



IKON INSTITUTE
OF AUSTRALIA

Student Placement and Placement Code of Conduct Policy

Policy number	S006
Policy established	1 July 2011
Current Status Version No.	4.1
Approved by	Board of Governors
Date of Approval	17 February 2017
Previous versions	3 June 2016 1 April 2016 09 February 2016 1 July 2011
Next Review Date	31 January 2019
Government Legislation	Age Discrimination Act 1986 Australian Human Rights Commission Act 1986 Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984
Responsible Officer	CEO

1. Purpose

This policy provides the principles and procedures for managing student placements or practicums in external organisations or professional settings (for both Vocational Education and Training (VET) & Higher Education (HE) Qualifications), in order to assist students in finding and completing a successful placement that meets course and subject requirements with appropriate supervision and support.

2. Scope

The policy applies to students enrolled in all AQF accredited courses offered by the IKON Institute of Australia in all teaching and learning locations and modes of delivery and applies to any courses and subjects delivered in partnership with other organisations.

3. Definitions

Industry Placement: A subject or unit of study involving approved work and study in industry over one semester. It is considered an academic subject conducted off campus in the workplace.

Repeat Industry Placement: An Industry Placement required if a student fails an Industry Placement.

Host organisation: The organisation where the student will complete the requirements of the Industry Placement.

WWW.IKONINSTITUTE.COM
LEARNING WITH
A DIFFERENCE

Level 1/77 Jetty Road
Glenelg SA 5045

T 08 8350 9753
M 0439 016 763
F 08 8376 1467
E info@ikoninstitute.com

Workplace Supervisor (WPS): Industry Professional with the knowledge, skills and experience to supervise the IKON Institute of Australia's students in placement (For Higher Education courses WPS will be either a) Registered with PACFA, b) An Allied Health Professional, c) Professional member with ANZATA, or d) a professional member of ACATA.)

Requirements are detailed in Appendix B

Placement Coordinator (PCO): The IKON Institute of Australia's staff member responsible for liaising with students, WPS and host organisation regarding the placement.

Head of Faculty (HoF): The IKON Institute of Australia's staff member responsible for the Faculty within which a given course is taught, and responsible for the approval of student placements.

4. Principles

- 4.1 The IKON Institute of Australia has a responsibility to ensure that all students who are required to undertake a placement have the capacity to behave appropriately, without endangering themselves or others or having a detrimental impact on the placement environment or the IKON Institute of Australia.
- 4.2 Students on placement are required to:
- adhere to relevant professional codes of ethics
 - demonstrate a high standard of honesty, integrity and social responsibility
 - conduct themselves in a manner that reflects well on the IKON Institute of Australia
 - comply with the rules and regulations of the organisation in which they are placed.
- 4.3 Students may be obliged to meet certain requirements prior to placement such as police checks, mandatory reporting training, immunisation and first aid certification. Notice about such requirements must be included in the course information available to students prior to enrolling and other information on placements provided to students.
- 4.4 Students, with the guidance and support of the PCO, must arrange a placement that is relevant and appropriate to fulfil the course requirements and that provides appropriate supervision of their performance of suitable duties and tasks at the placement site.
- 4.5 When a student does not achieve all required learning outcomes during their placement, the IKON Institute of Australia will provide them with extra support and guidance to achieve the required learning outcomes either through a subsequent placement or other assessment process (e.g. oral questioning, written assignment, simulated role play).
- 4.6 Students cannot graduate without completing all placement requirements including all documentation.

5. Implementation

5.1. At least one month prior to the commencement of the placement, the student must provide the following information in writing to the Placement Coordinator:

- the industry profile of the host organisation e.g. government employer, NGO, charity, not for profit, volunteer, network
- the general structure of the host organisation including an indication of its size, days and hours of operation
- a description of the location(s) of facilities of the host organisation, including how the organisation meets duty of care requirements towards students
- a description of the services provided by the host organisation including scope of job outcomes/roles and functions and how these are reflected in the course in which the student is enrolled
- a description of the placement characteristics (broad role and responsibilities), the duration of the placement and the approximate time of year and synchronisation with the timetabling for the course
- a description of the activities /work to be undertaken by the student in relation to the learning outcomes or competencies of the course in which the student is enrolled
- The name and contact details of the proposed WPS

