



## WIL (WORK-INTERGRATED LEARNING)-CLINICAL PRACTICUM PROCEDURE

### PURPOSE

This Procedure outlines the processes and allocation of responsibilities, whereby the College ensures that the commitments in its *WIL/Clinical Practicum Framework and associated WIL/Clinical Practicum Policy* are executed in the provision of Offsite student clinical learning environments by host organisations.

### DEFINITIONS

**Authenticity (or authentic WIL experience/learning environment):** The degree to which WIL activities genuinely reflect current professional practice.

**Clinical Practicum Placement:** Onsite or Offsite student clinical practice (at an external host's premises), required as a component of a College accredited program.

**Host organisation/provider:** An organisation that is approved by the College to provide clinical practicum or other WIL components of College accredited programs.

**Offsite WIL:** Student clinical learning that occurs predominantly outside of any College institutional setting.

**WIL partnered projects:** Onsite activity in which partnered projects (between the College and partner organisations) or other activities have aims and outcomes wholly or mainly determined or validated by both the College and an external partner or industry group, having conducted a formal joint review of the projects.

### SCOPE

This Procedure applies to all College award programs and to all College staff and students and College approved providers (host organisations) of clinical practicum experience.

### PROCESSES

#### 1. Selection of WIL/Clinical Practicum Host Organisations for Offsite WIL.

In selecting external WIL/Clinical Practicum sites, the College will ensure due diligence is exercised in establishing the fitness for purpose of each proposed site, including its capacity for providing an authentic WIL experience/learning environment. It will ensure:

- a. evaluation of the suitability of the proposed day-to-day supervision arrangements at the site, and of the qualifications, experience, and good character of the personnel who will be responsible for College students;
- b. arrangements are in place for assuring that Working with Children Checks are carried out for College staff, external supervisors and students where clinical practicums involve working with children under 18 Years of age;
- c. appropriate policies and procedures are in place at the proposed workplace to ensure the safety of supervisors (College and host organisation), patients/clients and students; and
- d. a site health and safety risk assessment in line with the College's Workplace Health and Safety Risk Management Procedures is undertaken for each practicum site under consideration, and the site also has documented Workplace Health and Safety Procedures.

## 2. Establishment of Offsite WIL/Clinical Placements in Host Organisations

In establishing Clinical Practicum Placements, the College will ensure:

- a. appropriate written agreements are signed with each placement provider prior to any student being placed with them;
- b. appropriate written agreements are signed by each student prior to their commencing a placement;
- c. appropriate arrangements and insurance policies are in place to cover significant risks;
- d. each provider meets the College's requirements for insurance cover for its students and staff and for public liability, and evidence of provider insurance cover will be obtained and retained on file;
- e. a host site contact person is nominated by the provider to be responsible for monitoring students' progress and wellbeing and to liaise with the College's nominated supervisor/coordinator;
- f. host site staff will provide day-to-day instruction to students, whilst ultimate supervision, monitoring of progress and wellbeing, and assessment of each student will remain under the active control of a member of the College's staff throughout the period of the placement;
- g. appropriate communication and reporting protocols will be implemented for each workplace where students are placed;
- h. assessment of students in the workplace will be conducted in accordance with the College's *Assessment of Coursework Policy* and be subject to the College's *Academic Progress - Domestic students Policy and Procedures* and *Academic Progress – International Students Policy and Procedure*;
- i. compliance by the host organisation of the College's responsibilities to students under the Education Services for Overseas Students (ESOS) Act and associated National Code of Practice (2018), that students have access to all support services and advice mandated under the ESOS framework, and that particular attention will be paid to students' ability to access support services and the complaints framework;
- j. all staff responsible for student supervision in the workplace receive an appropriate orientation prior to any student commencing a placement; and
- k. each student will receive an appropriate orientation prior to commencing a placement.

## 3. Orientation of Host Organisations

The College considers comprehensive induction and orientation of WIL providers an essential element of Quality Assurance. The College will therefore ensure that relevant host organisation personnel receive an appropriate orientation before taking a student for the first time, and that they are updated on any changes to procedures, or the College's expectations in relation to their supervision of students, prior to the commencement of any subsequent student placement. Matters covered in a Host Organisation Orientation will include:

- a. purpose of the placement;
- b. outline of host organisation's role;
- c. expected learning outcomes;
- d. modes of assessment;
- e. details of WorkCover arrangements;
- f. Student workplace induction requirements including:
  - Workplace Health and Safety;
  - emergency and accident procedures;
  - general workplace behaviour, rules and norms;
  - starting times and breaks;
  - student hours of work and duties; and
  - introduction to staff and workplace supervisor;
- g. supervision;
- h. disciplinary processes;
- i. communication;
- j. reporting and liaison with the College;
- k. support services;
- l. grievance and complaints mechanism;
- m. attendance requirements;
- n. specific student details and any requirements e.g. medical;
- o. confidentiality of student personal information;
- p. key contacts; and
- q. emergency procedures.

