This policy was approved for transfer into the PPM in a non-compliant format, on the basis that it is proposed to undertake a full review of the policy before June 2011.

Printed copies are for reference only. Please refer to the electronic copy in Policy and Procedure Manager™ [the electronic policy management system (EPMS)] to ensure you are referring to the latest version.

Disclaimer:
Where work placement is a required component of a course, the University will make reasonable endeavours to locate a placement for enrolled students. However, it cannot guarantee that it will be able to do so for every student. Ultimately, the acceptance of any student for work placement is a decision for the workplace based on the circumstances prevailing at the time.

Preamble:
Workplace Learning is a vital part of Murdoch University’s education business.

Workplace Learning occurs as a result of the cooperation of three parties: the student, the workplace and the University. Each party must be made aware of the University’s Policies, Regulations and Statutes related to workplace learning and the responsibilities and rights of all parties.

Several courses require a significant amount of Workplace Learning as part of their curriculum, as professional bodies have determined that graduates must have such experience before they are eligible for registration/accreditation. These courses include, but are not limited to Education and Psychology.

More general courses also include Workplace Learning to enrich degrees with a deeper understanding of the workplace and for students to make stronger links with prospective employers.

Workplace Learning must comply with the most current DEST rules on Work Experience in Industry (WEI). WEI rules must be provided in study guides of all units that involve work placements. Unit Co-ordinators are responsible for ensuring all work placements are “directed” by the “provider” as required by DEST.

DEST expects staff of the University to provide ongoing and regular contact with students and that they will have oversight and direction of work during its performance. They are also responsible for defining and managing implementation of the educational content and objectives and standard learning and performance objectives to be achieved. The assessment of student learning and performance is also the responsibility of University staff.

For insurance purposes at no time during a placement is a student considered an employee of the workplace.

Policy:
1. The following principles must be applied to all instances of Workplace Learning:
1.1 **Equivalence** - credit for Workplace Learning assumes equivalence in learning standards and outcomes to learning in units offered in non-workplace learning modes.

1.2 **Focused learning** - the workplace is the context for focused learning, determined by objectives and outcomes, under educational supervision.

1.3 **Educational supervision** - guides the process of setting learning goals and engaging in reflection and assessment in relation to outcomes.

1.4 **Academic control** - workplace learning for credit at Murdoch University requires that Murdoch Heads of Schools that offer Workplace Learning Units take responsibility for: ensuring appropriate academic standards in supervision and assessment, including where some elements of the supervisory process are delegated to an appropriately qualified external supervisor; and ensuring that placements are appropriate contexts through which to achieve these goals.

2. The Unit Information and Learning Guide of the unit in which the Workplace Learning occurs must contain clear and concise statements that set out the rights and responsibilities of Students, the University and the Workplace. This must include legal and grievance procedures. The Unit Information and Learning Guide must include the disclaimer detailed at the beginning of this Policy in a prominent position.

3. Students must receive appropriate training from the University on the following before they start at a workplace:
   3.1 Rights and responsibilities of the student, workplace and University.
   3.2 The University's ethics requirements.
   3.3 Any relevant workplace/professional Codes of Ethics.
   3.4 Students’ responsibility as ambassadors of the University.

4. Every Workplace Learning experience of a Murdoch University student will be documented by a prior written agreement (in a form settled by the General Counsel or his or her delegate) and signed by the Unit Co-ordinator or other responsible Murdoch officer, the student and a responsible officer of the workplace. For placements that involve sponsorship arrangements such as the Professional Experience Placement Program and Engineering Internships, the student must also sign the Agreement. For Placements which do not involve sponsorship or scholarship arrangements such as Nursing, Veterinary Science, Psychology and Education the student must read and sign the form as attached to this Policy. The original of the Agreement will be retained by the University and copies will be provided to the student and the workplace.

5. Heads of Schools and Executive Deans are responsible for ensuring the appropriate resourcing, insurance and infrastructure is in place for Workplace Learning Units. With regard to insurance, Heads of Schools and Executive Deans will liaise with the University’s Manager - Insurance.

6. The relevant parties should acknowledge relevant areas of responsibility for any safety and legal liability arising from student placements involved in Workplace Learning. The acknowledgement should be signed by the 3 parties as outlined in clause 4 above and should include the following summary of possibilities.

   6.1 The business is liable for anything that happens whilst Murdoch University students or staff are "acting under the lawful instructions or direction of the Business and its officers, employees, servants, agents and contractors"

   6.2 Murdoch is liable for any breach of the Agreement or for any "negligent act or omission on the part of Murdoch, its staff or the Student whilst on the premises of the Business".

