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INTRODUCTION

If you are receiving this guide you are undertaking placement as a core requirement of your course or have made the decision to undertake placement as an elective. Your placement may be sourced by the university or, in some cases, sourced by you. Either way, congratulations! Engaging in work based learning (WBL) is one of the most effective ways to enhance your employability outcomes.

We want to ensure that you are appropriately supported while undertaking your placement and as such, we have designed this manual for you to reference throughout your placement. This manual provides a summary of responsibilities, expectations and key considerations when La Trobe students are approved to undertake a WBL activity within a partnering organisation.

This manual is intended to provide high level information regarding university support mechanisms and processes and does not replace discipline, course or subject specific manuals. Once you have decided to enrol in a specific subject you will receive additional discipline or subject related information about your WBL activity.

WHAT IS A WORK BASED LEARNING (WBL) ACTIVITY?

A work based learning activity:

- is an experience that integrates theory with the practice of work where a student engages with industry or community partners
- is an activity that is planned so that students acquire practical work skills
- has purposeful links to the curriculum with assessments specifically designed for the activity
- has input from an industry supervisor and an academic supervisor
- is approved by the University prior to being undertaken.

What is the student's role?

The role of the student is to operate in a professional manner including:

- arriving on time
- dressing to an acceptable workplace standard
- adopting appropriate workplace etiquette and communication
- undertake the agreed work and academic activities
- ask questions, use initiative, offer support in the workplace, and provide constructive feedback
- adhere to privacy, confidentiality and intellectual property (IP) requirements
- abide by relevant workplace policies as notified to them by the host supervisor
- abide by the relevant University policies and codes, including the University's [Charter of Student Rights and Responsibilities](#)
- raise issues with appropriate people such as your host or academic supervisor in a timely manner.

What is the University's role?

The role of the University is to:

- approve the arrangement/ work-based learning activities in line with expected course and curriculum learning outcomes
- ensure all legal and compliance obligations are understood and followed by all parties, including those related to appropriate facilities, occupational health and safety, services available to students, child safety and Working with Children Checks
- provide a point of contact for the host supervisor and the student
- provide resources or curriculum for students for the conduct of each project/program as necessary

- develop clear learning objectives and assist in determining the project brief or position description as appropriate
- provide opportunities for individual/group reflections and class discussions as applicable
- support students to resolve issues that may arise within the workplace and/or impact their placement overall
- provide students with relevant COVID updates and information that may impact placement delivery

What is the host organisation's role?

The role of the host is to:

- appoint a host supervisor who is qualified, skilled, or experienced in the student's discipline, with the ability to mentor and supervise the student
- determine the level of the organisation's involvement in the recruitment and selection process (this will depend on the subject)
- give details of whether the position is paid or unpaid, the duration and proposed start and end dates, preferred days per week, and any non-financial benefits, such as accommodation or meals
- advise the university of relevant compliance requirements. For example, the need to undertake a Working with Children Check or Police Check prior to commencing placement
- assess any specific risks associated with student placements (e.g. any travel requirements or out-of-hours work) in the workplace and advise the University staff contact how these will be managed
- provide appropriate facilities for the placement and the number of students using them
- provide an environment for the student that is actively managing COVID-19 risks
- complete and return any required documents such as agreements, COVIDSafe plans (if applicable) and evidence of supervisor qualifications where appropriate
- abide by the Australian Government Fair Work Act. Specific information about student placement and internships can be found [here](#).

What is the host supervisor's role?

The role of the host supervisor is to:

- clearly communicate the expected tasks and responsibilities of the student, from the host's point of view. Depending on the subject, host supervisors may also be asked to provide a written position description to assist in clarifying the role and for recruitment purposes.
- Work collaboratively with the student to develop some key workplace aims related the position description and their academic studies as appropriate.
- provide an overview of the organisation's goals, aims, mission to the student(s).
- provide an on-site induction and/or online induction where appropriate, including in occupational health and safety procedures such as emergencies and incident reporting, and ensure these are adhered to for the duration of the placement. Introduce the student to key staff and provide an overview of your organisation's policies and procedures.
- ensure any necessary training is provided.
- report any issues with the placement or concerns about the student's progress and wellbeing to your key contact at La Trobe University.
- meet regularly and provide feedback on the student's performance during the placement and in many instances provide written feedback to the university on the student's performance post placement.
- be aware of the intended learning outcomes and align placement activities accordingly

LEGAL AND SECURITY CONSIDERATIONS

All parties agree to terms

Depending on the subject and relationship status (new or existing partnership), the host organisation may need to provide a position description (or equivalent) to describe the activities that you will engage in during your time at the organisation.

