



A quick guide for placements and WIL experiences

POLICY REQUIREMENTS

- Is this placement course or unit required?
- Is this paid or unpaid?
- Have any relevant special requirements been identified?
- Is this partner in InPlace?
- Is there an existing placement agreement for this partner?
- Do any placement activities identified by the placement partner present a risk to students?

MANAGING RELATIONSHIPS

- Is the placement partner creating all the tasks to be undertaken?
- Is there an opportunity to co-create the experience with the placement partner?
- Does the placement partner have COVID-19 safe work plan?
- Will students have direct contact with clients/ customers/other staff?
- Can this experience be offered virtually or online?
- Does the placement partner hold and maintain appropriate public liability insurance and indemnity insurance?

ASSESSMENT REQUIREMENTS

- Is this a suitable placement or WIL experience in relation to the course/unit?
- Can the placement unit's learning outcomes and competencies be achieved? (Unit Coordinators to assess revised placement activities).
- Can the placement provider support supervision of students?
 - a. If yes, work with partner to manage assessment/ supervision of students.
 - b. If no, alternative options to be sourced and identified.

STUDENT REQUIREMENTS

- Has the student been provided with:
 - the purpose and aims of the placement
 - the expectations to meet relevant learning outcomes
 - Information about workplace rights and responsibilities
 - relevant placement assessment requirements.
- Have students expressed concerns about attending a placement?
- Is there a current AIP/PIP to factored in to the placement at this time?
- Have all relevant special requirements been met?
- Does the student need to travel to their placement? Review current public health order directives, and check that the student has the means to attend the placement
- Are there any indicators of an employment relationship between the student and the placement partner? If yes, what does my School need to do?



Clarification and approval should be sought from relevant Academic staff in relation to the suitability of a placement or other work-based experience. Record your assessments as per the University's Records and Archive Management Policy, and other identified policy processes.