   6.3 The business is responsible for all Occupational, Health and Safety issues and to ensure that there is no harassment, discrimination in the workplace.

7. Heads of Schools and Unit Co-ordinators must be made aware of their responsibilities with regard to the quality of Workplace Learning.
8. In the absence of any agreement between the parties involved to the contrary, Intellectual Property developed during a work placement by a student is the property of the workplace. This information must be included in the Unit Information and Learning Guide.

9. The University is not to send students to a workplace, or allow students to continue at a workplace, where the University has reasonable grounds to believe the student's performance will be detrimental to the workplace (and its workers), customers and/or other members of the public, the student and the University.

10. At the start of each teaching period, all Unit Co-ordinators of Workplace Learning units must:
   10.1 notify the Head of School responsible for those units that they will be running; and
   10.2 ensure all aspects of this Policy are complied with.

11. At the end of each teaching period, all Unit Co-ordinators of Workplace Learning units must report on the outcomes of the unit to the student, the University and the workplace. Any information disclosed must be in accordance with the University's Privacy Policy.

12. For Quality Assurance purposes the University must ensure that the learning experiences within the Workplace Learning are suitable for their role within the course design.

13. For Undergraduate Degrees:
   13.1 Unless there is a professional requirement:
       13.1.1 Workplace Learning is not to be offered in Part I of a 72-point 3 year Undergraduate Degree.
       13.1.2 Students are permitted to credit a maximum of 12 points of Workplace Learning towards a 72-point 3 years Undergraduate General or Professional Degree.
   13.2 Where there is a professional requirement, students are permitted to credit a maximum of 24 points of Workplace Learning towards a 96-point Undergraduate Degree.
   13.3 In the event that a unit is not entirely a Workplace Learning unit the credit will be counted towards the points the Workplace Learning has in the degree, pro rata as time spent in the workplace versus time spent studying for the unit.

14. Postgraduate students are permitted to credit up to a maximum of 50 per cent of the required points of their award through Workplace Learning.

15. Entry into Workplace Learning units is the same as for any other unit. Students must have completed the required pre-requisites. Unit Co-ordinators must ensure students in the unit are appropriately trained.

16. A student who has failed a Workplace Learning unit is not allowed to enrol in further workplace learning units without the permission of the Head of School in which the unit is offered.

17. In cases where students have applied for placement in their current workplace their application should be assessed using the University's Rules on Credit and Exemptions.

18. Responsibility for the unavailability of a required placement is determined as follows:
<table>
<thead>
<tr>
<th>Reason for unavailability</th>
<th>Responsible Party(ies)</th>
<th>Solution</th>
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</thead>
<tbody>
<tr>
<td>University admits more students than there are placements.</td>
<td>University</td>
<td>Under NO circumstances must this occur. Heads of School and Executive Deans are responsible for ensuring this.</td>
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<tr>
<td>Changes in circumstances lead to a reduction in the number of places available.</td>
<td>University</td>
<td>The University will take reasonable action (the primary responsibility for which lies with the Heads of Schools and Executive Deans) to source a solution so students can graduate.</td>
</tr>
<tr>
<td>A student's history, background and/or conduct, either prior to commencing or during the placement leads to them being precluded or omitted from a placement.</td>
<td>Student</td>
<td>The University is not under any obligation to remedy or take any action</td>
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**Supporting Procedures:**
There are no supporting Procedures.

**Supporting Guidelines:**
There are no supporting Guidelines.

**Supporting Standards:**
There are no supporting Standards.

**Performance Indicators:**
There are no performance indicators.

**Definitions:**
These definitions have been copied from the “Dictionary of Terms”. Please refer to the “Dictionary of Terms” in Policy and Procedure Manager™ to ensure you are referring to the latest version.

“Agreement”
“Student”
“University”
“Workplace”
“Workplace Learning”
“Workplace Learning Unit”
Related Documents:
Bachelor Degree Regulations
Postgraduate Coursework Regulations
Privacy policy
Professional Behaviours in the Workplace
Professional Doctorate Regulations
Rules on Credit and Exemptions
Signing contract and other legal documents policy (LP2/2004)
Student Discipline Statute
Working With Children Check policy

References:
There are no references.

Approval and Implementation:

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<th>Approval Authority:</th>
<th>Secretary to Academic Council</th>
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<td>Responsible Officer(s):</td>
<td>Executive Deans</td>
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<td>Heads of Schools</td>
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<td>Unit Co-ordinators</td>
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Revision History:

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<th>Effective Date (if later than 'Date Approved')</th>
<th>Next Review Date</th>
<th>Resolution No. (if applicable)</th>
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<td>Academic Council</td>
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