5.2. The Placement Coordinator will evaluate the placement proposed to ensure:

- subject and course learning outcomes are achievable and not inhibited
- there is evidence of appropriate and realistic supervision arrangements given the capacity of the host organisation and the need for the host organisation to operate with minimal disruption to its normal services
- that unless the host organisation has a dedicated workplace supervisor, evidence that the ratio of full time supervisors in the workplace to students on placement is no more than 1:3.
- the qualifications and experience of the proposed workplace supervisor meet the definition in this document for Workplace Supervisor
- the student has any special clearances or certificates required, such as national police checks and mandatory notification training if dealing with children or disadvantaged groups; or first aid certificates, if required in particular settings
- any elements of paid work are consistent with the desired educational outcomes of the placement
- any special student needs can be supported

If the placement is not appropriate for assessing the learning outcomes the Placement Coordinator will inform the student as early as possible and assist student in procuring an appropriate placement.

5.3 The Placement Coordinator will ensure that provision is made to satisfy special needs such as those that might arise from family commitments, financial constraints, disability, and language or cultural barriers.

- 5.4. At least two weeks ahead of the commencement of the placement, the Placement Coordinator will confirm with the student that the placement is appropriate and that special needs, if required, have been addressed in consultation with the student and the host organisation.

6. Roles and responsibilities

6.1 The student

The student is required to:

- play an active role in exploring their placement options by using their own initiative and support from the Institute's Placement Coordinator
- represent the IKON Institute of Australia in a professional manner when liaising with prospective host organisations and undertaking a placement
- negotiate and confirm work placement hours with the Institute's Placement Coordinator and the Workplace Supervisor
- take responsibility for creating and utilising opportunities for enhancing their learning throughout the placement
- complete all the placement requirements set out in the Student Placement Forms including the workplace practice, placement report and post placement exit interview with the Placement Coordinator
- arrive at the placement organisation at the agreed starting time
- contact the Workplace Supervisor via phone if late or absent due to illness and if for more than 2 days advise the Placement Coordinator
- conduct business in a professional manner and work in line with the host organisation's policies and procedures and the Institute's Student Code of Conduct (refer to Student Code of Conduct and Misconduct Policy)
- complete the placement hours set out in the placement agreement
- notify the Placement Coordinator immediately if assistance is required to resolve any difficulties that have arisen.
- observe the Student Placement Code of Conduct (APPENDIX A)

6.2 The Workplace Supervisor

The Workplace Supervisor must meet the minimum requirements as outlined in the Workplace Supervisor definition on Appendix B of this policy.

The overall responsibility of the Workplace Supervisor is to ensure students are exposed to appropriate learning opportunities within an environment that is supportive and challenging.

Workplace Supervisors are expected to:

- Liaise with the PCO to confirm WPS suitability for supervising and supporting a student and confirm work placement hours
- participate in a pre-placement meeting with the student to discuss available learning opportunities, and to determine whether the expressed needs and interests of the student and assessment requirements can be accommodated

- oversee the drafting and implementation of the Student Supervision Agreement and the Placement Learning Goals give regular and constructive feedback on the student's performance
 - provide formal supervision at a regular meeting time
 - participate in a mid- placement review with the student and the Placement Coordinator
 - discuss concerns about a student's performance with the student, and alert the IKON Institute of Australia's Placement Coordinator of any difficulties or concerns that arise as early as possible
 - assess the student's performance and complete the Workplace Supervisor's Report form at the completion of the placement

Should WPS be unable to provide the clinical element of supervision (i.e. Allied Health Professional not being able to provide direct case management supervision for an Art Psychotherapy student) then ideally the WPS should identify another professional within the organisation who can provide this element of supervision to the student. In the event that neither of these options are available then the IKON Institute of Australia will provide the student case supervision to supplement their workplace supervision.

