

# Placement in Workplace Policy

## Guidelines for Placement in Current Workplace

Some students enquire about completing one of their placements in agencies where they are currently employed. The School's policy in deciding about such requests include the following points:

- The student would be required to move out of their current position, preferably to another location, and to use the placement to be involved in a different area of the agency's work.
- The agency needs to recognise that the field educator, and NOT the student, is ultimately responsible for the student's work on placement.
- Generally the student should not be asked to do more than half of a normal work load.

When a placement is undertaken in a student's place of work, a written agreement signed by the organization, university and student will be completed. This will include:

- Agreement that the employee is in a student role whilst on placement and that they are able to meet the educational requirements, principles and policies set out in the AASW Accreditation Standards and/or AIWCW Accreditations Standards
- Allocation of learning experiences not involving the student's routine work responsibilities
- Protected time whilst on placement that is separate from the duties carried out at work and includes time to complete reading, reflective learning and assessment activities related to the placement
- Wherever practicable, provision of a field educator who is not the student's line manager or usual supervisor.

In addition, the following points need to be addressed:

- That the Manager of the Field Education Unit has the right to exercise a discretionary judgment on the suitability of the proposed placement in terms of meeting the educational requirements of the course.
- That the rights of other students who may be interested in a placement in this agency must be respected. That is, a request for placement in a place of employment may be turned down if it is seen as denying other students access to an established placement.
- That only one such request will be considered for a student. Generally, this School seeks to support student efforts to complete their courses and recognizes the financial challenges such study may represent. At the same time, it has a responsibility to ensure that the educational opportunities made available are of a reasonable quality, and that the rights of all students are safeguarded.
- Please note that UQ does not enter into any discussions about whether students will be paid for their hours on placement. If the student is employed by the placement provider, or remunerated in any way, they will not be eligible for UQ student insurance. Students are encouraged to discuss this directly with the agency to ensure they are covered by the agency's insurance as an employee.



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