
PLACEMENT (WORK-INTEGRATED LEARNING) POLICY

1. Purpose

- 1.1 Ikon Institute of Australia (Ikon) is committed to providing a program of work-integrated learning that aligns with Ikon's values and mission, that meets course and subject requirements, and complies with relevant regulatory and professional frameworks.
- 1.2 This *Placement (Work-Integrated Learning) Policy* provides the principles and procedures for the approval and management of work integrated learning experiences (placements) undertaken as a requirement of a course of study delivered by Ikon.
- 1.3 Ikon manages risk in relation to placements and ensures quality in accordance with this policy.
- 1.4 It outlines the academic requirements, role and responsibilities of Ikon, the host organisation and the student, as well as the procedures in conducting placements.

2. Scope

- 2.1 This policy applies to all staff who are involved in the management and coordination of placements, and students who are undertaking courses that require placement.
- 2.2 The policy does not apply to placements for which students receive remuneration or other payments, or are otherwise in an employment relationship, which must comply with the Fair Work Act 2009 (Cth), or to placements where students elect to voluntarily undertake experience that is not required as part of a subject or course of study.

3. Related Documents

This policy should be read in conjunction with the following documents:

- Student Code of Conduct
- Student Academic Progress Policy
- Academic Integrity and Misconduct Policy
- Admission Policy (Domestic Students)
- Admission Policy (International Students)
- Assessment Policy
- Reasonable Adjustment Policy
- Course-specific Inherent Requirements
- Course-specific Placement Handbooks
- Course-specific Placement Agreement

This policy and related documents can be accessed via the student and staff policy libraries.

4. Definitions

“Higher Education Standards Framework (Threshold Standards) 2021” means the national standards for higher education all higher education providers must meet as established by TEQSA.

“Student Code of Conduct for Placement” is a discipline specific code of conduct, or a set of guidelines for professional conduct, or another suitable instrument, which is informed by the professional standards or code of conduct for the relevant profession.

“Placement Team” consists of the Ikon staff members who has responsibility for coordinating and conducting placement activities.

“Course-specific Placement Agreement” is the formal agreement between Ikon, the student and the host organisation.

“Host organisation” is the entity in which the student is placed to complete their placement.

“Work Integrated Learning (WIL)” encompasses any arrangement where students undertake learning in a work context as part of their course requirements, as defined in the context of the Higher Education Standards Framework (Threshold Standards) 2021.

“Placements” are professional workplace placements (also known as internships, clinical placements, fieldwork, practicums) and is considers to be a WIL activity.

POLICY

5. Principles

- 5.1 Placements are intended to provide authentic experiential learning, support and assist a student’s learning and achievement of the anticipated course learning outcomes.
- 5.2 Ikon will actively promote good relationships with current and prospective host organisations, which are usually external to Ikon.
- 5.3 The parties involved in placements must be adequately prepared to meet their responsibilities as set out in this policy.
- 5.4 Placements must be managed in accordance with the procedures in this document, and any procedures or guidelines that reference this document.
- 5.5 Placements must also be managed in accordance with any external polices and frameworks that reference external accreditation requirements or professional accreditation bodies .
- 5.6 The policy outlines the academic requirements, role and responsibilities of Ikon, the host organisation and the student, as well as the procedures in conducting placements.
- 5.7 In addition to the procedures required under this policy, Ikon's Heads of School and the Placement may implement the policy through specific guidelines, handbooks and/or flow charts specific to the faculty and course.

6. Requirements and reasonable adjustment

Inherent requirements

- 6.1 Students need to understand and must meet all inherent requirements that may apply in relation to their course or a subject that includes a placement experience throughout their enrolment.

Special requirements

- 6.2 Students must meet and acknowledge any special requirements relevant to their course or a subject that incorporates a placement experience, including confirming their compliance with mandatory legal requirements valid for their course as well as any specific requirements from the host organisation.. Details of special requirements will be outlined in the placement subject outlines and course-specific placement handbook, as well as communicated to students by the Placement Team.

CRICOS Requirements

- 6.3 Placements for international students will be required as part of a subject or course of study where the placements are part of the course registration under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

Reasonable Adjustments

- 6.4 Ikon will provide reasonable adjustments for students in line with the Reasonable Adjustment Policy, taking into consideration the capacity of the host organisation.
- 6.5 Reasonable adjustments must not fundamentally change the nature of the inherent requirement for a course.

7. Responsibilities

Ikon

- 7.1 Ikon will oversee and support:

- Schools to develop Course-specific Placement Agreements with external host organisations in relation to placements required within a subject or course that they, or their students arrange, unless otherwise advised by the Academic Board.
- the identification of currency and recording of all Course-specific Placement Agreements in accordance with Ikon records and archive management system, and within the Ikon's student placement system.
- Schools and their students to adhere to any mandatory policies and procedures that stipulate compliance to inherent and special requirements.
- Schools to record all subject and course required placement experiences within Ikon's student placement management system.

