



Policy and Governance Unit, Academic Registrar's Division

CODE OF PRACTICE – STUDENT PROFESSIONAL EXPERIENCE

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Approved by:	University Council				
Custodian title & e-mail address:	Senior Manager, Policy and Governance governance@uow.edu.au				
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Responsible Faculty/ Division & Unit:	Policy and Governance Unit, Academic Registrar's Division				
Supporting documents, procedures & forms of this policy:	Student Acknowledgement Form (Appendix) Work Experience Application Form				
References & Legislation:	General Course Rules Graduate Qualities Policy Disability Policy – Students				
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1 Purpose of Policy

1. The Code of Practice – Student Professional Experience sets out what is expected from students, the University and Host Organisations in providing student professional experience programs. It applies to student professional experience programs that form the whole or part of a subject or course offered at the University. The code assists in promoting a productive learning experience for students.
2. The code supports the development of the distinctive qualities of a graduate of the University of Wollongong as detailed in the UOW Graduate Qualities Policy.

2 Application, Scope and Exclusions (if any)

1. This code applies to student professional experience (as defined) that students must complete before becoming eligible for the award of a degree or that students are undertaking as part of non-award study, including exchange programs, Study Abroad or cross institutional study.
2. Section 6 of this code only applies to placement programs (as defined).
3. This code does not apply to:
 - a. workplace activity undertaken by a student in the course of their ordinary employment that is used, applied or referenced when undertaking assessable tasks as part of study as a student at UOW, including the Faculty of Engineering Professional Options Program; or
 - b. any unit of study that consists wholly of Work Experience in Industry (as defined).
4. This code does not apply to UOW Dubai, offshore partner institutions or UOW students studying at UOW College.
5. This code does not regulate title to intellectual property rights including copyright of all material created by a student as part of a student professional experience. Title to such rights is to be negotiated between the student or the University and the Host Organisation as the need arises.
6. University staff involved in the delivery of any programs outside the scope of this code are encouraged to apply those parts of the code that are appropriate.

3 Definitions

Word/Term	Definition (with examples if required)
Academic consideration	means a process intended to help minimise the impact of serious or extenuating circumstances beyond a student's control which significantly impairs a student's ability to complete an assessment task on or by the due date as stipulated in the Subject Outline or to progress academically in a subject relevant to their course of study
Academic Supervisor	means the member of academic staff responsible for the academic supervision of the student undertaking a student professional experience.
Associate	A UOW student who provides support to a person with a disability who may or may not be a student at UOW. An associate may include but is not limited to: <ol style="list-style-type: none"> a. a spouse of the person; b. another person who is living with the person on a genuine domestic basis; c. a relative of the person d. a carer of the person, and e. other groups listed within the Disability Discrimination Act 1992 (<i>Cwlth</i>).
Client	means any person or persons to whom a service is being provided by the Host



	Organisation.
Disability	<p>Disability, in relation to a person, includes:</p> <ol style="list-style-type: none"> a. total or partial loss of a person's bodily or mental functions; b. total or partial loss of a part of the body; c. the presence of a body of organisms causing disease or illness d. the presence of a body of organisms capable of causing disease or illness e. the malfunction, malformation, or disfigurement of a part of a person's body f. a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction, or g. a disorder or illness that affects a person's thought processes, perception of reality, emotions, or judgement or that results in disturbed behaviour, <p>And one which:</p> <ol style="list-style-type: none"> h. presently exists; i. previously existed but no longer exists; j. may exist in the future, or k. is imputed to a person.
Placement program	Means a student professional experience program that involves placement of students and that is organised and managed by the University as a requirement of a course or subject offered by the University.
Host Organisation	means any organisation that provides professional experience to a student.
Placement co-ordinator	means any member of the staff of the University responsible for the placement of students undertaking a placement program and/or in the administration of a placement program.
Reasonable adjustment	An adjustment is a measure or action (or a group of measures or actions) taken by an education provider that has the effect of assisting a student with a disability on the same basis as a student without a disability, and includes an aid, a facility, or a service that the student requires because of his or her disability. An adjustment is reasonable in relation to a student or an associate with a disability if it balances the interests of all parties affected.
Remuneration	monetary or in kind payments in the form of salary, wages, commission payments, or other benefit for work performed but not including incidental or token hospitality, gifts or benefits.
Student professional experience	includes any workplace activity that is undertaken by a student in a Host Organisation as a requirement of any course or a subject offered by the University and includes practicums, placements, internships and other forms of professional experience programs.
Student	means a person registered for a course at the University.
Supervisor	means any person at the Host Organisation, who may be an employee of the Host Organisation or an employee of the University, and who is responsible for the direction and support of the student during the student professional experience.
Work Experience in Industry	<p>Units of study that comprise work:</p> <ul style="list-style-type: none"> • that is done as a part of, or in connection with, a course of study undertaken with the University; and



