**STUDENTS IN THE WORKPLACE POLICY**

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| **Authorised By:** | Academic Board | Revision: 2.11 |
| **Last Amendment Date:** | Revision Date: 03 Feb 2022 | |
| **Review Due Date:** | Next Review: 03 May 2024 | |
| **Related Documents** | [Suitability For Professional Experience Placement (Education) Policy](https://www.drivehq.com/file/DFPublishFile.aspx/FileID8474024050/Key381lhm5160yf/Suitability%20for%20Professional%20Placement%20(Education)%20Policy.pdf) | |
| **Responsible Officer:** | Registrar | |
| **Review:** | Deans Strategy Forum | |

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

1. **Overview**

Tabor recognises its responsibilities in ensuring appropriate arrangements for the supervision and assessment of its domestic and overseas students, as well as providing insurance for its students undertaking work placements and assisting students to fulfil their obligations to the placement provider. This policy seeks to provide assurance and advice regarding these matters.

1. **Scope and Applications**

This policy applies to all Tabor students required to undertake work placements as part of their studies.

1. **Policy Principles**
   1. Tabor is committed to supporting its students undertaking work placements, this includes:
   * Ensuring appropriate arrangements for the supervision and assessment of students undertaking work-based or travel-based learning as a requirement of their studies. (**Please note:** Overseas Students will only be required to undertake work-based learning in Australia)
   * Providing the student with insurance cover, whilst also providing assurance to the workplace provider
   * Ensuring that the student has received a satisfactory Police Check / Criminal History Screen prior to being placed in an establishment with young people under the age of 18 years.
   * Ensuring the student has met any organisational and departmental specific requirements such as the Department of Education and Child Development (DECD) requirements regarding Child Abuse and Neglect Reporting
2. **Procedures** 
   1. Supervision and assessment arrangements
      1. A suitable placement is one that provides an appropriate match for the student’s abilities, training, experience and educational goals.
      2. The selection and/or approval of work-based or travel-based learning placements are conditional on the following criteria being met:
         1. The availability of a suitably qualified supervisor and the provision of appropriate on-site management
         2. A “professional” and “safe” venue
         3. The completion of a Field Placement Contract/Covenant
      3. The placement, which must be either proposed or approved by the student, must have the program coordinator’s approval. The continuing suitability of the placement will be confirmed during the scheduled supervision sessions.
      4. A **Placement Checklist** has been developed to ensure that each placement meets the minimum requirements for the College. There may be additional requirements specific to an award and these will be provided to the students by the Lecturer and/or Faculty Administrator
      5. The host organisation must report via e-mail to Tabor as soon as possible if the student fails to attend a required session or breaches any procedural requirements of the workplace.
   2. Insurance
      1. Tabor students are covered when on placements off campus for:
      * Public Liability**:** This covers against injury caused through negligence. Students are covered anywhere in Australia providing their activities are a requirement of their studies. Proof of Tabor's negligence however must be established and hence this tends to develop into an adversarial process with a student.
      * Personal Accident**:** As claiming under public liability insurance can be challenging for any parties involved (if a claim is made it would be made against any person or organisation remotely involved) Tabor has purchased accident and injury cover for all its students. To claim students simply have to establish the genuineness of the accident or injury and there is no attached issue of who is to blame.
      * Professional Indemnity**:** This covers students against claims made against them in the fulfilment of their study related placements where they may provide counselling, pastoral care, social welfare, missionary work, good Samaritan acts (medically qualified) and it is felt this caused harm to the recipient.
      1. Provided there is a clearly identifiable link between the activities of the students and a relationship with their studies students are able to claim under any of the above.
      2. The following statement can be provided to the placement provider if they require one:

*"Tabor students are covered throughout Australia under our Public Liability cover ($50,000,000) for any injury caused through negligence, sustained during the course of any activities that are a requirement of their studies. In addition, students are covered under an Australia wide Personal Accident and Injury policy. Students are also covered through Tabor's Professional Indemnity cover for any negligent acts, errors or omissions made in the conduct or their activities where these activities are a requirement of their studies."*

* 1. Police Checks / Criminal History Screening
     1. Prior to placement where students will be working with young people under the age of 18 years, students are required to have a Police Check / Criminal History Screening undertaken.
     2. The Faculty of Education administrative staff will arrange this for its students through the Department of Human Services.
     3. Other students will be notified by the relevant Faculty Administrator or Lecturer of their specific work placement requirements. The student must then take responsibility for providing evidence of meeting these requirements.
     4. A satisfactory report must be in place prior to any placement being commenced.
  2. Specific Organisational or Departmental Requirements
     1. In accordance with the Department of Education and Child Development (DECD) requirements, all School of Education students enrolled, and prior to their first professional experience, will study Child Abuse and Neglect Reporting in their pedagogy lecture.
     2. School of Education students in their Interning year will complete a full day’s training on Child Abuse and Neglect Reporting conducted by approved DECD providers in the first semester of that year. The student must present their certificate of attendance for this training to the Professional Experience office prior to placement being undertaken.
     3. All other students will be notified of any specific organisational or departmental requirements other than those listed in 4.3.1, by the relevant Faculty Administrator or Lecturer.
     4. It is the responsibility of the student to ensure they provide evidence of meeting any of the additional requirements as listed above prior to the placement being commenced.

1. **Definitions**

See [Global Definitions](https://www.drivehq.com/file/DFPublishFile.aspx/FileID8569043646/Keydn1t09xnaulp/Global%20Definitions.pdf)

1. **Communication / Training**
   1. Deans of Faculties will ensure their staff members are notified of the requirements of this policy.