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COLLEGE OF SCIENCE, HEALTH AND ENGINEERING	

GUIDELINES

WITHDRAWAL FROM PLACEMENT


Overview	<p>This guideline is specific to the purposes of students being withdrawn from Placements.</p> <p>Any student attending placements within the College of Science, Health and Engineering (SHE) may be withdrawn from their placement by the discipline/subject-specific academic representative or the agency. The withdrawal may occur on the advice from a Subject Coordinator, Clinical Educator (or other nominated School/College representative) or by the agency where there are considered to be suitable grounds for withdrawal.</p>								
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Definitions	<ul style="list-style-type: none"> • ‘Placement(s)’ – for the purpose of this document this may include but is not limited to the following: <ul style="list-style-type: none"> ○ The allocation of a student to an agency, internal and external, in order to practice specific clinical, professional or other skills as part of a program or course or as part of a project; ○ Student participation in field trips, work integrated learning experiences or other activities involving the public, both internal and external to the University. • ‘Agency’ – for the purpose of this document this may include but is not limited to the following: all organisations that provide placements, e.g. clinical health partners, schools, government agencies, work integrated learning hosts, University clinics and departments. • ‘Conflict of Interest’ – for the purpose of this document this may include but is not limited to the following: student or close relation to student employed by agency; past employment/volunteering at agency; known association with direct supervisor; student or close family relation is a client/patient of agency (clinical placements). • ‘Professional Conduct’ – includes but is not limited to: absenteeism; dressing in an appropriate manner for the workplace; wearing 								

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	<p>appropriate identification; maintaining clients' confidentiality; complying with relevant legislation including Health and Safety and professional registration bodies, responding to client needs; and responding to clients and other professionals in a courteous and empathetic manner.</p>
<p>Grounds for Withdrawing a Student from Placement</p>	<p>Agencies have the right to withdraw a student from placement. The College of SHE cannot overturn any such decision to withdraw a student from placement, however a return to placement may be negotiated. Agencies have the right not to allow a student to return to placement.</p> <p>Students may be withdrawn from their placement for any of the following reasons (includes but is not limited to), where:</p> <ul style="list-style-type: none"> ○ The student is unable to demonstrate the requisite knowledge and skills required for the particular placement and level of student competence and continuation represents a risk to the safety and wellbeing of the student, staff, clients, other students or general public; ○ The student conducts themselves in a way that is deemed by the agency as unacceptable or unprofessional, or is considered to bring La Trobe University into ill repute (this includes conduct outside of the placement, e.g. posting comments relating to the placement or agency on social media forums); ○ Continuation of the placement represents an unsatisfactory conflict of interest; ○ An incident jeopardises the student's ability to successfully complete the placement and continuation represents a risk to the safety and wellbeing of the student, staff, clients, other students or general public, or other eventuality after incident; ○ An incident related to but not caused by the student e.g. allergic reaction to materials in the workplace; ○ The student does not reasonably comply with the Statutes and Regulations, policies and procedures of La Trobe University or the agency; ○ The student breaches the law or ethical/professional codes of conduct for the discipline, subject and/or regulatory body; ○ The student is unable to present required pre-placement documentation (e.g. Police Check, Working with Children Check, Immunisation Records); ○ The student fails to attend the compulsory agency orientation where applicable (requirements vary according to discipline); ○ Placement is deemed untenable or failing to provide adequately for the requirements of the subject.
<p>Provisions for Alternative</p>	<p>Where a student's personal or professional conduct is deemed to be the</p>

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placements	<p>reason for their withdrawal from placement, the College is under no obligation to source an alternative placement and may award the student with an Ungraded Fail ('F') grade for the subject or placement component of the subject.</p> <p>Where the reason for withdrawal is beyond the control of the student, the College will seek alternative placement arrangements for the student if placement is a mandatory component of the subject. While every attempt will be made to source a suitable alternative placement within the same teaching period, the College cannot guarantee this. An alternative placement may be outside of the standard teaching period (including the holiday period) or may be delayed until the following year. Due to the pre-requisite nature of many courses, the College cannot guarantee that the student's progression or completion will not be affected when a placement is delayed.</p> <p>Where the placement has been delayed beyond the official release of results for the teaching period, a grade of Withheld ('W') will be recorded against the student's enrolment in the placement subject. The result will then be converted to a final result after the student has completed the placement and all associated assessment.</p> <p>For elective Work Integrated Learning programs with a competitive selection process, the College cannot guarantee that alternative placement arrangements can be made.</p>
Procedure for Withdrawing a Student from Placement – by the agency	<p>Where the supervising agency representative believes that a student represents an immediate risk, or is not complying with the agency's policies, they may advise the student that they must leave the agency venue. If safety of the student or others is considered at risk, decisions may be made very quickly and the termination of the placement may be immediate.</p> <p>The agency representative must have consulted their supervisor prior to finalising this decision to ensure an objective review is undertaken before such a decision is finalised. The agency must immediately contact the discipline/subject specific academic representative orally, to discuss the withdrawal and the grounds for the withdrawal and provide the University and student with written reasons as soon as practicable.</p> <p>The discipline/subject specific academic representative will then contact the student to discuss the reason for their withdrawal and the implications. If the student is required to attend a meeting they may utilise a support person to assist them in accordance with the relevant University policies and procedures. Where the student disagrees with the withdrawal the University shall form a consultative committee consisting of two members of La Trobe staff and two</p>