6.3 Academic Supervisors (Professional Ongoing Development Supervision -PODs)

Academic supervisors are responsible for:

- ensuring students receive individual and group supervision (there will be a minimum of 6 group supervision sessions provided throughout the placement period)
- providing advice and guidance so that students are kept on track with subject learning outcomes and suggesting ways that students can overcome any obstacle to learning
- supporting students and suggesting strategies to address any issues the student may be experiencing in placement that they feel unable to discuss with the WPS
- raising any issues of significant concern with the Placement Coordinator and/or the Head of Faculty

6.3.1 For VET students undertaking case studies as part of their placement, the Academic supervisor will also fulfil the function of the WPS

6.3.2 During the placement period students should receive a combined minimum of supervision at the rate of 1 hour for every 8 hours of client contact time.

6.4 The Placement Coordinator

The Placement Coordinator is responsible for:

- sourcing and maintaining a range of placement options that the IKON Institute of Australia's students can access
- supporting the student in their search for a placement opportunity by providing them with a range of resources to assist in the search

- ensuring that Workplace Supervisors have the skills, knowledge, experience, appropriate professional background and capacity to provide effective and supportive supervision to students on placement
- ensuring the host organisation agrees to all the requirements and obligations of the placement
- ensuring the placement meets the learning outcomes and assessment requirements of the subject or course
- ensuring that relevant documents to support placement are up to date and readily available
- supporting the resolution of any issues that may arise before or during the placement
- conducting the mid-placement review with student and Workplace Supervisor by phone or preferably on site at a mutually negotiated time
- ensuring the completion of the mid-placement review report and storing this on the student file
- contacting the placement organisation after a placement to discuss the outcomes of the placement and future placement opportunities
- liaising with all organisations that accept a student to ascertain whether additional placement students will be accepted in the future
- In cases of a serious incident occurring to a student while on placement, refer to the work health and safety policy of the organisation
- completing the post placement exit interview with the placement coordinator

7. Placement assessment

7.1 Assessment will be based on:

- Fulfilment of placement work hours evidenced by Log of Placement Hours
- completion of the supervised placement
- subject assessment requirements
- the mid-placement review conducted by the Placement Coordinator
- the Workplace Supervisor's report to the Placement Coordinator within 4 weeks of the conclusion of the placement
- the student's Placement Report to the Placement Coordinator, as assessed by the relevant lecturer, within 4 weeks of the conclusion of the placement

7.2 In VET courses the grade for a placement will be Competent or Not Yet Competent.

In Higher Education the placement report will attract either a Pass or Fail Grade.

7.3 To gain either competency or a pass grade the following conditions must be met:

- the Workplace Supervisor and the relevant lecturer have evaluated the student's performance against either the Subject Learning Outcomes as set out in the Placement Evaluation and Assessment report, or in the case of VET students the Placement Learning Goals and competencies set out in the Placement Evaluation and Assessment in the pack of student placement forms
- the Workplace Supervisor and the relevant lecturer have found that the student exhibited professional and appropriate behaviour throughout the placement
- the student completed the placement in the prescribed time

- the student submitted all paperwork when required and the placement report within four weeks of completing the placement
- the relevant lecturer, in consultation with the Workplace Supervisor has assessed the submitted work and placement requirements
- on completion of the placement, students are required to attend an exit interview with the relevant lecturer to discuss competencies achieved and to provide feedback about the placement experience

7.4 Reasons that may lead to students failing to pass their placement are set out in 9.1 below.

8. Incomplete placement

8.1 Students who cannot complete a placement due to unforeseen circumstances must immediately contact the Placement Coordinator. The Placement Coordinator will then assess the situation and determine whether any hours can be credited towards the placement requirements.

8.2 Generally, students who do not complete a placement will not be eligible to credit hours towards their placement requirements.

8.3 Exceptions may be granted if the student:

- has suffered genuine hardship/distress (evidence is required)
- is unable to submit the Workplace Supervisor's Report because the Workplace Supervisor is no longer associated with their placement organisation

8.4 Exceptions will be assessed on a case-by-case basis by the Placement Coordinator in consultation with the Head of Faculty to promote consistency. (Further information can be found in AC005 Assessment Policy and Procedures).

