Guidelines to determine the suitability of placements and other work-integrated learning (WIL) experiences

WESTERN SYDNEY UNIVERSITY

MANAGING RELATIONSHIPS

Ask your placement partner about:

- ☐ Their current needs
- ☐ Are there projects we can develop together that benefit our students, Western and their operations?
- ☐ Completing a placement agreement before students start their placement
- ☐ Are there any requirements that need to be completed by students?
- ☐ Whether they understand your requirements, and you have explained these in a way they will understand.
- ☐ How they are invested in working in partnership with Western
- ☐ Whether their needs may change and if we can help?
- ☐ Can we support you to develop virtual or online experiences?
- ☐ How they aim to make your students feel comfortable
- ☐ Supervisory options
- ☐ How can we support them during a student placement if things go wrong?
- ☐ Do students have access to support services?

PLACEMENT DELIVERY

- ☐ Do any placement activities present risks to the students?
- ☐ Will students have direct contact with clients or customers or other staff?
- ☐ Can the placement unit's learning outcomes and competencies be achieved? (Unit Coordinators to assess revised placement activities).
- ☐ Can the placement provider support supervision of students?
    - a. If yes, what does this look like?
    - b. If no, what are the Western options?
- ☐ Is travel involved for the student? (Eg travel to rural or intrastate placement locations, between different facility locations during a placement).
- ☐ How to update each other and keep informed about the placement and students?
- ☐ Are there opportunities to create possible placement alternatives, eg virtual placements?

KEY INFORMATION TO SHARE:

- ☐ Western's placement agreement template
- ☐ Contact name/s, title, phone number, and email address, office address, mailing address and ABN
- ☐ Placement start and end times, break policies and who to contact about absences
- ☐ Artefacts/equipment use, uniform or other requirements
- ☐ Any health well-being and safety requirements and risk management
- ☐ Reference materials, libraries, manuals which you are allowed to use
- ☐ Facility access and transport options
- ☐ Supervision and feedback options
- ☐ How to request assistance and from whom
- ☐ Privacy and confidentiality policies regarding data use and storage
- ☐ Expectations before, during and after a placement
- ☐ Placement record management

Clarification and approval should be sought from relevant Academic staff in relation to the suitability of a placement or other work-based experience. Record your assessments as per the University's Records and Archive Management Policy, and other identified processes.
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PLACEMENT HUB

A starting guide to determine the suitability of placements and other work-based experiences

MANAGING RELATIONSHIPS

Ask your placement partner:

- ☐ What are your current needs?
- ☐ How can we provide support through student placement?
- ☐ Will your needs change as we move to a 'new normal' – how can we help?
- ☐ Are there projects we can develop with our students to support any changes to your business or operational models?
- ☐ Can we support you to develop virtual or online experiences?
- ☐ Can we support you to create new possible placement alternatives?
- ☐ Can you forward a copy of your COVID-19 return to work plan?

PLACEMENT ASSESSMENT

- ☐ Do any placement activities present risks to the students?
- ☐ Will students have direct contact with clients or customers or other staff?
- ☐ Can the placement unit's learning outcomes and competencies be achieved? (Unit Coordinators to assess revised placement activities).
- ☐ Can the placement provider support supervision of students?
    a. If yes, placement is accepted. Continue with assessment of suitability for students.
    b. If no, alternative options to be sourced.
- ☐ Is travel involved for the student? (Eg travel to rural or intrastate placement locations, between different facility locations during a placement).
    a. If yes, placement officers need to review current university directive in regards to appropriate travel, check that the student has their own transport and is able to attend a multi-location placement.
    b. If no, continue with assessment of suitability.

STUDENT ASSESSMENT

Seek guidance about the following:

- ☐ Do students want to re-commence their placement? Unit Coordinator or ACA needs to assess this decision.
- ☐ Have students expressed concerns about attending a placement?
- ☐ How can a current AIP/PIP be factored in to a placement at this time?
- ☐ Have relevant special requirements been met?
- ☐ In the event that a student discloses a COVID-19 high risk condition (eg immune-compromised, asthma, diabetes or a heart condition), are they able to be allocated to a non-high risk placement or alternate experience?
- ☐ Do students have access to support services?

Clarification and approval should be sought from relevant Academic staff in relation to the suitability of a placement or other work-based experience.
Record your assessments as per the University's Records and Archive Management Policy, and other identified processes.

- What makes a good placement partner?

- **1. They Pay Attention – your partner** is attentive to your requirements, and you have explained these in a way they will understand.

- **2. They Are Ambitious** for you as you and your students as are for your students. They are invested in working in partnership with Western.

- **3. They Are Personable – they make you and your students feel** comfortable, they are approachable

- **4. They Are Punctual and respond to the request to completing our placement agreement before students start their placement.** They are professional and set a great example for students.

- **5. They Give You Updates – they let you know what is happening, keep you informed about the placement and student, and understand our needs to ensure quality supervision.**

- **Key information your placement partner should share with you:**

- Contact name/s, title, phone number, and email address, office address, mailing address and ABN

- Start and end times, lunch and break policies and who to contact about absenteeism

- Any artefact/equipment use, uniform or other requirements

- Any health well-being and safety requirements and risk management

- Reference materials, libraries, manuals which you are allowed to use