All student-sourced placements need to be approved by the university prior to commencement to ensure alignment to subject learning outcomes and suitability of the workplace.

Work Based Learning Agreement

The terms of the placement are agreed prior to commencement via a Work Based Learning Agreement. This is a document that is signed by both the University and the host organisation and outlines the key requirements relating to the placement and the key responsibilities of each party.

A valid Agreement must be in place prior to placement commencement.

Insurance while on placement

La Trobe University's insurance policies provide some cover for students when on approved placements. However, a valid agreement must be in place prior to placement commencement. This is particularly relevant to those students who have self-sourced a placement as they will be required to complete sections of the agreement prior to starting placement. More information about insurance for students on placement can be found at the University's insurance [pages](#) or via **College WIL teams**.

Intellectual property

The Intellectual Property (or IP) of a student refers to creations of the mind, such as literary and artistic works, designs, symbols, names and images used by an organisation. By law, any Intellectual Property developed by a La Trobe student in the course of their studies at the University, including whilst on placement, is owned by the student. In some cases, students undertaking placement may be required to give up their IP. In cases where the Host requests that a student give up their IP rights, the student will need to sign an IP Deed to confirm agreement to this. More information regarding your rights around IP can be found via the Student IP Fact Sheet which can be requested from your Subject Coordinator or **College WIL teams**. Alternatively, visit the College WIL website for [SHE](#) or [ASSC](#) to view Fact Sheets.

Confidentiality

Students should be aware that host organisations may have concerns surrounding privacy and confidentiality in relation to clients' information or the organisation's intellectual property. You may be requested to sign a confidentiality agreement. A Student Fact Sheet on this topic can also be requested from your Subject Coordinator or **College WIL team**. Alternatively, visit the College WIL website for [SHE](#) or [ASSC](#) to view Fact Sheets.

Security and Compliance checks

There are a range of security and compliance checks that you may be required to undertake before commencing placement. Police Checks and Working with Children Checks are two of the more common requirements of host organisations prior to commencing placements however, please note there are other potential requirements. The [Placement Operations or WIL team in your College](#) can advise on specific compliance requirements for your subject.

Police Check

Police Checks may be required for some placements. Areas such as Health related specialisations will have mandatory Police Check requirements. The Placement Operations Team will be able to tell you if this is needed. Should you be required to complete a Police Check, you will be sent a registration link for fit2work (to your LTU student email) or directed to the Victoria Police online application. The University subsidises some of the cost of Police Checks for student requiring them for placement purposes.

Working with Children Check (WWCC)

The University requires students undertaking unpaid child-related work or professional experience placements to have a current and valid volunteer Working with Children assessment prior to commencing their placement. Students should be aware that their host may still request a WWC check in non-child related activities. Therefore, it is recommended that you check with your host organisation prior to commencement, particularly for self-sourced placements. Application

instructions for a WWCC for [ASSC](#) and [SHE](#) colleges may differ but for both volunteer checks are free for students to complete.

Please note that you are not approved to commence a WBL activity until all relevant documentation has been completed and submitted to the University.

ENSURING A QUALITY EXPERIENCE

Seeking and receiving feedback

To support student learning, industry supervisors are encouraged to provide constructive feedback to students on their skill development throughout their placement. Some placements may require completion of an evaluation form as a subject hurdle or as part of the subject assessment. You are highly encouraged to regularly check in with your subject coordinator or host supervisor to provide feedback throughout the placement so that any required changes can be made. Students are also provided with an opportunity to provide formal feedback on the placement experience via the La Trobe end of subject evaluation survey, SFS (Student Feedback on Subject).

