

A GUIDE FOR HOSTING PLACEMENTS



WHAT IS A PLACEMENT?

A Placement means a subject, subject component, or other activity, required as part of a program of study, that gives students practical experience in the application of theoretical concepts and knowledge in a work environment. Placements facilitate a student's entry into the workplace, enhance their employability skills, and may be required for professional accreditation. As a placement partner, you should also be aware of the requirements of the Fair Work Act 2009 with respect to placements.

There are numerous terms for placement, and the terminology often differs across discipline areas. Some of the terms used at Western to describe a placement include:

cadetships, clinical placement, clinical experience, field experience, industry placement, internships, practical placements, practicum, professional experience, service learning, and/or work placement.



HOW PLACEMENTS BENEFIT YOUR ORGANISATION?

- You have an opportunity to see potential employees in action.
- You will be working with our enthusiastic and talented students, who bring new ideas and practices to your workplace.
- You will gain extra assistance to complete new and existing projects.
- You can develop the leadership skills of your staff through mentoring students.
- You can provide feedback on what future students may be taught and influence the future workforce in your profession.
- Mentoring students can improve your corporate image in the community, presenting your company to other industry leaders and competitors as an example of best practice.
- You are developing direct links with our University for future projects, partnerships and opportunities.

WHAT DO STUDENTS GAIN FROM A PLACEMENT?

- Important employability skills and improve their graduate employment prospects.
- Bridge the gap between study and work.
- Undertake supervised work appropriate to their skill levels.
- Identify skills or adjustments they may need to participate in the workplace.
- Complete assignments relevant to the workplace.
- Find out more about their chosen career, and employment opportunities.

WHAT IS THE PLACEMENT PROCESS?



BEFORE THE PLACEMENT

Before the placement, Western will:

- Contact you to request student placements. Occasionally, students may contact you directly to request placements.
- Enter into a Student Placement Agreement with your organisation outlining the legal responsibilities of both parties during the placement.
- Negotiate placement dates and times.
- Discuss whether the placement is suitable and meets program and/or accreditation requirements.
- Prepare students for the placement, including any required pre-requisite knowledge and skills, and ensure students understand the placement learning objectives and assessment tasks.
- Inform you of students' levels of knowledge and skill, learning objectives and other relevant criteria, as well as providing information about the type of learning experiences required for them.
- Discuss with you any reasonable adjustments for students with a declared disability. Western will meet the reasonable costs of these adjustments if any are required.

Before the placement, your organisation will:

- Enter into a Student Placement Agreement with Western.
- Identify tasks or a project you would like a student to assist with, its duration, and the skills/knowledge and resources necessary to complete it.
- Inform Western of any placement requirements you have, such as preparatory training, vaccinations, first aid certificate, criminal record checks, or working with children checks, uniform or dress codes.
- Appoint a supervisor (unless otherwise agreed), and ensure they are prepared appropriately for their role.
- Prepare information that may be useful for the student such as an organisation induction, your structure, start and finish times, lunch breaks, dress code, and work health and safety induction materials including emergency procedures, first aid PPE and how to safely operate equipment, etc.
- Arrange access for the student to a desk, computer or other equipment and access to buildings, etc.



DURING THE PLACEMENT

During the placement, Western students will:

- Attend the workplace as agreed, and work with you to complete their Placement requirements. If students are unable to attend, they will inform Western and you promptly.

During the placement, Western will:

- Maintain adequate insurance for unpaid Placements, including providing the Placement organisation, if requested, with a copy of the University's relevant certificates of currency.
- Regularly communicate with the student and the Placement host during the Placement to support student learning and monitor student progress and welfare.



During the placement, your organisation will:

- Provide students with a meaningful and appropriate learning experience in accordance with the agreed objectives of the Placement and with their level of skill.
- Provide suitably trained supervisors to monitor and assess a student's performance (unless otherwise agreed).
- Provide students with appropriate orientation, induction and training in your organisation's policies, procedures, and rules.
- Provide the student with a safety induction, including emergency procedures, exits, first aid, safe use of equipment and PPE, and how to report accidents etc.
- Arrange a tour of the workplace including lunchrooms, toilets, printers, exits, meeting rooms etc and introduce students to key staff.
- Invite students to staff meetings and other appropriate work activities.
- Provide the students with a positive and constructive learning environment.

- Meet regularly with students to discuss progress and expectations and provide and receive feedback.
- Notify Western of any incidents (including any injury or near-miss) involving a Student or our Staff within 48 hours of occurrence; a written summary which includes a detailed chronology, a description of events and the proposed remedial action should be provided to Western.
- Remain responsible for all aspects of your business that students are not permitted or able to perform without the relevant training.
- Consult the University supervisor at the earliest opportunity if concerns arise about the student's progress or conduct during the placement.
- Notify us promptly if you reasonably consider it necessary to suspend or cancel a student's Placement.



AFTER THE PLACEMENT

After the placement Western students will:

- Submit any required assessment tasks or reports to us.
- Return any equipment, uniforms, access cards etc, to you.

After the placement, Western will:

- Follow up with the students to assess placement outcomes, and to check on any student safety and wellbeing issues.

After the placement your organisation will:

- Complete an evaluation on student performance in the workplace.
- Provide feedback to Western on the placement experience.



FREQUENTLY ASKED QUESTIONS

Who organises the placement?

Western staff (or in some instances students) will contact you to request a placement. It is always at the discretion of the placement host to accept or decline placement requests.

When can a work placement occur?

Work placements occur at various times of the year, depending on the academic program. Western staff will negotiate suitable times with you for the placement to occur.

If I sign an agreement, do I have to take students immediately, and always?

No. The agreement sets up the responsibilities of Western and your organisation, and we use a short template to make it easier for us to identify those responsibilities. You can determine how many and how often you would like to offer a placement. Our agreements are usually five years in duration, however, there is no obligation to provide placements over that entire time period (or at all).

How long will students be at your workplace?

The length of the placement varies from program to program. Placement duration can vary from a day to a few months. It is possible for students to complete the total placement requirement for their program across several placement hosts. Western staff will negotiate with you regarding your ability to take students on placement and for how long.

Are the students paid?

Students can lawfully be unpaid if they are undertaking a placement as part of a program of study with an approved education provider. The main benefit of the placement should be the student's meaningful learning, and they should not be relied upon as an integral part of your business.

Where students undertake productive work tasks and work hours beyond what is required to complete their university placement this could be considered an employment relationship.

What about insurance?

If students are undertaking the placement as a requirement of a program that they are enrolled in a Western, and the student is not being paid, the student is covered by Western's public liability, personal accident, and professional indemnity/medical malpractice insurance policies (subject to policy terms and conditions). Students who are in an employment relationship with you are not covered by Western student placement insurance and fall under your insurance.

What about Intellectual Property?

Unless otherwise agreed between you and the student, any intellectual property rights created by a student in any assessment works during a Placement remains the property of the student. You can ask the student directly to enter into a separate IP agreement if required.

I want to host a placement – who do I contact?

Please [email the Placements Hub](#) with the types of placement opportunities you can provide to our students. The Hub will connect you to the relevant discipline specific staff.

I want to offer the student a temporary or casual role after the placement has ended.

You can enter into a separate employment contract directly with the student. Alternatively, you can also advertise any paid employment opportunities through the [Western Careers](#) service.