Units of study that comprise work:

- that is done as a part of, or in connection with, a course of study undertaken with the University; and
- in respect of which student learning and performance is not directed by the University; and
- the purpose of which is to obtain work experience relevant to the course of study; and
- in respect of which NONE of the following tasks are performed by staff of the University or persons engaged by the University:
 - ongoing and regular input and contact with students;
 - oversight and direction of work occurring during its performance, not just the progress of a student's work;
 - defining and managing the implementation of educational content and objectives of the unit;
 - defining and managing assessment of student learning and performance during the placement; or
 - defining and managing the standard of learning and performance to be achieved by the student during the placement.

4 Principles Applying to all Student Professional Experience

1. All student professional experience programs must be designed and operated having regard to the following principles:
 - 1.1. Students must be provided access to this code when enrolled in any program of study that involves a student professional experience, and must sign a form of acknowledgement containing, at a minimum, the provisions set out in the form of acknowledgement attached to this Code.
 - 1.2. Student professional experience programs must be supported effectively by the University to ensure that any preparatory requirements for students are identified and communicated to students and to ensure that students will receive an appropriate induction on arrival at a Host Organisation.
 - 1.3. Students must receive clear information on the learning objectives and the assessable tasks involved in the student professional experience, and on the acceptable scope of their practice while undertaking a student professional experience.
 - 1.4. Students and Faculty staff must, where required, complete and submit to the Finance and Insurance Officer, Financial Services Division a Work Experience Application Form.
 - 1.5. Students may require support while undertaking the student professional experience including, at a minimum, access to academic staff by email or by telephone during normal working hours and, by negotiation, access to academic staff while undertaking the student professional experience outside of normal working hours.
 - 1.6. Students must comply with reasonable standards of professional behaviour, and with the reasonable requirements of the Host Organisation during the student professional experience.
 - 1.7. Students must comply with appropriate standards of OH&S and with appropriate employment equity and diversity standards.
 - 1.8. Students and Host Organisations must be provided with opportunities to offer feedback to the University on the student professional experience, and the University must



consider and act on relevant feedback in evaluating student professional experience programs.

5 Remuneration of Students

1. Unless an authorised officer of the University consents, students on student professional experience programs should not be offered or accept any form of remuneration in connection with the workplace activity undertaken by the student.
2. The University expects Host Organisations to refrain from remunerating the student unless the University consents to remuneration being paid to a student.
3. Any student who is remunerated while undertaking a student professional experience is deemed to be the employee of the Host Organisation and will not be covered by the University's insurance cover.

6 Personal Circumstances Impacting on Student Professional Experience

1. Students must advise the Faculty in a timely manner of any disability (whether registered or not), medical condition or other personal circumstance that will or may adversely affect the student's capacity to undertake a student professional experience.
2. Where a student does not advise the Faculty as provided in clause 6.1 and the Faculty is aware of or suspects that a student has a disability (whether registered or not), medical condition or other personal circumstance that will or may adversely affect the student's capacity to undertake a student professional experience, then the Faculty must arrange to meet with the student to discuss the student professional experience.
3. Where the student is registered with Disability Services and requires reasonable adjustment in order to undertake the student professional experience, students should request a reasonable adjustment.

Note: the University may be limited in assessing or providing reasonable adjustment to students with a disability and not registered with Disability Services.

4. Where the Faculty, following discussions with the student, considers that the disability, medical condition or other personal circumstance is likely to affect the student's capacity to undertake the student professional experience, the Faculty must seek the student's written consent to disclose the disability, medical condition or other personal circumstance to the Host Organisation in order to determine whether a student professional experience can be undertaken and if so, what reasonable adjustment or other arrangements are necessary.
5. Where the student consents to disclosure as provided in clause 6.4, the Faculty will work with the Host Organisation to determine whether reasonable adjustments or other arrangements can be made in order to facilitate student professional experience for the student.
6. If the student does not consent to disclosure as provided in clause 6.4, the Faculty must not disclose this information to the Host Organisation.
7. Reasonable adjustments or other arrangements do not include adjustments that will compromise the academic integrity of the student professional experience and/or the inherent requirements of the student professional experience program.
8. There may be circumstances in which the Faculty or the Host Organisation, in consultation with the Faculty, determines that it is unable to commence or continue a student professional experience owing to the student's disability, medical condition or personal circumstances, or owing to the student not consenting to disclosure as provided in clause 6.4.
9. Where a student cannot commence or continue a student professional experience because of the student's disability, medical condition or other personal circumstance or because the student refuses to consent to disclose to a Host Organisation, the Faculty will assist the



student in exploring alternatives in order to assist the student in meeting the requirements of the subject or course.

