



## Student Placement Policy

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<b>Policy Owner</b>	Principal
<b>Responsible Officer</b>	Academic Dean
<b>Approving authority</b>	Academic Board
<b>Contact Officer</b>	Head of Academic Support and Student Services
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<b>Related Documents</b>	Discrimination, Bullying and Harassment Policy Discrimination, Bullying and Harassment Procedure Fair Work Act 2009 Management of Personal Information Policy Management of Personal Information Procedure Partnership and Articulation Policy Partnership and Articulation Procedure Privacy Act 1988 Records Management Policy Records Management Procedure Student Code of Conduct Student Complaint and Appeal Policy Student Complaint and Appeal Procedure Work Health and Safety Act 2011 Work Health, Safety and Wellbeing Policy Work Health, Safety and Wellbeing Procedure

### 1. Purpose

This Policy seeks to establish an approach to facilitating and managing industry placement activities either as a component of a student's degree at the Australian Institute of Higher Education Pty Ltd ('the Institute') or as a supplementary activity to a student's degree. Industry placements seek to enhance the student learning experience by enabling students to develop their employability skills and apply the skills and theory they acquired as part of their degree in a workplace.

### 2. Principles

Key principles informing this Policy and the associated Procedure are:

- The allocation of industry placements will be equitable;
- Students undertaking an industry placement organised by a third party provider must comply with both the third parties policies and procedures (as specified by the third party) and the Australian Institute of Higher Educations ('the Institutes') policies and procedures;
- All students undertaking an industry placement will be appropriately orientated and made aware of their rights and responsibilities either by the Institute or the third party provider;
- Industry placements as a component of a degree must achieve curriculum learning outcomes;

- The Institute will develop or ensure any third party providers have appropriate administrative processes for the management and operation of student placements, including student supervision, work health and safety, insurance and indemnification.

### 3. Context

This Policy has been developed in order to ensure there is a systematic and comprehensive framework for the operation and management of student placements.

### 4. Scope

This Policy applies to all students who are undertaking an industry placement activity either as a component of their degree or as a supplementary activity to their degree. This Policy also applies to all staff involved in organising and overseeing placements.

### 5. Definitions

See the *AIH Glossary of Terms* for definitions.

### 6. Policy details

#### 6.1 Third Party Placement Agreements

The Institute must have an agreement in place with all third party student placement providers. The agreement must set out:

- The responsibilities of the Institute, the third party provider and the students undertaking placement;
- Any insurance requirements for the Institute or the third party provider; and
- Confidentiality and privacy obligations applicable to the agreement.

The agreement will be established, monitored, and reviewed in accordance with the *Partnership and Articulation Policy* and associated Procedure.

#### 6.2 Eligibility

All students must be currently enrolled in a full degree at the Institute to be eligible for a student placement. If the student placement is a component of the student's degree, any pre-requisite units must be completed prior to the placement.

If the student placement is arranged through a third party provider, any students applying for a placement must meet the eligibility criteria of the third party provider.

#### 6.3 Risk Management

The Institute will ensure that appropriate arrangements and insurance policies are in place either at the Institute or the third party provider to cover significant risks. Evidence of insurance cover will be obtained and retained on file.

The *Fair Work Act 2009* defines specific requirements relating to student placements. The Institute will ensure that compliance is maintained with the *Fair Work Act*.

Either the Institute or the third party provider organising a student placement must take all reasonable steps to identify and disclose any work health and safety issues or requirements to students prior to placement and ensure compliance with the *Work Health and Safety Act 2011*. For further information on work health and safety refer to the *Work Health, Safety and Wellbeing Policy* and associated Procedure.

## 6.4 Record Management and Privacy

Records in relation to student placements will be managed and maintained at the Institute in accordance with the Institutes **Management of Personal Information Policy** and associated Procedure and the **Records Management Policy** and associated Procedure.

Any third party providers will be required to comply with the Australian Privacy Principles outlined in the **Privacy Act 1988**.

If a student's placement is to be arranged through a third party provider, before any information on the student can be provided to the third party provider, the student must be provided with the policy and procedures for the third party provider in relation to how they will manage the students record and privacy.

## 6.5 Misconduct

Any reported misconduct during a placement will be investigated and actioned in accordance with the **Student Code of Conduct**.

## 6.6 Complaints

Students wishing to lodge a complaint regarding a placement should refer to the **Student Complaint and Appeal Policy** and associated Procedure.

In some instances, if the placement is organised by a third party provider, students may be required to lodge a complaint in accordance with the third party provider's complaint and appeal policy. Students will be informed accordingly in this instance.

## 7. Legislation

This Policy and the associated Procedure comply with Higher Education Standards Framework Standard 5.4 (Delivering with Other Parties), which specifies (in summary) that:

1. Work-integrated learning, placements, other community-based learning and collaborative research training arrangements are quality assured, including assurance of the quality of supervision of student experiences.
2. When a course of study, any parts of a course of study, or research training are delivered through arrangements with another party(ies), whether in Australia or overseas, the registered higher education provider remains accountable for the course of study and verifies continuing compliance of the course of study with the standards in the Higher Education Standards Framework that relate to the specific arrangement.

## 8. Version Control

This Policy has been endorsed by the Australia Institute of Higher Education Academic Board as at 7 June 2017 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website <http://www.aih.nsw.edu.au/> under 'Policies and Procedures'.

<b>Change and Version Control</b>				
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
2017-1	Registrar	New Policy	7 June 2017	13 June 2017
2019-1	Principal	Minor update: Updated Titles from Policy owner and Responsible Officer from Executive Dean to Principal, and Contact Officer from Registrar to Head of Academic Support and Student Services.	20 November 2019	21 November 2019