for allocating students, with reference as appropriate to the following:
 - conditions of fitness for placement, including police checks as appropriate and relevant ethical and professional codes of conduct
 - recognition of any relevant prior work experience under the Credit Transfer Policy or RPL policy
 - alternative activities where placement is impracticable for any reason
 - any training required of students before the placement
 - conditions of placement or engagement in the workplace
 - student responsibilities in the workplace, including expected standards of behaviour and performance
 - staff responsibilities, including supervision and mentoring where applicable
 - host organisation responsibilities
 - occupational health and safety provisions (see 5-9 below)
 - insurance (see 9 below)
 - provisions regarding suspension or withdrawal from placement (see 10-16 below)
 - any requirements for students to submit reports on completion of their placements.

Support for Students

4. The Coordinator of SFE units is responsible for providing adequate support to students in each phase of their placement, including, where relevant, the identification of an academic mentor during the preparatory phase, the opportunity for interactive review in the retrospective phase and the identification and support of any students considered to be significantly at risk of failure in placements.

STUDENT PLACEMENT OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

Duty of care

5. Under OHS legislation, host organisations are responsible for ensuring that their workplace is safe for students on placement.

ACD responsibilities

6. The Coordinator of SFE units must ensure, as far as is reasonably practicable, that host organisations provide adequately for OHS so that students are not placed in situations of potential harm.

The Coordinator of SFE units must ensure that students are given appropriate general OHS advice before placement, which makes students aware of:

- their role, responsibilities and rights in relation to health and safety in the workplace;
- insurance arrangements and implications;
- the procedure to be followed if they are concerned about any health and safety issues at their placement;
- responsibilities of the host organisation; and
- procedures for reporting any incidents or accidents to the ACD office.

Student responsibilities

7. During placements, students must comply with any reasonable safety instructions, rules or procedures of the host organisation (e.g. wearing of personal protective equipment). In the event of an accident, injury or safety incident whilst on placement, students must notify the Coordinator of SFE units as soon as practicable.

Host organisation responsibilities

8. Host organisations are responsible for:
 - ensuring students are provided with a safe workplace;
 - ensuring students are informed of relevant occupational health and safety requirements and procedures (e.g. induction);
 - contacting the ACD Coordinator of SFE units in the event of a student having an accident, sustaining an injury or being involved in a safety incident whilst on placement; and
 - having adequate public liability insurance cover in relation to loss, damage or injury suffered by students and/or ACD staff as a result of acts or omissions by the host organisation, its employees and third parties.

Students will not be placed with any host organisation which does not provide adequately for OHS or public liability insurance.

ACD Insurance

9. Except where they are in paid employment, students undertaking placements are covered by the ACD's insurance policy in relation to public liability, for negligence by the student resulting in injury and/or property damage. ACD insurance does not provide personal accident cover for students.

Where the placement involves paid employment, students are covered by the employee insurance applicable in the workplace concerned.

STUDENT FITNESS FOR PLACEMENT

10. All students participating in work integrated learning
 - must have the capacity to safely undertake the inherent requirements of the work integrated learning activities;
 - must meet the prerequisites for work integrated learning as defined in the unit outline or handbook for the unit or activity; these may include but are not limited to a Police check and current safeguarding children training for any activity involving contact with vulnerable persons;
 - will sign a self-declaration regarding fitness to undertake the placement or activity;
 - must have met all academic prerequisites for the unit or activity;
 - will act in accordance with the ACD *Code of Practice*, act ethically at all times and respect confidentiality;
 - will undertake orientation and induction to the workplace;
 - will comply with workplace health and safety requirements and any other workplace or professional ethical guidelines.

Placement providers may establish, in consultation with the ACD, additional requirements for students appropriate to the placement or location of activity. These requirements may include health or other checks regarding fitness to undertake the placement.

Any such checks or declarations must be:

- applicable to all students involved in such placements; and

- related to the requirements of the duties or functions to be carried out in the placement; and
 - consistent with ACD policy and legislation relating to equal opportunity and discrimination.
11. The Academic Dean will refuse placement/access to WIL activity to a student who cannot demonstrate fitness to undertake the placement or activity or who refuses to undertake a required check or make a self declaration.
12. ACD will make reasonable adjustments to assist students to have equitable access to WIL, in accordance with our commitment to equity and diversity and relevant anti-discrimination legislation.
- Reasonable adjustments are measures or actions to assist a student with a disability or health condition to participate in learning, teaching and assessment on a equivalent basis to other students that are determined as reasonable.
- An adjustment is not a reasonable adjustment if it would
- Compromise the integrity of the course or unit of assessment processes; or
 - Remove or bypass any inherent requirements – capabilities, knowledge and skills essential to the core learning outcomes of the unit or course or to satisfy curriculum requirements.
13. If a student is refused placement the Academic Dean, in consultation with the Coordinator of the relevant unit, will discuss with the student:
- the consequences for course completion and any alternatives available to the student for completion of an award
 - provisions for the student to seek a review of the decision to refuse placement
 - if appropriate, the possibility of an alternative placement.

WITHDRAWAL OF STUDENTS FROM PLACEMENT

14. The Coordinator of SFE units may withdraw a student from a placement, either for a specific period of time and subject to specific conditions or for the remainder of the duration of the placement, where:
- a) the student is unable after due instruction and guidance, to perform satisfactorily without an inappropriate or an unattainable degree of supervision from supervisory personnel with respect to:
 - skills involving a client's comfort or safety within a host organisation;
 - the performance of technical procedures already taught, demonstrated and practised in a prior practical situation; or
 - b) the student performs in a manner detrimental to the professional experience of other students; or
 - c) the student breaches the legal, ethical or professional codes of the organisation providing the placement or of the industry concerned; or
 - d) the student demonstrates negligence in the performance of an assigned duty; or
 - e) the host organisation is unable or unwilling to maintain an appropriate placement experience for the student.
15. Where a student is withdrawn for the remainder of the placement for reasons listed in a to d above, a fail result normally will be recorded in the unit. Where a student's placement is terminated for reasons of lack of appropriate support by the host organisation, no Fail will be recorded and the student will be assisted to find an alternative placement to enable them to complete the placement topic.

16. If a student is withdrawn from placement, the Coordinator of SFE units will discuss with the student:
- the nature of the problem with the student's placement the consequences for course completion of unsuccessful completion and on any remedial action that can be taken by the student
 - provisions for the student to seek a review of the decision to refuse placement
 - the possibility of relocation to an alternative placement.