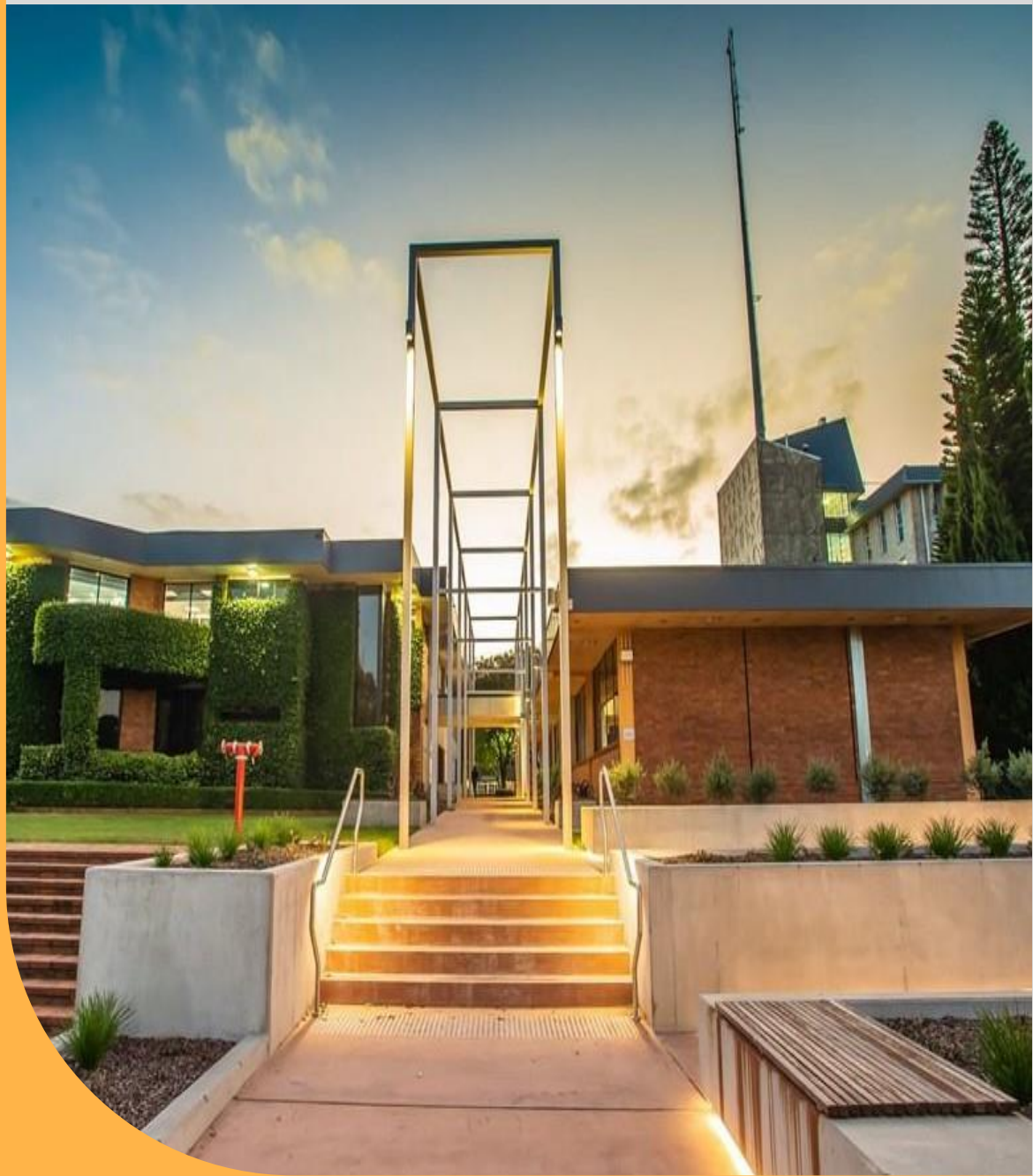




University of  
**Southern**  
**Queensland**



15 January 2025

# **2025 Master of Education (Guidance and Counselling) Professional Experience Guide**

Master of Education (Guidance and Counselling)

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# Introduction to Placement

Professional placement is a co-operative effort between a school or community agency (hereafter known as site) to which a student has been allocated and the University of Southern Queensland (UniSQ). Professional placement is designed to augment UniSQ coursework and to provide students with the opportunities to develop their personal skills and professional understandings. Professional placement also allows the student to demonstrate their competence and to translate theory and example into placement. Please note that there is no direct correlation between a placement and employment in placement organisations.