#### 4. Orientation of Students

The College will provide each student with an appropriate orientation before they embark on a workplace placement to ensure the student understands the procedural arrangements in place and what is expected of them, of the host organisation and what they can expect of the College. In orientating each student, the College will ensure that they are briefed on:

- a. place and date of placement;
- b. hours of work and attendance requirements;
- c. key personnel;
- d. dress requirements;
- e. health and safety requirements;
- f. support arrangements;
- g. expected learning outcomes and assessment;
- h. relevant College policies and procedures, including Workplace Health and Safety, in turn including:
  - Bullying and Harassment, and
  - SASH (Sexual Abuse and Sexual Harassment)
- i. Code of Conduct and Student Academic and Non-Academic Misconduct Rules;
- j. College contact staff and details, including emergency contact details and protocols; and
- k. procedures should an emergency or accident occur in the workplace.

## RESPONSIBILITIES

#### 5. Responsibilities of Host Organisations

The College requires the host organisations to:

- a. sign and return clinical practicum agreements;
- b. treat students' information in confidence;

- c. explain the expectations of the host organisation regarding performance of tasks, standards, hours of work, Occupational Health and Safety requirements and any other relevant details prior to commencement;
- d. ensure the student is adequately briefed on the host organisation's policies and procedures;
- e. treat the students as a student and not as a paid member of staff;
- f. inform clients and the host organisation's staff as to the role of the student;
- g. guide and support the students' work on a day-to-day basis;
- h. take responsibility for the day-to-day supervision and contribute to the educational development of the student while on placement;
- i. notify the College if it appears the student is not complying with requirements or progressing satisfactorily;
- j. notify the College if the student is absent or frequently late;
- k. verify student attendance records; and
- l. assist in the assessment process.

## 6. Responsibilities of Students

The College requires students to:

- a. arrange for medical and security checks and present original documents as required;
- b. complete and sign clinical placement agreements and other documents necessary for the placement to proceed;
- c. work supportively and sensitively in the host organisation's organisation particularly in relation to staff and clients;
- d. follow reasonable instructions, and operate in accordance with the host organisation's standards, policies and procedures;
- e. understand that instructions and tasks assigned are expected to be commensurate with their experience and knowledge;
- f. work the agreed hours of work;
- g. abide by the College Rules outlined in the Student Handbook, and the College's Academic Integrity Policy and Code of Conduct;
- h. be aware that they are a student and not an extra staff member;
- i. maintain appropriate confidentiality in relation to the host organisation's operations;
- j. actively participate in the learning process and complete assessment tasks;
- k. inform the host organisation and College if they are absent; and
- l. notify the College if there are problems with the placement.

## 7. Responsibilities of College Staff

The College requires its staff to:

- a. exercise due diligence in the selection of WIL/clinical practicum host organisations;
- b. ensure appropriate agreements are signed by host organisations and students;
- c. ensure host organisations and students are provided with appropriate orientations prior to commencement;
- d. ensure that student and host organisations are aware of WorkCover responsibilities;
- e. inform the host organisation of College requirements and expectations;
- f. inform student and host organisation supervisor of the learning outcomes expected and assessment to be undertaken;
- g. provide support to the student and host organisation during the placement and respond to any student and/or host organisation concerns;
- h. monitor student progress and assess learning outcomes;

- i. respond to any complaints or grievances in accordance with the College's Complaints framework;
- j. ensure the WIL/clinical practicum training component of a course should not be greater for international students than domestic students;
- k. ensure students undergo required medical and security checks;
- l. ensure that students provide proof that they have satisfied Working with Children Checks if they are to be working with children;
- m. only permit International students to undertake a work-based training placement where it is an assessable component of their award;
- n. keep a record of the names, addresses and principal of each workplace to which students are assigned within each Faculty and College.

The College also requires each staff member assigned responsibility for supervising a student's placement to:

- o. engage in regular monitoring of the students' progress and wellbeing in the workplace and timely remedial action on learning of problems in the placement;
- p. arrange a debriefing session with each student no later than 14 days after the completion of each student's placement at a workplace; and
- q. ensure that an Incident, Accident and Hazard Report Form is completed for all incidents and accidents.

## RELATED DOCUMENTS/POLICIES

- Assessment of Coursework Policy  
<https://acc.sa.edu.au/wp-content/uploads/2022/03/T003-Assessment-of-Coursework-Policy-20220309.pdf>
- Extension of Deferment of Assessment Procedure  
<https://acc.sa.edu.au/wp-content/uploads/2022/03/T009-Extension-or-Deferment-of-Assessment-Procedure-20220309.pdf>
- WIL/Clinical Practicum Framework
- WIL/Clinical Practicum Policy
- Academic Progress – Domestic Students Policy and Procedures
- Academic Progress – International Students Policy and Procedures
- Student Handbook
- Academic Integrity Policy
- Code of Conduct
- WHS Policy and Procedures

## VERSION CONTROL

<b>Document:</b> A014P Work Integrated Learning (WIL)/Clinical Practicum Procedure	
<b>Responsible Officer:</b> Academic Dean	
<b>Initially Approved by:</b> Academic Board on recommendation of Learning and Teaching Committee	<b>Date:</b> 14 July 2022
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