- 7.2 Ikon must, in all cases, be able to demonstrate that placements are quality assured, including an assurance of the quality of supervision of student experience, and that these quality assurance mechanisms demonstrate that these placements meet the relevant standards of the Higher Education Standards Framework (Threshold Standards) 2021.

- 7.3 Ikon, through assessment and course design policies and procedures, will ensure placements are designed and assessed appropriately in order to inform curriculum development and improve future placements.

- 7.4 Ikon acknowledges that Schools have a responsibility to ensure public safety is paramount in the design and implementation of subjects requiring placement experiences.

- 7.5 Ikon, through its Schools, will have effective management processes in place to ensure that students undertaking placements have the ability to practice competently and safely.

- 7.6 Ikon will ensure students are covered by adequate insurance for their placement, including providing the host organisation, if requested, with a copy of Ikon's relevant certificates of currency.

- 7.7 Prior to admission, Ikon will provide information to international students about the Australian employment context and relevant workplace legislation.

- 7.8 Ikon, in conjunction with Schools, will ensure students understand that compulsory placement hours do not count towards the 40 hours per fortnight work limit that applies to student visa holders during study periods, but that in undertaking work beyond the compulsory placement, students must comply with the limitations imposed by their student visa.

Schools

- 7.9 Schools are responsible for managing risk by:

- ensuring the quality of the experience and supervision has been addressed in the development and revision of all subjects, including any impact of co-ownership of subjects between disciplines;
- providing host organisations and students with appropriate preparation for undertaking a placement, including the assurance that students are prepared for placement;
- maintaining a relationship with a host organisation, documented through a current and signed Course-specific Placement Agreement in relation to placements they or their students arrange;
- monitoring the wellbeing and safety of students whilst they are on placement, obtaining confirmation from host organisations of their obligations through a current Course-specific Placement Agreement to comply with work health and safety legislation, additional industry frameworks and guidelines;
- monitoring placements and student progress in accordance with Ikon policies and procedures governing placements;
- ensuring the placement environment is accessible in accordance with the Disability Discrimination Act 1992 (Cth), where required, and obtaining the host organisation's agreement to implement an individual student's reasonable adjustments as outlined in their Placement Integration Plan, and consult with Disability Advisors for advice regarding any adjustments;
- regularly communicating with the student and host organisation during the placement;
- ensuring all parties are aware of the procedures to follow when a student experiences unlawful or inappropriate behaviour from an employer, colleague or other person whilst on placement;
- taking action to prevent further student placements at organisations that do not provide a safe and appropriate placement for students, and communicating such action to relevant Ikon Schools; and
- evaluating the suitability of the placement for future use.

7.10 Schools are responsible for managing placement requirements and allocations by:

- ensuring the placement arrangements comply with any relevant professional accreditation requirements;
- maintaining a current written record of the criteria used to select and approve individual placements, and capturing the placement location, including address and contact details of placement sites within Ikon's placement management system;
- maintaining appropriately trained staff to coordinate and administer all placement requirements;
- ensuring a clear communication system is in place to deal with students' issues or queries, and keeping accurate records of all such dealings;
- ensuring the placement contact, the host organisation and the student understand the assessment requirements and the role of each person in the assessment process;
- ensuring Ikon staff, the host organisation and the student understand:
 - the inherent requirements of the course;
 - the work to be undertaken during the placement;
 - the duration of the placement; and
 - the processes for managing a student at risk of not satisfactorily completing a placement.

7.11 Schools are responsible for managing student requirements by:

- ensuring students have met all pre-determined Special Requirements, where applicable, before allocation to a placement;
- ensuring students have opportunities to provide feedback about the placement to their host organisation, Schools or through another identified mechanism; and
- ensuring students are aware of any particular requirements stipulated by the host organisation, for example meeting all Special Requirements, placement education and training modules, wearing a required uniform, dress code, required equipment,

professional behaviour, personal hygiene, infection control, relevant medical and physical requirements.

7.12 Schools are responsible for managing additional requirements for international students by:

- ensuring placements for international students comply with Education Services for Overseas Students - Information for Staff and Students (ESOS) National Code (in particular Standards 2 and 3 of the 2018 ESOS National Code) in relation to course and subject design;
- reviewing their course details registered with CRICOS to ensure the placement is registered as compulsory and assessable to ensure the hours are not counted as part of the 40 hours per fortnight limit.