Understanding Intending Learning Outcomes

As work based learning activities are generally undertaken as part of the curriculum, you should familiarise yourself with the Subject Intended Learning Outcomes (SILOs) associated with the activity. SILOs are available in the Subject Learning Guide that can be accessed on LMS or the [online subject database](#) prior to commencing the placement. You are encouraged to advise your subject coordinator if you feel the SILO's of the subject are not being met via the placement experience. For some placements, you are required to provide your host supervisor a copy of the subject learning guide or the learning outcomes and any assessment requirements.

Assessment

Placement that is undertaken as part of your course will have associated assessment tasks. Depending on the subject, some assessment will involve input from the host supervisor, particularly in the form of evaluation of placement performance which will count towards final grade. You should inform your host supervisor at the beginning of the placement if they are required to participate in assessment or evaluation. Information regarding assessment requirements can be found within the Student Learning Guide on LMS or the [online subject database](#).

Academic Integrity

The University takes academic integrity seriously and has a framework for promoting academic integrity and managing cases of academic misconduct. This also applies to work based learning experiences. Hosts are encouraged to report any suspected case of academic misconduct during a student's work-based learning instance, so that the case can be managed according to University policy. For more information, please refer to the [Academic Integrity Policy](#) outlined within the Subject Learning Guide on LMS.

Equitable access for all students

It is a priority for La Trobe that all students have access to quality placement experiences. You are encouraged to speak with your Subject Coordinator or **College WIL teams** regarding any conditions or situation that could impact your ability to undertake placement, so that reasonable adjustments can be made. La Trobe's **AccessAbility Hub** is also available to offer support to students to enable a successful work based learning experience.

What is a Learning Access Plan?

A Learning Access Plan (LAP) is a set of *recommendations* on adjustments for a student with a disability or medical condition to ensure the learning support needs of each student are met. They are based on the impact of the disability and the needs and preferences of the student. Responsibility to disclose the LAP and its details lies entirely with the student and there is no obligation on the student's part to disclose the LAP. If you disclose and share a LAP, staff involved in

securing a placement for a student will need to ensure that the recommendations in the LAP are consistent with the requirements of that placement.

Safety in the workplace

You are entitled to a safe working environment and should feel comfortable reporting any displays of inappropriate behaviours directly to your workplace supervisor and/or the Subject Coordinator. If a host organisation or University staff member becomes aware of any behaviours during a placement such as discrimination, victimisation, assault, harassment, sexual harassment or related inappropriate behaviours, students will immediately be removed from the workplace while the matter is being investigated. Other Occupational Health and Safety measures such as and pre commencement inductions, regular safety inspections and allowing adequate time away from the host organisation throughout the placement will also be implemented by the host.

Emergencies and critical incidents

Any emergency or critical incident affecting a student while on placement should be reported immediately to La Trobe University Security on +61 3 9479 2222. Should an incident take place, please also advise your coordinator as soon as possible so that an [Incident Report](#) can be submitted to the University.

If you require an ambulance while undertaking placement duties (associated with a placement) within Australia, which have the knowledge and consent of La Trobe University, you are covered by the University's insurance for ambulance services (up to \$13,000 of cover subject to a \$100 excess).

University support resources

La Trobe University provides a number of free services for students to access. Please refer to any of the following services at any point during your placement:

- [Careers & Employability](#)
- [Child Safety Officer](#)
- [Health, wellbeing, and student support services](#)
- [Library](#)
- [Student Union](#)
- [Security Office](#)
- [ASSC Placements](#)
- [SHE Placements](#)

UNIVERSITY CONTACT

If you have any questions relating to a student placement, please refer to the contact list below.

College	Contact Type	Placement Type
ASSC	ASSC.internships@latrobe.edu.au	Non-Education
ASSC	ASSC.Placements@latrobe.edu.au	Teacher Education
SHE	SHEworkintegratedlearning@latrobe.edu.au	Non-Clinical
SHE	SHEClinicalWIL@latrobe.edu.au	Health/Clinical