7 Specific Requirements for Placement Programs

Responsibilities of Student

Prior to the Placement

1. The student will:
 - a. satisfy any reasonable preconditions for the placement program imposed by the Host Organisation (eg Police Checks/Prohibited Persons Checks/Medical Checks).
 - b. complete any preparatory activities required by the Faculty as part of the course and/or by the Host Organisation.
 - c. read and become familiar with the provisions of this Code and any specific provisions applying to the placement program as outlined in the relevant subject outline.

While on the Placement

2. The student will:
 - a. comply with all requirements for undertaking the placement program (including attendance, dress, behaviour);
 - b. comply with reasonable directions given by the Host Organisation and/or the University in connection with the placement;
 - c. be available to undertake activity during the scheduled hours agreed to between the Host Organisation and the University;
 - d. undertake activity during unscheduled hours only with the prior agreement of the University;
 - e. undertake additional activities as required by the University in the event of absence affecting the student's progress during the placement (whether or not as a result of seeking academic consideration as a result of the absence);
 - f. notify the Placement Coordinator and the Academic Supervisor in a timely manner of any unscheduled absences from the Host Organisation during the placement;
 - g. adhere to the standards of professional behaviour appropriate to the student's discipline;
 - h. otherwise behave in an appropriate manner consistent with relevant University policies, codes, standards and rules;
 - i. comply with policies and procedures of the Host Organisation, including those relating to OHS and employment equity and diversity;
 - j. at all times appropriately and responsibly use the resources of the Host Organisation.
 - k. maintain appropriate levels of communication with the University regarding his or her progress during the placement, including complying with any specific communication requirements specified by the Faculty;
 - l. undertake all assessment activities required in relation to the placement; and
 - m. preserve the confidentiality of information concerning the Host Organisation, its employees, clients and its operations obtained during the placement.



Accidents, Incidents and Illness during Placement

3. The student will:
 - a. observe the Host Organisation's procedures for responding to any accidents or incidents occurring during the placement;
 - b. provide written advice in a timely manner to the University in relation to the accident or incident affecting the student during the placement;
 - c. where required by the Faculty, provide a medical certificate or other documentation deemed necessary to the University for any absence from scheduled attendance at the Host Organisation of 1 day or more;
 - d. be responsible for applying for academic consideration for any absence during the placement that significantly impairs the student's ability to complete an assessment task in the required time or to progress academically in a subject.

Faculty Responsibilities

Prior to the Placement

4. The Faculty will:
 - a. identify, through the Placement Coordinator for the Faculty, suitable placement positions for its students and organise and implement placement programs in consultation with Host Organisations and students;
 - b. advise the student of all preconditions applying to the student imposed by the Host Organisation (including Police Checks, Prohibited Persons Checks and Medical Checks);
 - c. make this code available to all students undertaking a placement and to all Host Organisations;
 - d. consult, through the Academic Supervisor or their nominee, with the student and with Disability Services regarding any reasonable adjustment sought by a student registered with Disability Services that will or may affect the placement;
 - e. identify and communicate to students and the Host Organisation the learning objectives of all placement programs;
 - f. ensure that the Host Organisation has all relevant information on the placement program requirements, including a copy of this Code and the expectations of the University in relation to Host Organisations (which Faculties may communicate to Host Organisations by way of memoranda of understanding or formal agreements between the University and the Host Organisation); and
 - g. determine whether a current risk assessment is in place for each placement site and if not, undertake or arrange for an up to date risk assessment to be carried out.

While on the Placement

5. The Faculty will:
 - a. facilitate, through the Placement Coordinator and/or the Academic Supervisor, ongoing communication between the University, the Host Organisation and students;
 - b. maintain the confidentiality of student information;
 - c. organise and plan the placement program with students and supervisors and negotiate on aspects of student progress and assessment;



- d. be in regular contact with all of the Host Organisation's sites at which placement is being undertaken;
- e. be accessible by appropriate means of communication and during office hours to resolve with students and/or Host Organisations any issues arising relating to the placement; and
- f. assist to resolve any issues of concern arising between Host Organisations and students undertaking a placement.

Assessment

- 6. The Faculty will:
 - a. liaise with the Host Organisation and the student and thereafter complete a comprehensive assessment on each student's progress against the objectives of the placement program;
 - b. seek feedback from and consult with the Host Organisation and students to evaluate the overall operation of the Faculty's placement programs; and
 - c. utilise information provided by students and Host Organisations as part of its responsibilities in reviewing subjects, courses and curricula of which student professional experience is a part.