7.13 Schools may delegate their responsibilities to the Placement Team with approval by Ikon. These will be indicated in the placement subject outlines and course-specific placement handbook, and will be available to students.

Placement Team

7.14 The Placement Team is responsible for assisting Schools in coordinating and implementing placement procedures.

Students

7.15 Students must undertake and complete placements that are a requirement of their subject or course as scheduled, and notify their Schools of any matter that is a serious disruption to their studies.

7.16 When enrolling into a placement subject, students must:

- understand and meet the inherent requirements of their course, to be able to meet the expectations of their placement;
- become familiar with the competencies required by the particular course relevant to the placement;
- complete any course requirements or prerequisites;
- ensure they meet any special requirements relevant to their host organisation including confirming their compliance with mandatory legal requirements within identified deadlines such as police and working with children checks and immunisation requirements;
- complete any required documentation within identified deadlines;
- consider the possible impacts of a disability or health condition that may affect their placement and, if adjustments are required, speak to a Disability Advisor to develop a Placement Integration Plan;
- provide consent, following discussion with relevant placement staff, for the release of any necessary information to the host organisation;
- disclose any identified possible or perceived conflict of interest, such as a relative being responsible for supervision, or that the student is in paid employment with the host organisation; and
- communicate with the host organisation as advised by the placement coordinator.

7.17 Before undertaking and during a placement experience, students must:

- be enrolled in their course and usually the relevant placement subject, and complete any Special Requirements, course requirements or pre-requisites;
- adhere to all requirements of the Student Code of Conduct, including the course-specific Student Code of Conduct for Placement;
- uphold standards of professional behaviour; and where applicable, wear the designated Ikon uniform (or otherwise approved standard of dress);
- take due care with the host organisation's equipment and other property;

- undertake their experience in a manner that is safe, actively participate in any health and safety training orientation, induction and follow instructions required by the host organisation;
- comply with any laws that apply to the placement in the relevant jurisdiction, and Ikon's and the host organisation's health and safety instructions and policies, rules or procedures and child protection requirements;
- demonstrate their understanding of Work Health and Safety through methods including but not limited to completing relevant Work Health and Safety training, an identified Checklist, or participating within another mechanism as identified by their Schools or organisation at the beginning of their placement for their placement location;
- be present at the agreed site during agreed working hours and participate fully in the assigned tasks and activities and any required training;
- carry their Ikon identification at all times;
- make contact, as required with their placement coordinator, to report on progress of the placement;
- report to the placement coordinator and their host organisation any matters that might affect their concerns, or ability, or fitness to undertake or continue to undertake the placement or any task or activity;
- inform both the Placement Team and the host organisation of any absences from the placement as soon as possible as per School procedures;
- notify the Placement Team and the host organisation immediately of any hazards, incidents, injuries, near miss or illness that occurs whilst on placement;
- communicate any concerns about the placement environment;
- advise the Placement Team of any requests the host organisation makes of the student to undertake work that is beyond the agreed tasks and activities;
- meet any expenses associated with the placement Ikon prescribes (excluding insurance costs or costs of implementing reasonable adjustments), such as those related to accommodation and travel to and from the placement, specific requirements of the host organisation including attire, and any levies imposed by Ikon relating to attendance or non-attendance at the placement; and
- consult with their placement coordinator in a timely manner if they are withdrawing from a placement.

Host Organisations

- 7.18 Host organisations will enter into a Course-specific Placement Agreement with Ikon that outlines the relationship between Ikon, the host organisation and the student during a placement experience.
- 7.19 The Agreement identifies the following responsibilities of a host organisation, including but not limited to:
- having appropriate public liability insurance in place, where applicable;
 - providing students with appropriate orientation, induction and training in the organisation's policies, procedures and rules, including safe work practices;
 - providing a safe and healthy work environment for students, in accordance with work, health and safety legislation, and ensuring, so far as is reasonably practicable, the health and safety of students so that they are not put at risk during the placement;
 - providing feedback to the Schools or the student about the student's performance and about any circumstances which may affect the student successfully completing the placement;
 - unless otherwise agreed, providing a suitably qualified person to supervise the student while at the host organisation, including monitoring any work health and safety and other risks, and providing feedback to the placement coordinator;
 - providing the necessary equipment, other resources and training to the student to undertake assigned tasks and activities;

- implementing agreed reasonable adjustments in consultation with Schools and student prior to placement, based on a student's Placement Integration Plan, where applicable;
- managing placement requirements and allocations by:
 - ensuring supervisory staff are suitably trained in their responsibilities to undertake the supervisions of students in their placement, unless otherwise arranged with the School;
 - ensuring a clear communication system back to the School is in place to deal with students' issues or queries, and keeping accurate records of all such dealings;
 - ensuring they understand:
 - the assessment requirements and the role of each person in the assessment process;
 - the work to be undertaken during the placement;
 - the duration of the placement;
 - the processes for managing a student at risk of not satisfactorily completing a placement, including if any special requirements are not met by students; and
 - ensuring a student has the opportunity to provide feedback about the placement to their placement coordinator or nominated staff member.