9. Unsatisfactory performance and misconduct on placement

9.1 Unsatisfactory performance

An assessment of unsatisfactory performance may result from:

- failure to meet the Subject Learning Outcomes and assessment requirements as detailed in the student placement forms
- failure to adhere to the professional standards and workplace requirements of the placement provider
- incomplete or late completion of placement documentation unless an extension has been agreed to by the Placement Coordinator and Head of Faculty
- failure to discuss critical incidents or issues of concern with the Placement Coordinator

For students undertaking a VET qualification unsatisfactory performance on a placement may contribute to:

- a final fail grade for the course, or
- a fail grade for the placement component of a course.

In considering the assessment of a placement, the Placement Coordinator will take into account the Institute's principle of providing students who do not achieve all competencies with extra support and guidance to help them achieve the required learning outcomes either through subsequent placement or other assessment process (e.g. oral questioning, written assignment, simulated role play).

For students undertaking a Higher Education qualification a fail will result in the student being required to retake this subject in order to complete the course.

9.2 Misconduct on a placement

Misconduct on a placement may include:

- behaviour on the placement that may contribute to risk for self, persons in the care of the host organisation, the host organisation, or a third party, or
- a breach of the Student Code of Conduct or the Student Placement Code of Conduct.

In cases of misconduct, the student may be immediately removed from the placement at the discretion of the Placement Coordinator and the Workplace Supervisor.

10 Appeal

A student has the right to appeal a ruling of unsatisfactory performance or misconduct by following procedures set out in the Assessment Policy and Procedures, the Student Code of Conduct and Misconduct Policy and the Grievance Policy.

11. Process for Placement within Higher Education Courses

11.1 Placement proposal developed by Student

The student identifies an appropriate organisation with which to do their placement, and approaches them about the possibility of undertaking placement with them. A suitable Workplace Supervisor should be identified during this initial contact.

The student then completes the *Student Placement Proposal* and submits the paperwork to the Placement Coordinator a minimum of 4 weeks prior to the agreed starting date.

- 11.2 Placements must be undertaken across at least 2 client groups. Best practice is different organisations, however it is possible to work around different teams of the same organisation, in a case-dependant review. The final approval of appropriate student placement in meeting the aims of this policy falls under the remit of the Head of Faculty.

11.3 Proposal reviewed by Placement Coordinator

The Placement Coordinator will contact the proposed host organisation to discuss the requirements of hosting a Higher Education student on placement. They will then conduct a thorough review of the *Student Placement Proposal* to determine whether it meets the requirements for learning and assessment of practicum unit in question.

- i. Suitability of organisation and learning opportunities – The Placement Coordinator will assess whether the organisation meets the IKON Institute of Australia’s criteria as a suitable workplace for student practicum.
 - a. Organisation has Professional Indemnity and Public Liability Insurance
 - b. Organisation meets Workplace Health and Safety Standards

- c. Organisation has a Code of Conduct and Ethical Guidelines for employees practice
- d. There will be adequate opportunity for the student to demonstrate the Learning Outcomes and practice skills relevant to their qualification
- e. An appropriately qualified and experienced staff member will provide regular workplace (non-qualification specific) supervision
- ii. Suitability of Workplace Supervisor – The Placement Coordinator will assess whether the proposed Workplace Supervisor meets the criteria for supervising Higher Education students. (Refer to Appendix B of this document for the requirements of a Workplace Supervisor)

The nominated Workplace Supervisor must also have the ability to assess that the student has demonstrated the Learning Outcomes required of the placement.

11.4 Proposal approved by Head of Faculty

The Placement Coordinator will forward *Student Placement Proposals* that they believe meet the criteria to the Head of Faculty for final authorisation. By approving the proposal the HoF is agreeing that the proposed Workplace Supervisor is deemed competent and appropriate to undertake the assessment of the student.

Once the placement is signed off by the HoF, the student will be advised that their placement is approved.