Expectations in relation to the Host Organisation

Prior to the Placement

- 7. The University expects each Host Organisation will:
 - a. nominate an officer of the Host Organisation as a Supervisor to support and liaise with students and the University during the placement;
 - b. advise relevant staff of the Host Organisation about the placement program;
 - c. have in place appropriate insurances including public liability (\$10 million minimum) and professional indemnity cover;
 - d. where required to do so, provide the University with all information reasonably necessary for the University to complete any risk assessment in relation to the Host Organisation, and
 - e. seek the consent of the University before offering or providing any remuneration to a student undertaking a placement.

While on the Placement

- 8. The University expects each Host Organisation will:
 - a. adequately supervise students;
 - b. provide a safe placement environment for students free from discrimination and harassment;
 - c. provide induction training to students (including OHS induction) at the commencement of the placement;
 - d. put in place adequate support for students to assist in achieving the objectives of the placement, including,
 - i. modelling appropriate standards of professional behaviour for the relevant discipline,



- ii. providing the student with an adequate workspace and with appropriate resources,
- iii. providing an appropriate range of experiences for the student,
- iv. where necessary, supporting the student to identify accommodation;
- e. care for students and advise the Faculty in the event of any accident, incident or illness affecting the student;
- f. provide reasonable access to Faculty staff to the Host Organisation's premises to facilitate assessment and monitoring of student progress; and
- g. promptly report to the Faculty should it become apparent that a student is having difficulty meeting the objectives of the placement or is otherwise unable to continue with the placement.

Assessment

9. The University expects each Host Organisation will participate in monitoring and evaluating each student's performance during the placement. This includes making observations and providing feedback to students, as well as reporting to the University on the student's performance and progress).

8 Insurance Coverage

1. The University maintains the following insurance protections which may be applicable to students undertaking student professional experience:
 - a. General and Product Liability Protection
 - b. Professional Liability Protection
 - c. Malpractice Protection
 - d. Student Personal Accident Insurance
2. Students undertaking student professional experience will fall within the scope of this cover subject to the conditions and exclusions set out in that cover and provided they are not employed by the Host Organisation and/or do not receive remuneration in respect of their participation in the student professional experience program.

9 Professional Registration and Legislative Reporting Obligations

1. Some systems of professional registration may preclude provision of client care or services by students either generally or in specific cases, and where this occurs, the student professional experience may not be possible.
2. The University and/or Host Organisations may have a legal responsibility to notify professional registration bodies of any matters that may relate to the fitness of a student to undertake any care or provide services and this may make undertaking a student professional experience impossible.
3. There may be mandatory legislative obligations on the part of the University staff and/or Host Organisation staff to report certain conduct of students while on student professional experience and this may impact on the capacity of students to undertake or continue a student professional experience.

10 Exceptions and Exclusion

1. There may be circumstances in which the Faculty or the Host Organisation, in consultation with the Faculty, determines that it is unable to continue a student professional experience owing to the student's performance.



2. Students acknowledge that the General Course Rules provide that a student may be excluded from the course where:
 - a. the student fails to perform satisfactorily in a mandatory placement component of a course or for other specified reasons is deemed to be unlikely to perform satisfactorily in that placement and therefore has been assessed as unsuitable to continue in such professional practice by the Academic Course Coordinator or
 - b. the external agency has refused to permit that student access to their facilities.

11 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	7 August 1998	University Council	First Version
2	5 February 2009	Deputy Vice Chancellor (Academic)	Migrated to UOW Policy Template as per Policy Directory Refresh
3	9 March 2010	Vice Principal (Administration)	Future review date identified in accordance with Standard on UOW Policy
4	Spring Session 2010	University Council	Major revision arising from EPRS Working Party 2008 – 2009; replaces existing <i>Code of Practice – Practical Placements</i>
5	22 June 2011	Vice-Principal (Administration)	Updated to reflect change of name from Wollongong College Australia to UOW College
6	23 November 2011	Vice-Principal (Administration)	Definition for “Associate” and “Disability” added, in line with the Disability Action Plan 2011-2015.



Appendix – Student Acknowledgement Form

**PROFESSIONAL EXPERIENCE PROGRAM
FACULTY OF [INSERT]**

I, _____,
of _____

acknowledge and confirm that:

1. I have read and understand the Code of Practice– Student Professional Experience, noting in particular my responsibilities under the Code as a student undertaking a student professional experience.
2. I have read and understand the [insert any additional faculty handbook or guidance material]

(Signature)

Date