PROCEDURES

8. Identifying and selecting host organisations

- 8.1 Unless otherwise specified, Schools are responsible for identifying and selecting host organisations.
- 8.2 Under advice and direction of the Placement Team, some students may be able to propose their own placements in accordance with this policy and in line with their School's requirements.
- 8.3 Schools will ensure appropriate criteria are applied when identifying suitable placement opportunities for students, including:
- the placement involves skills, knowledge and experience relevant to the student's subject or course of study;
 - the host organisation has agreed to its responsibilities under this policy;
 - the host organisation can adequately accommodate the student for the placement period; and
 - the placement team has determined the placement is suitable having regard to:
 - the objectives and/or course learning outcomes and lkon graduate attributes of the relevant course or subject;
 - the ability of the organisation to provide the student with the experience of working in the organisation;
 - the outcomes of a cyclical risk assessment undertaken in relation to the placement, where the results inform and improve quality assurance; and
 - accessibility for the student undertaking the placement at the placement environment, as relevant.
- 8.4 Schools may also approve a workplace or organisation as a placement location which has been approved by a relevant government agency or professional association for the purposes of registration or other accreditation.

9. Monitoring and support

- 9.1 The Placement Team conducts monitoring to assure:
- The continuing viability of the placement for the student and the host organization; and
 - The wellbeing and safety of the student.
- 9.2 The frequency and mode of the monitoring should be appropriate for the discipline and the placement, and must include at a minimum:
- Once for placements under 6 months in duration, scheduled around mid-way through the placement.
 - At least twice, or once every 6 months, whichever is greater, For placements above 6 months in duration, evenly spaced through the placement.
- 9.3 Monitoring may involve:
- A visit to the placement site when a student is undertaking a placement; or
 - Contact with the placement partner and student by telephone or videoconference as appropriate. If initial contact is unsuccessful, contact by email and SMS.
- 9.4 Records of monitoring activities during placement should be captured in the Student Management System.

10. Assessment

- 10.1 Assessment of students undertaking placement subjects will be designed to assess the subject learning outcomes, and assessments are to be undertaken in accordance with the Assessment Policy.
- 10.2 Placement subjects may include assessments which requires input from a person at the host organisation who was responsible for supervising the student. This will be specified in the subject outline and the course-specific placement agreement

11. Unsatisfactory performance, misconduct or termination prior to completion

- 11.1 Schools and the Placement Team must manage unsatisfactory performance by a student at a placement, and manage where a student has not met standards for placement assessment, in accordance with the relevant Ikon policies.
- 11.2 The terms and conditions of the signed Course-specific Placement Agreement in relation to terminations and cancellations of agreements, will come into effect where:
- there is a breakdown of a placement due to the student's performance, unforeseen circumstances or other similar factors affecting the student;
 - a student has withdrawn from a placement for a specified period and subject to specific conditions, or for the remainder of the placement period;
 - there is a breakdown of a placement due to unlawful or inappropriate behaviour of a person(s) at the host organisation, other than the student, or arising from other circumstances at the organisation.
- 11.3 If dispute resolution is required, this will be undertaken as per the terms and conditions of the signed Course-specific Placement Agreement.

12. Publication

- 12.1 This policy will be published in the student and staff policy libraries.

POLICY INFORMATION & HISTORY

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Policy ID	PL001A
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Government Legislation	Tertiary Education Quality and Standards Agency Act 2011 Higher Education Standards Framework (Threshold Standards) 2021 Higher Education Support Act 2003 National Code 2018 Academic Qualifications Framework
Consideration	Tertiary Education Quality and Standards Agency, Guidance Note: Work-integrated learning (Version 2.0, 4 May 2022) Department of Education, National Code 2018 Factsheets: Standard 1: Marketing information and practices (14 July 2022) , Standard 2: Recruitment of an overseas student (15 August 2022) , Standard 3: Formalisation of enrolment and written agreements (15 August 2022) Fair Work Ombudsman, Factsheet: Student placements (June 2017)
Responsible Officer	Executive Dean
Benchmarking	External referencing activities were conducted against comparable providers and best practice using publicly available information for: Western Sydney University, University of Sunshine Coast, Melbourne Institute of Technology, Think Education Group, Adelaide Institute of Higher Education, Asia Pacific International College, Kaplan Business School, Australian College of Applied Professions, and Griffith University.