



Title:  
**Policy when students are precluded from attending  
workplace learning for the Faculty of Science.**

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<b>Version</b>	1.0
<b>TRIM file number</b>	
<b>Short description</b>	A policy for staff and students when students are to be precluded from attending workplace learning.
<b>Relevant to</b>	All staff, fieldwork educators and students in the Faculty of Science that are involved in clinical placements.
<b>Approved by</b>	
<b>Responsible officer</b>	Sub Dean, Professional placements
<b>Responsible office</b>	Faculty of Science office
<b>Date introduced</b>	2010
<b>Date(s) modified</b>	
<b>Next scheduled review date</b>	
<b>Related University documents</b>	Student Charter, Code of Conduct for Staff
Refer to the Administration Manual for these documents <a href="http://www.csu.edu.au/adminman/">http://www.csu.edu.au/adminman/</a>	
<b>Related legislation</b>	
<b>Key words</b>	policy, fieldwork education, students.

## **1. PURPOSE**

1.1 This policy outlines the processes and requirements that apply to staff and students in the Faculty of Science, who are completing workplace learning as a course requirement. It provides specific information about the procedures to be followed for courses in the Faculty of Science.

1.2 This policy should be used under circumstances where a student is considered to have not met the pre-requisite requirements for workplace learning to preclude the student from commencing placement.

## **2. SCOPE**

This policy applies to all staff and students in the Faculty of Science. This policy applies to workplace learning where this refers to a compulsory course or subject activity which allows students to learn through direct implementation of their professional roles in real workplace settings. Workplaces may encompass on campus and off-campus facilities. Commonly such learning involves supervision to provide safeguards and ensure duty of care towards clients and students. Workplace learning is also known as work-integrated learning, work experience, practicums and professional practice, professional experience, internships, intra mural and extra-mural placements, fieldwork and clinical placements.

## **3. PRINCIPLES**

This policy aligns with CSU's duty of care to members of the community by ensuring students undertaking workplace learning do not pose a risk to members of the community, are adequately prepared and meet policy obligations set by providers of workplace learning. This policy is consistent with CSU and Faculty of Science assessment regulations, academic progress regulations and regulations for special consideration and illness/misadventure.

This policy is based on the following principles of CSU's code of conduct:

- (a) Engaging in conduct which is professional and which has regard to CSU's interests and policies and which does not bring CSU into disrepute;
- (b) A commitment to perform official duties with professionalism, care, skill, fairness and diligence and to exercise their given powers for the purposes for which those powers have been granted;
- (c) Treating students, staff and members of the public with courtesy, and with respect for their rights, duties and aspirations;
- (d) Employees and students are entitled to confidentiality and privacy with respect to information which is personal to them.
- (e) Employees have a duty to maintain the confidentiality, integrity and security of such information to which they have access in the normal course of their duties.

(f) Employees should only release information that they are authorised to release in the course of their duties.

(g) Employees should not release information in a manner which is misleading or which is likely to be misused.

#### **4. CONFIDENTIALITY OF PERSONAL INFORMATION**

(h) Employees have a duty to maintain the confidentiality, integrity and security of such information to which they have access in the normal course of their duties.

(i) Employees and students are entitled to confidentiality, integrity and security of such information to which they have access in the normal course of their duties.

#### **5. STANDARDS AND REQUIREMENTS**

Staff and students of the Faculty of Science are to abide by the following standards and requirements as applicable to their discipline:

- 5.1 A student may be refused permission to undertake workplace learning when they fail to meet pre-placement requirements to an acceptable standard and where failure to meet the requirements is a risk to students and the public. This may arise when the student:
- demonstrated behaviour that raises concern for the future safety and welfare of clients and staff,
  - has failed prerequisite assessment items and/or subjects,
  - has failed to attend prerequisite tutorials, clinic visits, or briefings,
  - has failed to complete necessary pre-placement preparation e.g., immunisations, police checks, or a first aid course,
  - has been identified as posing a risk to people in the workplace learning setting by spreading blood borne viruses or other infectious diseases, and/or
  - has been identified as professionally unsuitable to continue in their course on the basis of having failed to meet the professional standards of competency and/or conduct.
- 5.2 Prospective students should be notified of any specific requirements for participation in workplace learning in course information that is available prior to enrolment. International students should be provided with information about pre-placement requirements in a timely manner to ensure they are able to collect relevant documents (e.g. records of immunisation) and if necessary organise translation of these documents into English. Any specific requirements for International students should be made explicit to these students.
- 5.3 Courses should impose enrolment restrictions for subjects that have non-negotiable and ongoing pre-placement requirements through CASIMS. In the event that students do not meet pre-placement requirements the student would be able to withdraw from the subject under the recommendation of the Head of School.
- 5.4 Students should be fully and consistently informed of expectations of behaviour, prerequisites subjects and/or assessment items and pre-placement preparation for

undertaking workplace learning and the timeframes involved in all relevant subject outlines and reinforced on web sites, in manuals and through student announcements. Appendix 1 contains an example of content for inclusion in the MSI.

- 5.5 Students should be notified of the specific implications of failure to complete any pre-placement requirements in all relevant subject outlines. This notification should include reference to preclusion from commencing placements and any subsequent implications such as failure of assessment items, delayed completion of subjects, extension in the time taken to complete a course and/or exclusion from the course.
- 5.6 It is the responsibility of the student to complete the pre-placement requirements and to notify the relevant staff of their completion of the requirements.
- 5.7 Staff should maintain accurate records of students' adherence to pre-placement requirements.
- 5.8 Students should be provided with guidance and advice to assist them in meeting the requirements and an appropriate contact person to answer any queries.
- 5.9 In the event that a student has not met pre-placement requirements they should be given a caution in writing of the specific requirement that has not been met, the action required, the timeframe for completion and the implications of non-completion.
- 5.10 In the event that student fails to adequately respond to the caution they should be advised in writing that they have been precluded from the placement and advised that they will be unable to commence the placement.
- 5.11 Students would only be considered to have grounds for not completing pre-placement requirements under exceptional circumstances. Students who are at risk of preclusion from undertaking workplace learning should be aware of the grounds for special consideration and applications for grade pending. Details of these regulations can be found through the Student Services website (<http://www.csu.edu.au/division/studserv/support/study/academic-advice/>).
- 5.12 Students should be advised of this policy and its location.

### Appendix 1

Proposed wording for insertion in MSI for subjects with pre workplace learning placement requirements to ensure explicit subject related communication to students. This information can be presented to students earlier in the course, however, it should be repeated in the subject outline to ensure action can be taken when non-completion occurs. Where placement is a subject requirement it should be listed as a Pass requirement for the subject in the MSI.

*It is a requirement of this subject that you complete pre workplace learning requirements. These requirements are in place because there is a risk to you or the public if they are not completed. Students failing to complete these requirements by the specified timeframes will not be allocated to placement or will be withdrawn from placements already allocated. Students may fail assessment items as a result of non completion of pre-placement requirements.*

	<i>Sample wording – subject coordinators to insert subject relevant material</i>
Requirement 1	<i>Effective immunisation against in accordance with NSW health policy and complete documentation of immunisation status</i>

Date/s required	<i>Within 2 weeks of enrolment in this subject or by 31/8/10. Placement card must be presented to placement site on Day 1 of placement.</i>
Task or activity to be completed	<ul style="list-style-type: none"> <li><i>a) Completion of vaccination record card</i></li> <li><i>b) Checking of card by placement coordinator Ian Reed</i></li> <li><i>c) Presentation of placement card to placement supervisor on Day 1 of placement</i></li> </ul>
Further details are available at	<i>Insert link to NSW documentation CSU placement web site Faculty policy on preclusion</i>
Consequences of non-completion of pre placement requirements	<i>Students will be withdrawn from placement and not allocated another placement. Where the placement is a compulsory subject requirement the student will receive an FL grade for the subject.</i>