



STUDENT PLACEMENT POLICY 2018

On the recommendation of the Senate, the Council of the Wayamba University of Sri Lanka, as the governing authority of the Wayamba University of Sri Lanka, by resolution adopts the following policy.

Dated: 28.06.2018

Last amended: Not applicable

Signature: Signed

Position: Vice Chancellor, Wayamba University of Sri Lanka

CONTENTS

Contents	1
1 Name of policy	2
2 Commencement.....	2
3 Policy is binding	2
4 Overview/Statement of intent (<i>select one of these</i>).....	2
5 Application	2
6 Definitions	2
7 Policy Statement.....	3
8 Placement.....	3
9 Engagement with placement providers	3
10 Placement agreements.....	4
10 Placement agreements.....	4
11 Communication with students while on placement.....	5
12 Work health and safety of students on placement.....	5
13 Feedback after placements	5
14 Rescissions and replacements	6
Notes	6
Amendment history	6



1 Name of policy

This is the Student Placement Policy 2018.

2 Commencement

This policy commences on 01.10.2018.

3 Policy is binding

This policy binds the University, staff, students and affiliates.

4 Overview/Statement of intent (*select one of these*)

This Policy;

- (1) ensures achievement of intended learning outcomes for students during placements.
- (2) provides for students to be properly supported while undertaking professional placement programs; and
- (3) sets out the University's requirements for the development and management of such programmes.

5 Application

This policy applies to placements undertaken by students as a required part of a coursework award course.

6 Definitions

Coursework award course	A course approved by the Senate on the recommendation of Faculty Board that leads to a degree, diploma or certificate and is undertaken predominantly by coursework. While the program of study in a coursework award course may include a component of original, supervised research, other forms of instruction and learning normally will be dominant. All undergraduate award courses, graduate certificates, graduate diplomas and those master's degrees that comprise less than 70% research are coursework award courses.
Placement	means assigning a student to undertake supervised learning at a workplace that is controlled by a placement provider, for the purpose of the student's practical education.
Internal supervisor	means a member of staff of a Faculty with responsibilities as set out in this policy.
Placement provider	means an individual or organisation with whom a student is undertaking a placement under this policy.

**External supervisor**

means the placement provider (if an individual) or an employee of the placement provider who is responsible for the work based supervision of a student on placement.

7 Policy Statement

The University;

- (1) ensures all students requiring placements are duly catered for by all faculties for the specified time period.
- (2) facilitates prompt communication between placement providers and university staff on intention of placement and expected intended learning outcomes.
- (3) empowers students, staff and placement providers for maximum placement experience that leads to qualify learning skills, and attitudes development.
- (4) ensures all areas of learning are duly assessed and evaluated.
- (5) facilitates university and outer world communication and knowledge sharing.
- (6) promotes university and outer world harmony for mutual benefit sharing.

8 Placement

- (1) Placements are intended to provide students with authentic experiential learning.
- (2) In order to maximise their learning, students on placement should:
 - (i) be given a clear explanation of the professional and academic expectations and learning outcomes of the placement;
 - (ii) have access to quality supervision;
 - (c) be given work related responsibilities relevant to the intended learning outcomes; and
 - (d) have structured opportunities for critical reflection.
- (3) The requirements for assessment of a placement must be set out in the Course Overview.
- (4) The final assessment mark for each student on placement must be determined by the relevant member of the faculty's academic staff.
- (5) For each student placement there must be an identified internal supervisor.

9 Engagement with placement providers

Internal Supervisors are responsible for:

- (a) informing placement providers of the objectives and learning outcome including the attendance requirements, of the placement;
- (b) establishing appropriate plans for managing cordial and professional relationships between the placement provider and student proposed for placement with that provider.



10 Placement agreements

- (1) Students must not be assigned to a placement provider without an overarching written agreement between the University and the placement provider which sets out:
 - (a) the responsibilities of each of the University and the placement provider;
 - (b) the level of supervision which will be provided to students on placement; and
 - (c) intellectual property, confidentiality and privacy obligations applicable to placement.
- (2) Internal Supervisors are responsible for ensuring placement providers are aware of any reasonable adjustments agreed between the University and the placement provider to accommodate a student with a disability.
- (3) Before approving an agreement between the University and a placement provider, the relevant delegate must consider:
 - (a) the placement provider's ability to meet objectives of placements;
 - (b) the appropriateness of the learning environment and the proposed learning experience.

10 Placement agreements

- (1) Internal Supervisors must inform students of the following before the student commences a placement:
 - (a) the objectives of the placement, including:
 - (i) learning outcomes;
 - (ii) assessment requirements; and
 - (iii) attendance requirements.
 - (b) how to apply for special consideration or special arrangements in relation to the placement;
 - (c) what other University policies or procedures apply to a particular placement; (eg. Travel, expenses etc).
 - (d) whom to contact in the Faculty if the student should have any concerns while on placement, and how contact may be made; and
 - (e) the circumstances under which a placement may be terminated by either the placement (external) supervisor or the internal supervisor or when a student would be considered to have failed any assessment relating to the placement.
- (2) If a placement is terminated early for reasons beyond a student's control, the placement co-ordinator must:
 - (a) arrange for the student to be assessed on the basis of the completed component of the placement; and
 - (b) inform the student as soon as possible of any remaining requirements to be met in order to complete the placement requirement of their course.



11 Communication with students while on placement

- (1) Internal Supervisors must establish and maintain mechanisms for communication between the faculty and students on placement, including in relation to:
 - (a) the quality of the placement experience;
 - (b) the student's progress; and
 - (c) potential or actual problems with the placement.
- (2) Communication mechanisms must be available to students at all time while on placement.

12 Work health and safety of students on placement

- (1) Internal Supervisors must:
 - (a) take all reasonable steps to identify and record where students are undertaking placements at any given time;
 - (b) inform placement providers of the requirement to provide a work health and safety induction to all students on placement;
 - (c) notify placement providers that the internal supervisor needs to be informed of any work health or safety concern during a placement;
 - (d) inform students of relevant work health and safety issues before they go on placement; and
 - (e) notify students of the contact details for relevant faculty staff who should be informed of any work health or safety concern during a placement.
- (2) Internal Supervisors are responsible for recording reported work health and safety incidents occurring during placements, inform relevant authorities / take appropriate actions.
- (3) Internal Supervisors must request students to disclose health issues that have a work health and safety significance for placement before going on placement, so that student safety can be optimised.

13 Feedback after placements

- (1) Internal Supervisors must establish and maintain robust mechanisms to obtain feedback from:
 - (a) students, particularly in relation to:
 - (i) the quality of the supervision; and
 - (ii) the overall value of the placement; and
 - (b) placement providers, particularly in relation to:
 - (i) the educational design of the placement;
 - (ii) the preparedness of students on placement; and
 - (iii) the performance of students on placement.



14 Rescissions and replacements

Not applicable

NOTES

Student Placement Policy 2018

Date adopted: 28.06.2018

Date commenced: 01.10.2018

Administrator: Dean / Faculty Placement Co-ordinator / Heads of Departments / Internal Supervisors

Review date: 30.09.2023

Rescinded documents: Not applicable

Related documents: Student Assessment Policy
Faculty Guidelines on Placements
Course Overview

AMENDMENT HISTORY

Provision	Amendment	Commencing
	Not applicable	