Professional Placement Procedures
(Professional Practice 1: DIPP1310, Professional Practice 2: DIPP1311)

Students enrolled in Professional Practice 1 or 2 courses of the DPP are required to complete a professional placement of a minimum of four weeks (full time equivalent of 140-160 hours) for each course. Placements may be based in Australia or overseas. Students will be supported to organise their own placements.

Professional Placements are likely to fall into the following categories:

1. Existing part time employment positions which students may have
2. Existing paid vacation placements offered by organisations
3. Unpaid placements restricted to DPP students
4. Volunteer work with a not-for-profit organisation
5. On-campus placements arranged by student or DPP Office

Promoting Placement Opportunities to Students

Vacancies specifically for DPP students will be advertised on the DPP website at Placement Opportunities. Students will also be encouraged to use UNSW’s Careers Online to search for vacancies.

Relevant Legislation:

**Vocational placements:** The FW Act recognises formal work experience arrangements that are a mandatory part of an education or training course. These arrangements are referred to as vocational placements, and are defined as being:

- Undertaken as a requirement of an Australian based educational or training course, and
- Authorised under a law or an administrative arrangement of the Commonwealth, a State or Territory, and
- Undertaken with an employer for which a person is not entitled to be paid any remuneration.

If all of these criteria are met, the person will not be covered by the FW Act and is therefore not entitled to the minimum wage and other entitlements provided in the National Employment Standards and modern awards.

**How can I tell whether a person is an employee?**

**Fair Work Act 2009**

**Student placements, work experience & internships**

**International Students**

**Volunteering**
Fair Work Fact Sheets

Internships, Vocational Placements & Unpaid Work

International students - Study your workplace rights! (pdf 174KB)

Definitions

host organisation: Organisation, institution or other employer (including UNSW) at which a student undertakes a professional placement or volunteer activity.

professional placement: A placement undertaken as a compulsory requirement of the DPP.

placement coordinator: Employee of the University responsible for coordinating a professional placement.

academic supervisor: Employee of the University responsible for assessing student assignments.

employer: Employee of the host organisation responsible, in part or in whole, for supervising student(s) on placement or volunteering.

Online Placement Management System (http://iaro.online.unsw.edu.au/dpp/LOGIN.main)

Students will secure a placement with an organisation and negotiate the duration and expectations of the placement with the employer.

Placements will then be managed via an online system. The procedure is:

1. Students log in and create the placement and request a Letter of Indemnity if the placement is unpaid

2. DPP Office verifies organisation

3. Employers receive an email with log in details for access to a list of Guidelines for the placement to ensure both the organisation and the student are prepared for the placement

4. Employers complete:
   Agreement between UNSW and Organisation: agreement between the University and the organisation which sets out the responsibilities of both parties. Terms and Conditions including Insurance and Indemnity, Safety, Privacy, and Intellectual Property are provided.

   Agreement between Student and Organisation: agreement between the student and the organisation outlining topics to be discussed, goals of the placement and the roles and tasks to be completed

5. Students are able to view:
   Guidelines for Employers
   Agreement between Student and Organisation
6. At the completion of the placement:
   - Employer completes Organisation’s Evaluation of Student
   - Student completes Self Evaluation

Management of Professional Placements

Employers and students will be provided with appropriate preparation for undertaking professional placements.

- Prior to the commencement of professional placements, students will provide the employer with the Course Outline for PP1 or PP2, stating how the professional placement fits into the learning outcomes of the course and how it will be assessed

- The University’s expectations of the organisation, employer and student during the professional placement and information regarding Insurance, Privacy, Indemnity, and Intellectual Property will be emailed to the employer via the online placement management system

- Employers will be advised to contact the DPP Office if absences, conflict or other difficulties are encountered during the placement, including breakdown of the professional placement due to student performance or other circumstances.

Placement Expectations

1. In consultation with the employer, students will identify a workplace project. Students will create a detailed work plan outlining the project scope, deliverables and milestones. During the placement they will complete the project which should:
   a. make a contribution to the organisation
   b. develop the knowledge, skills and capabilities of the student.

2. Placement Evaluations: both the employer and the student will conduct evaluations of the placement. Students will reflect on their personal achievements and those for the organisation and formulate plans for their future development.

   At the completion of the placement students will seek written and verbal feedback on their performance from their employer via the online Organisation’s Evaluation of Student and use this information in their evaluation.

3. Placement coordinator will ensure that student progress is systematically monitored during the course of the placement and that University staff and support systems are available to students during the placement. An online management tool will:
   a. Record contact details for students and organisations
   b. Track completion of DPP requirements (forms, agreements, assessment tasks)
   c. Manage automated email communications with students and organisations
   d. Generate reports on placement outcomes
4. All students undertaking a professional placement will be in regular communication with employers and placement coordinators. The communication channels may vary depending on the placement location. Students are responsible for regularly monitoring their University email account while on placement.

5. All students undertaking a professional placement will be subject to a progress review and will be provided with feedback during the placement regarding their progress towards the placement’s learning objectives. Unsatisfactory progress in a course will be managed in accordance with the Academic Standing Categories.

Assessment of Students Undertaking Professional Placements

1. Assessment will reflect the stated course objectives and be based on evidence supplied by the student and the employer via:

   - Organisation’s Evaluation of Student
   - Student Evaluation of Professional Placement

2. Students’ progress will be tracked throughout the placement via emails to and from their academic coordinator and via their participation in Moodle Discussion Forums.

3. Students will be given the opportunity to provide feedback on the professional placement in the Student Evaluation of Professional Placement.

Unsatisfactory Performance or Placement Breakdown at a Professional Placement

1. Students may be identified as at risk of failing to maintain satisfactory progress in the professional placement if they have:
   - failed to maintain satisfactory attendance; and/or
   - failed to complete workplace project at a satisfactory standard; and/or
   - failed to maintain an appropriate standard of conduct.

2. Students may be identified as at risk of unsatisfactory progress by either the employer and/or the placement coordinator in accordance with the criteria as provided to the student prior to the commencement of the professional placement.

3. A student identified as at risk of unsatisfactory progress will be notified in writing by the placement coordinator who will:
   - indicate why they are at risk of failing to maintain satisfactory progress in the course;
   - identify possible remedial action and its timeframe;
   - clearly identify that if they continue to be at risk of failing to maintain satisfactory progress in the course, the placement may be terminated and a Fail grade awarded.

4. Where a professional placement is unable to continue due to matters relating to the host organisation the placement coordinator will endeavour to:
   - provide an alternative professional placement for the student; and
- determine the length of the professional placement required to satisfy placement requirements for the course.

5. Where a breakdown in the professional placement has occurred due to circumstances outside the student’s control, the student will:

- notify the placement coordinator and the employer immediately of any problem encountered; and
- may apply for special consideration.

6. Students who wish to appeal decisions should consult Students’ Complaints