This guide has been compiled to provide Guidance and Counselling students with information pertinent to completing a professional placement embedded in their program of study. It includes information about professional placement requirements, expectations, behaviour, conduct and responsibilities. Please read this document carefully and contact the Work Integrated Learning Team if you have any questions. It is within the right of the University and the site to stop a placement if these guidelines are not followed.

## Contacts

### The Work Integrated Learning Team

The Work Integrated Learning (WIL) Team consists of WIL Officers and WIL Support Staff in Toowoomba, Ipswich and Springfield. The team is responsible for:

- Liaising with sites and the Academic Team to source and allocate placements.
- Reviewing and verifying mandatory documents for placement.
- Notifying students of important deadlines and placement information.

The WIL Team should be your first point of call for any placement related questions. You can contact iConnect or the WIL Team via online chat through our website, phone, or email.

Email: [support@unisq.edu.au](mailto:support@unisq.edu.au)

Chat: [Chat to us](#)

Phone: (07) 4631 2285

### Professional Experience Director

The Professional Experience Director is an academic member of the School of Education who works in partnership with the Work Integrated Learning Team. Their role is to:

- Assist students with performance related concerns and professional issues surrounding professional placement;
- Discuss any non-compliance with mandatory requirements with students;
- Address any placement site notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

For any academic or performance questions relating to your Professional Experience you can contact your assigned UniSQ Liaison Officer, the Professional Experience Director ([PE-Convenor@unisq.edu.au](mailto:PE-Convenor@unisq.edu.au)) or your Course Coordinator.

## Placement Course specifications

The course specifications provide detailed information about the placement course offered in the Master of Education (Guidance and Counselling) program. Download the course specification and become familiar with what you must do if you plan to obtain a passing grade in the course. Students should also ensure they have satisfied the pre-requisite, co-requisite and other requisite requirements for the course. If in doubt, contact the enrolments team.

## Overview of the Professional Experience Placement

The Professional Experience for Guidance and Counselling students enrolled in EDU8336 or EDU6214 consists of the following:

Fieldwork and Supervision	Requirements
Professional practice in the field	50 Hours. Assessed by Placement Portfolio logbook and Case Report (Assignment 1). Placement in an Education Qld school under the supervision of a Supervisor/s is considered to be 5 hours a day. Other placements may be considered to be up to 8 hours per day depending on the organisational needs.
Site Supervision	8 Hours (Minimum). Refers specifically to your 1-1 supervision/debriefing provided by your Supervisor/s. This could include discussions about a case that you observed for the day/week, any training PD you may have sat in on and discussed after, any discussion at all that your Supervisor/s has provided for you on placement. Assessed by Placement Portfolio logbook.
Case Conference (group supervision)	10 sessions. Assessed by participation (Assignment 2a) and case conference presentation (Assignment 2b).
	50 hours of onsite placement within a school or community setting with a Supervisor/s

The professional experience may consist of:

- Participation in educational and counselling assessments conducted by the Site Supervisor/s;
- Preparation of reports based on educational and clinical data;
- Observation of counselling sessions;
- Participation in case management meetings or other meetings relevant to professional practice;
- Contribution to the development of support plans for students;
- Planning and implementation of interventions to support students (e.g., school well-being strategies).

## Definitions of Key Terms

**Professional Placement (PEX):** Professional Placement means the placement of a student at an agency for the purposes of gaining practical experience in the profession of their study.

**Work Integrated Learning Officer:** The administrative employees of the University who are members of the Work Integrated Learning Team.

**Site:** An organisation that provides structured and supervised practical experience for students for the purposes of enhancing their work readiness.

**Supervisor:** A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional placement.

**InPlace:** Online platform for placement-related information (mandatory documents, placement allocation details, student logbooks), accessed via [inplace.unisq.edu.au](http://inplace.unisq.edu.au).

**Period of Study:** Refers to model of study chosen for the program/course e.g. Semester, Trimester etc.

# Mandatory Document Requirements and Resources

## Professional Experience Calendar

A [Professional Experience Calendar](#) is provided each year on the [Education placements](#) website. It identifies the dates in which placements will be offered in a period of study. This provides a visual representation of placement so you can understand and plan for when you may be allocated a placement. It will also assist you with submitting your placement information.