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	<p>representatives of the agency to consider the circumstances of the request or intention to withdraw the student and submit a report and recommendation to the agency, whose decision in response to the report and recommendation will be final.</p> <p>If the discipline/subject-specific academic representative deems that the student may continue their placement, an alternative placement will be sought following standard processes for the discipline. Please refer to the section titled 'Provisions for Alternative Placements'.</p> <p>If the discipline/subject-specific academic representative deems that the student is not eligible for alternative placement, the decision should be discussed with the Course Coordinator or Discipline Lead. Students have the right to appeal decisions following standard University appeals processes.</p>
<p>Procedure for Withdrawing a Student from Placement – by the University</p>	<p>Where the supervising agency representatives do not believe that there is an immediate risk but hold serious concerns about the student's ability to continue placement, then the supervising agency representatives should immediately contact the discipline/subject-specific academic representative to seek a further assessment of the student as soon as possible. Until the student is advised otherwise, they may continue their placement. The student will be provided strategies for improvement following formative feedback and documented support mechanisms will be put in place. These support mechanisms may include anecdotal file notes of observed examples of concerning actions and behaviours to be addressed with the student and/or learning contracts with revised learning outcomes and learning strategies for the remainder of the placement.</p> <p>If, after assessing the student and circumstances, the discipline/subject-specific academic representative agrees with the agency that a withdrawal is necessary, the student will be informed of the outcome, withdrawn from their placement and required to leave the facility. The discipline/subject-specific academic representative will then meet with the student to discuss the reason for their withdrawal and the implications. If the student is required to attend a meeting they may utilise a support person to assist them in accordance with the relevant University policies and procedures. Staff should seek support from Counselling Services when concerned about a student's health and wellbeing or refer to Supporting Students Experiencing Psychological Distress process document.</p> <p>If, after assessing the student and circumstances of the proposed withdrawal, the discipline/subject-specific academic representative disagrees with the decision of the agency, they will enter into negotiations with the agency to</p>

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	<p>determine whether the student may continue. If allowed to continue, a learning contract must be established for the student, detailing the expectations for the remainder of their placement.</p> <p>If the agency refuses to allow the student to continue, and the discipline/subject-specific academic representative deems that the student may continue their placement, an alternative placement will be sought following standard processes for the discipline. A learning contract must also be established at the commencement of the new placements. Please refer to the section titled 'Provisions for Alternative Placements'.</p>
<p>Procedure for withdrawing a Student from Placement – due to non-submission of pre-placement documents</p>	<p>Where a student has not submitted the required pre-placement documentation by the published deadline, the student will be withdrawn from placement. On the submission of the outstanding documents, the student may be moved to a later placement, if a placement is available in a later date range/cohort. If the student has not provided the required documents for this second placement the College is under no obligation to source an alternative placement and may award the student with an Ungraded Fail ('F') grade for the subject or placement component of the subject.</p> <p>An alternative placement may be outside of the standard teaching period (including the holiday period) or may be delayed until the following year. Due to the pre-requisite nature of many courses, the College cannot guarantee that the student's progression or completion will not be affected when a placement is delayed.</p> <p>Where the placement has been delayed beyond the official release of results for the teaching period, a grade of Withheld ('W') will be recorded against the student's enrolment in the placement subject. The result will then be converted to a final result after the student has completed the placement.</p>
<p>Communication and Records</p>	<p>Where a student is withdrawn from placement or recommendations are made to withdraw a student from placement, the student, agency representative and discipline/subject-specific academic representative should remain in close contact. All outcomes should be documented by the agency representative and discipline/subject-specific academic representative. These records should be provided to the Senior Officer Client Services for that discipline to be placed on the student's personal record, unless of a particularly confidential nature in which case they should be placed in the secure portion of the student's record. The student should be provided with information on outcomes and reasons for withdrawal or other changes and principles of natural justice should be applied.</p>

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References	<p>Supporting Students Experiencing Psychological Distress https://intranet.latrobe.edu.au/counselling Social Media Procedure http://www.latrobe.edu.au/policy/all-policies?result_17810_result_page=S College Dress Code Guidelines http://www.latrobe.edu.au/school-allied-health/placements General Misconduct http://www.latrobe.edu.au/_data/assets/file/0020/155414/General-Misconduct-Statute-2009.pdf Academic Misconduct http://www.latrobe.edu.au/legalservices/legal-services-documents/Academic-Misconduct-Statute-2009.pdf Charter of Student Rights and Responsibilities http://www.latrobe.edu.au/students/rights-and-responsibilities Student Complaints Management Procedure http://www.latrobe.edu.au/_data/assets/pdf_file/0007/138598/student-complaints-management-procedure.pdf Work Integrated Learning Operating Guidelines</p>
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