



College of Science and Engineering

Work Integrated Learning
Placement Host Handbook

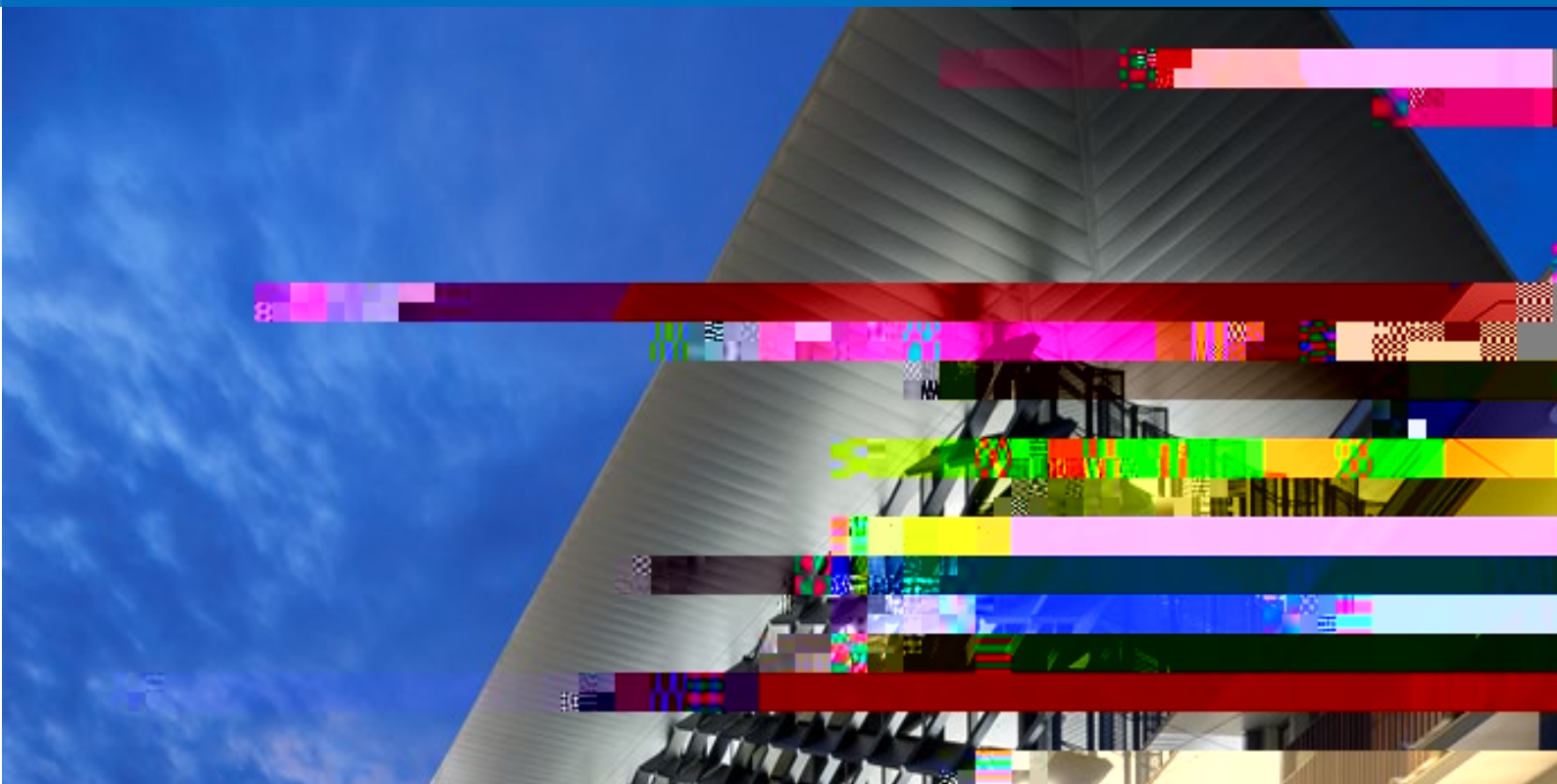




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The Placement Process

How to get started

The JCU [Student Placements Team](#) and administratively support student placements across the Academy. This team is the first point of contact for any placement related queries. The [Student Placements Team](#) will contact relevant



Selection Process

In the EOI form the Placement Host





- x [Privacy Act 1988](#) (Federal Privacy Act)
- x [Information Privacy Act 2009](#) (Queensland)

Travel and Related Expenses

Travel and other expenses related to getting to and from placement is considered the student's responsibility. Travel and expenses incurred while undertaking placement activities should be addressed in accordance with the partner organisation policies and procedures for professional staff. In the absence of any formal policy, the student should negotiate anticipated costs, payment and/or reimbursement with the placement host before committing to any expense. The student should not suffer personal hardship undertaking placement.

Insurance

Students are covered by the University insurance policies (including professional indemnity, public liability and personal accident insurance) during placements, if working in an unpaid capacity, provided that pre-conditions are met.

The pre-requisites for the insurance include:

- x The student concerned is enrolled at the university in an approved course of study and subject
- x The placement is recognised as a course related activity thereby bringing the activity under Public liability service coverage
- x The Student Placement Guidelines Conditions have been acknowledged by the student prior to commencing the placement

None of the policies however, cover damage to placement organisational vehicles driven by students. Students' personal cars are not covered by the university's insurance policies. This encourages students from using their own vehicle while undertaking placement duties. If a student uses their personal vehicle to undertake any duties associated with the placement, that is



[Placement Team](#) should be contacted and the implications discussed. It may be possible for students provided with a different supervisor within the organisation or relocated for the remainder of their placement time if appropriate.

- x *Change of Placement Host circumstances* - this covers a variety of circumstances but essentially student learning program could be at risk, the [Student Placement Team](#) should be contacted and the implications discussed. It may be possible for students to be relocated for the remainder of the time if appropriate.
- x *Difficulties in supervision* - when these arise and cannot be resolved by the individuals concerned it is important that at the earliest signs of difficulty, the [Student Placement Team](#) should be made aware of them. Open discussion of the situation before individual positions become entrenched frequently leads to resolution. The [Student Placement Team](#) can provide a Placement At Risk form which works as a guide to support Placement Host and provides a document of evidence where necessary. [Student Placement Team](#) may involve the Subject Coordinator for assistance.
- x *Difficulties with performance* - early action is essential if problems are identified with the student's performance. The [Student Placement Team](#) can provide a Placement At Risk form.



Common questions asked by Placement Hosts

What preparation will the student have prior to placement?

Undergraduate students seeking placements generally in their final year of study and will have completed a minimum of 4 subjects at the second year level. Eligible students are expected to have developed the core skills and competencies in their applied field of studies.

Postgraduate students seeking placements will be enrolled in a coursework Masters program having completed a cognate undergraduate degree