## Education Placement Website

The Education Placement Website is where you will find all the forms, links and information you require to prepare for your placements. It is important that you use this site to support your success.

## Mandatory Document Information

At UniSQ, ensuring that all students have completed valid documents for their placements is crucial. This process helps maintain the quality and safety of the placements. Submission of fraudulent or misleading documents could result in a misconduct investigation or have serious consequences for your progression in the course. As a student, you are responsible for providing and updating these documents via [InPlace](#) before each placement. Failure to do so can result in delays or cancellations of your placement. These mandatory documents will contain your personal information, including information such as your name, date of birth, contact information or unique identification numbers as well as sensitive personal information including health, vaccination or financial information. The purpose of collecting your personal information is to facilitate your placement and to verify that you meet the necessary requirements for your placement. We are required to collect and hold this information to comply with contractual requirements imposed by placement agencies. Your personal information will only be accessed by authorised internal staff including the WIL Team, Placement Coordinator and any relevant third parties outside of the University who may also require access to the information such as placement providers. UniSQ will not otherwise use or disclose your mandatory documents, or the personal information contained within them, except where permitted or required by law, or where UniSQ has obtained your consent. We otherwise use, disclose and handle your personal information in accordance with our Privacy Policy and the *Information Privacy Act 2009* (Qld). If you wish to seek access to or correct your personal information, or raise a privacy concern with us, you can contact UniSQ at [rti-privacy@unisq.edu.au](mailto:rti-privacy@unisq.edu.au) or on (07) 4631 2686.

## Document Submission Process

1. **Uploading Documents:** Use the [InPlace](#) system to upload and update your documents. This must be done before each placement to ensure you are allocated a placement and permitted to commence.
2. **Monitoring and Deadlines:** The WIL Team closely monitors the submission of mandatory documents. It is recommended to upload your documents as soon as you receive or complete them. This allows the WIL Team to easily view your preparation status.
3. **Meeting Deadlines:** All documents must be provided by the due date listed in the Important Dates document. If you miss the deadline, your placement may be delayed or cancelled, and you might be dropped from the placement course for that study period.
4. **Communication:** If you encounter any issues that prevent you from completing your mandatory documents on time, you must discuss these with WIL Team before the cut-off date.
5. **Document Validity:** Some documents need to be submitted only once before your first placement, while others have an expiry date and need to be updated throughout your studies. Plan ahead to ensure that any expiring documents are updated by the due dates.

By following these steps and staying proactive about your document submissions, you can ensure a smooth and successful placement experience. Remember, the WIL Team is there to support you, so don't hesitate to reach out if you need help.

## Working with Children Check/Blue Card or QCT registration

A valid working with children check is a mandatory requirement to complete professional experience. Those with current Queensland College of Teacher registration (or a student's state equivalent) can provide this in place of a Blue Card/Working with Children Check. The equivalent Working with Children Check (WWCC) information for Queensland as well as other states can be found at [here](#).

If you do not have a valid Blue Card/WWC, or hold suitable teacher registration in the first instance, you should submit your application to the appropriate agency at the time of your enrolment at UniSQ. This will enable the receipt of your Blue Card application or Working with Children Check for processing well before your Professional Experience placement. Please be aware there can be a delay in processing Working with Children Check so please submit this as early as possible.

It is the student's responsibility to ensure that they have a Blue Card or equivalent; that it is up to date and will not expire prior to or during the placement period. The WIL Office is required to keep Blue Card/ Working with Children Check details to assure regulatory authorities of student Blue Card/WWCC currency and expiry date. Students can submit their Blue Card details to InPlace for verification. Existing Blue Cards/WWCC will also be linked to UniSQ as an organisation.

The University of Southern Queensland has no jurisdiction over Blue Card Services or equivalent services in other jurisdictions. Please keep details up to date with Blue Card Services or equivalent services. An expired or close to expiry Blue Card or equivalent such as Working with Children Check excludes the student from undertaking Professional Experience placement. It is advisable that students do not enrol in a course that contains a Professional Experience placement opportunity unless they can confirm the Blue Card or Working with Children Check is fully current for the entire study period of course enrolment. Untimely expiry will certainly compromise progression of the placement.