11.5 Student undertakes placement

- i. Workplace Supervision – The Workplace Supervisor is the Students' go-to person for any issues or concerns in the workplace, and needs to be conversant with the workplace organisation's policies, protocols and able to assist the student in maintaining the appropriate workplace behaviours. We expect that Higher Education students will have a minimum ratio of 12:1 client contact and supervision hours. The Workplace Supervisor is encouraged to contact the Placement Coordinator to discuss any issues that may arise as early as possible.
- ii. Clinical Supervision – Students undertaking the Practicum units will be concurrently enrolled in the Clinical Supervision unit. Any student concerns during the placement should be raised within the Clinical Supervision.

The results of the Mid-Placement Review and Placement Report will be referred to the Clinical Supervision Sessions.

11.6 Mid-Placement Review

The Workplace Supervisor will meet with the student for an official mid-placement review. This is to be forwarded to the Placement Coordinator, who will contact the Workplace Supervisor to discuss how the placement is progressing. Any issues raised in the review will also be referred the Clinical Supervision Sessions.

11.7 Placement Report

There should be no surprises in the placement report. Students who have not been performing to the expected standard will have been informed of the shortfall in their regular workplace supervision sessions, and formally in the mid-placement review.

The Workplace Supervisor completes the Placement Report, this provides a clearly documented list of learning outcomes against which the Workplace Supervisor will assess the student. Specific examples of student behaviour are documented. The placement report is graded as either a Pass or Fail grade.

11.8 Additional Assessment of Practicum units

The placement report is not the only assessment of student performance in the practicum units. Students will also be submitting written assignments and journals, there may also be written or practical exams for the subject that will contribute to the overall grade for the subject.

12 Publication

This policy is to be published for students in the relevant publications and on the IKON Institute of Australia website to ensure prospective students and IKON Institute of Australia staff have up to date and accurate information.

13. Additional support

All students will have access to the full range of support provided by the IKON Institute of Australia and detailed in S009 Student Services Policy

Related Forms/Documents:

Student Placement Forms

Student Placement Handbook

Related Policies:

AC004 Academic Integrity Policy

AC005 Assessment Policy and Procedure

S002 Student Grievance Policy

S005 Student Code of Conduct and Misconduct Policy

S009 Student Services Policy

APPENDIX A: Student Placement Code of Conduct

The following code of conduct applies to students preparing, undertaking or finalising a student placement (practicum).

Students preparing, undertaking or finalising a student placement are expected at all times to:

- Meet all the requirements of the host organisation regarding attendance, promptness, punctuality, dress and work hours;
- Treat all staff and colleagues with respect, courtesy and fairness, and afford the same professional courtesy to other professionals in all interactions and across all forms of communication;
- Maintain a cooperative and collaborative approach to interpersonal relationships with members of the IKON Institute of Australia's community, colleagues and staff at the host organisation;
- Bring any concerns or difficulties to the immediate attention of the Placement Coordinator who will support, mediate, liaise and mentor as appropriate;
- Respect the rights and privileges of other members of the IKON Institute of Australia's community, colleagues and staff at the host organisation, and show commitment to the ideals and reputation of the Institute;
- Demonstrate initiative, monitor their own progress within the placement learning environment and be familiar with placement requirements - if students are unclear of expectations or requirements they are to be proactive in clarifying expectations before undertaking their placement or progressing with activities;
- Act at all times in an ethical, professional and appropriate manner carrying out all activities honestly, fairly and accurately, so as to maintain good relations with the host organisation;
- Foster and maintain an attitude of equity and self-discipline towards others, and refrain from any discriminatory behaviour or values, harassment, bullying, or other unprofessional behaviour;
- Display objectivity and integrity, and maintain the highest standards of duty of care in the service offered to the clients of the host organisation - this duty includes the protection of clients' confidentiality;
- Not establish any financial or other arrangement with clients or family members involved with the host organisation during the course of the placement or after its conclusion;
- Refrain from undertaking a placement where a dual relationship exists (e.g. with a supervisor, colleague or potential client) - such dual relationships may inhibit the effectiveness of the placement and jeopardise the student, client or supervisor;
- Maintain accurate and reliable written and electronic records as required by their placement - falsification of any placement documentation will result in immediate placement termination and the placement being deemed unsatisfactory;
- Maintain privacy and confidentiality.