## Resume

A resume is to be uploaded to InPlace. For Queensland State School settings, this will be forwarded to the relevant Senior Guidance Officer (SGO) on your behalf. Students intending to undertake placement in a non-Qld State School setting will need to liaise with the relevant site contact and provide information, potentially including a resume as required by the site. Please refer to the [Application & Interview Support](#) website should you need assistance with your resume.

## Nominating Regions

In order for the WIL team to facilitate an appropriate placement, students are required to nominate a region they intend to undertake placement in InPlace. Students undertaking a placement in the Queensland State School setting are to select one of the regions within Queensland as listed. Students intending to undertake placement in an alternative setting will select 'Non-Qld State School Setting' from the options available.

# InPlace – UniSQ Placement Management System

[InPlace](#) is the cloud-based placement system used by UniSQ to electronically allocate and manage professional placements. Once you enrol in your first-year courses in the program, an [InPlace](#) file is created for you in the system overnight refresh. You can then log in using the above link and your UniSQ log in and password. [InPlace](#) can also be accessed via a link on your program's Placement hub.

## [InPlace tips](#) –

- ✦ **Document Verification:** Once you upload your documents on the 'My Details' page, InPlace will notify the WIL Team to review and verify they are correct
- ✦ **Follow-Up:** Check back a couple of days later to see if your documents have been verified or read the comments on your To-Do list to understand why they were rejected.
- ✦ **Document Expiry:** Regularly check the details page of your InPlace file to find out when your documents will expire. Ensure they are kept current for all your placements. The 'traffic light' system only alerts you when a document is very close to expiring.
- ✦ **Browser Compatibility:** InPlace works best with Google Chrome and Mozilla Firefox.
- ✦ **Placement Release:** If your placement is not released or has been hidden, you may need to update one or more mandatory documents. Student should not attend placement until the details are confirmed and released on InPlace.

## Placement Eligibility

For students to be eligible to go on placement, they must:

- Meet the program inherent requirements;
- Pass any pre-requisite courses for the placement course/s;
- Enroll in the placement course;
- Provide all mandatory documents; and,
- Secure a confirmed placement via [InPlace](#).

### Pre-requisite course and enrolments

Prior to enrolling in placement courses, you need to read the course specifications to be aware of the placement requirements which are set by the University and/or accrediting body. Please be aware that some placement courses must be undertaken sequentially (cannot be enrolled in more than one placement course in a same semester unless it is written into the program progression or approval has been received).

To attend or remain on placement, you must have met all academic pre-requisite requirements for the placement course. Incomplete results for theory courses are not considered to have met the pre-requisite requirements. If you receive a fail grade for a pre-requisite course and have already commenced placement, you will be asked to stop your placement. In this situation, any completed hours will not be counted towards the placement.

Late enrolments or not submitting mandatory documents in time may make it impossible to source or allocate a placement in the enrolled period of study timeframe.

If you have questions about your course progression or pre-requisites for a placement course according to UniSQ Pre-Requisite procedures, please contact iConnect or the UniSQ Enrolments Team.

### Fitness for Placement

If you are aware of any chronic or acute injury, illness or condition that may affect you during your placement; or any other factor that may impact your capacity to practice the profession or engage in placement, please contact the WIL Team prior to placement allocation and as early in the program as possible. It is likely that you will be asked to provide a Fitness for Practice certificate (signed by a medical practitioner) prior to commencing placement.

Concerns regarding fitness to practice may arise due to, but not limited to the following:

- A health condition or disability – (chronic or transient) that is likely to affect your capacity to undertake placement or practice in the profession.
- Inability to meet, or disregard for, the compliance requirements of UniSQ, the placement site or of the broader profession.
- Failure to satisfactorily complete the pre-requisite courses for the placement course/s.
- Conduct and/or performance that is inconsistent with acceptable standards for your chosen profession.

Sometimes your personal situation (family, financial, legal etc.) or health could change over the duration of your studies. This can impact on whether you are still able to meet the program conditions. If your situation does change, please notify the WIL Team, to discuss whether you are 'fit for placement'. Any information you provide will be treated with discretion. You can also seek advice and guidance from an Accessibility Advisor at [disabilitysupport@unisq.edu.au](mailto:disabilitysupport@unisq.edu.au).