APPENDIX B: Requirements for Workplace Supervisor

Workplace Supervisor (WPS): Industry Professional with the knowledge, skills and experience to supervise IKON Institute of Australia's students in placement (For Higher Education courses WPS will be either a) Registered with PACFA, b) An Allied Health Professional, c) Professional member with ANZATA, or d) a professional member of ACATA.)

The following are the minimum requirements to qualify for the above:

1. **PACFA** – “Before applying to become a PACFA Accredited Supervisor, a practitioner is required to have a minimum of 5 years post training experience as a qualified psychotherapist or counsellor, with a minimum of 3 years as a Clinical Registrant of PACFA.” (PACFA Register Requirements for Accredited Supervisors, 2012)

2. **Allied Health Professionals** – Allied Health Professions Australia defines Allied Health Professionals as being:

An allied health profession is one which has:

- a direct patient care role and may have application to broader public health outcomes
- a national professional organisation with a code of ethics/conduct and clearly defined membership requirements
- university health sciences courses (not medical, dental or nursing) at AFQ Level 7 or higher, accredited by their relevant national accreditation body
- clearly articulated national entry level competency standards and assessment procedures
- a defined core scope of practice
- robust and enforceable regulatory mechanisms.

AND has allied health professionals who:

- are autonomous practitioners
- practice in an evidence based paradigm using an internationally recognised body of knowledge to protect, restore and maintain optimal physical, sensory, psychological, cognitive, social and cultural function
- may utilise or supervise assistants, technicians and support workers.”

(<http://www.ahpa.com.au/Home/DefinitionofAlliedHealth.aspx>)

3. **Professional member of ANZATA** – To be eligible to register as professional member ANZATA requires evidence of at least one of the following 6 options:

“Option 1

Australian, New Zealand, Singaporean and Hong Kong Masters Graduates in Art or Arts Therapy from the following Universities: Edith Cowan University WA; La Trobe University VIC; University of Western Sydney NSW; University of Queensland; Whitecliffe College of Arts and Design, New Zealand; LASALLE College of Arts, Singapore; Melbourne Institute for Experiential and Creative Therapies (MIECAT), and The University of Hong Kong.

Option 2

Graduates from a course that is approved by the American Art Therapy Association (AATA), British Association of Art Therapists (BAAT) or the Canadian Art Therapy Association (CATA) that reflects the ANZATA training standards.

Option 3

Those who hold an overseas equivalent qualification recognised by the Art Therapy Association in that country, who are active members of BAAT, CATA, AATA, are granted membership.

Applicants applying under options 4 to 6 are required to provide additional information.

Option 4

Graduates of any Masters level creative arts therapy programme that can demonstrate that they have worked in the field for a minimum of five years under supervision. This application is to be supported by two ANZATA professional members as referees and reviewed by a designated

subcommittee to ascertain if the level of professional knowledge and practice complies with ANZATA standards.

Option 5

Graduates who have trained in other arts modalities (e.g. drama therapy dance/movement therapy) with an equivalent Masters degree that complies with the training standards of ANZATA. This application is to be supported by two ANZATA professional members as referees and reviewed by a designated subcommittee.

Option 6

(Affiliate) Individuals who hold an MA or recognised accredited Higher Education qualification. This category of membership is only available to those who can demonstrate their contribution to the field of arts therapy and have specific training and education that supports their application. Applicants need referee support from two ANZATA members and need to be approved by a designated ANZATA sub-committee. Such members may not hold office but may vote, serve on sub-committees, and are eligible to participate in all other activities and receive all publications.”

4. **ACATA** – To be eligible to become a professional member of ACATA the following requirements must be fulfilled:

“The **PROFESSIONAL** category is full membership and is available to applicants who have completed a Masters qualification in a recognised Arts Therapy course along with 750 supervised practice hours. All applicants must provide a certified copy of their qualifications, and an academic transcript. Professional membership may be granted via Grandparent Clause for a person with *extensive professional experience* subject to committee approval. Professional Members can hold office, vote at ACATA meetings, display ACATA’s logo and advertise their membership status with the post nominals Prof MACATA.”