UniSQ is committed to making reasonable adjustments to enable students to participate in their degree. Reasonable adjustments must not fundamentally change the nature of the inherent requirement.

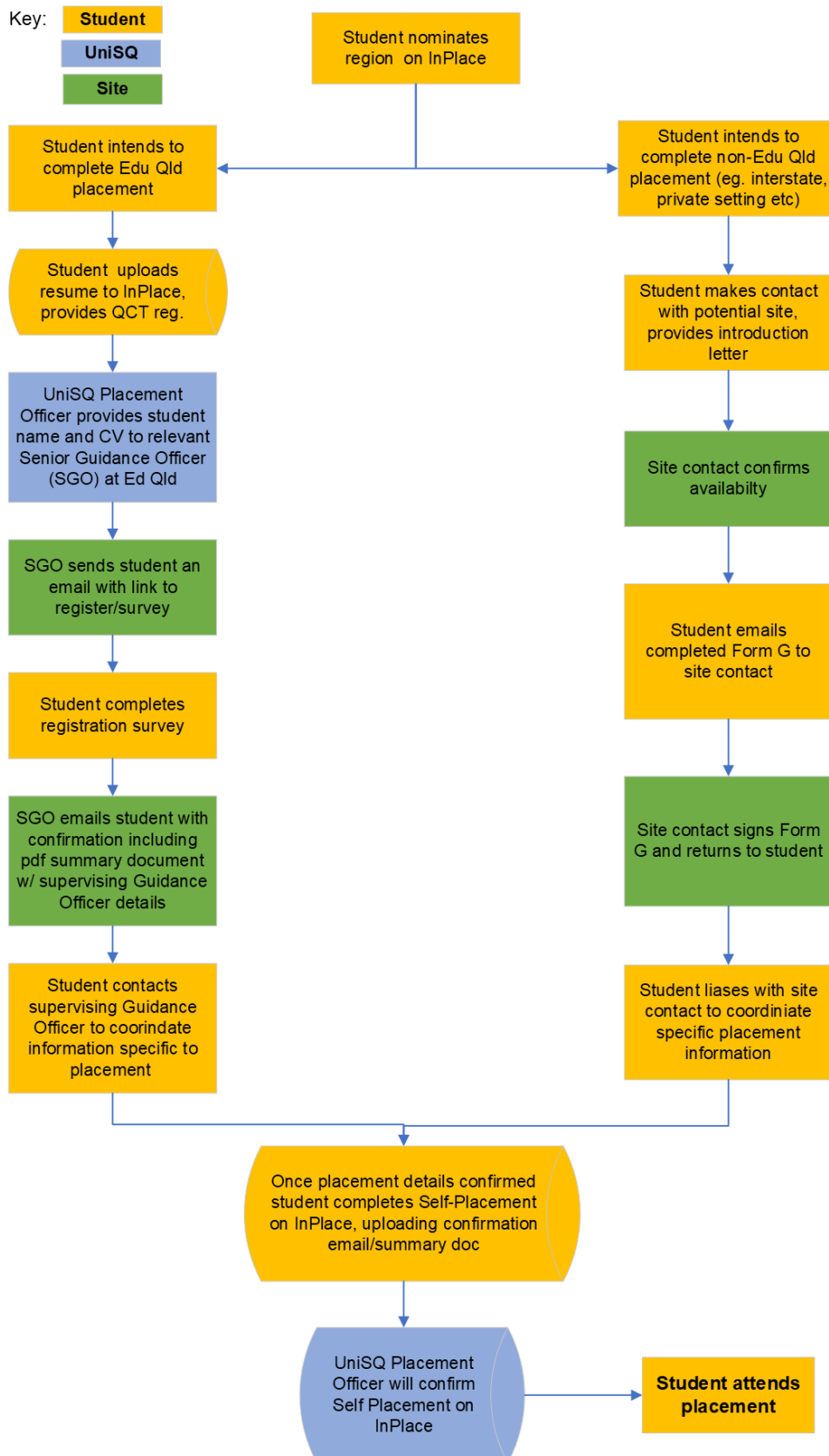
If you have a health/disability issue that could impair your ability to do a placement, please contact the [Accessibility and Disability](#) office. On occasion, depending on the situation, it may be necessary for the University to share this information with a site for them to confirm whether they are able to provide a suitable placement for you. Any information you provide will be treated with discretion. You can also seek confidential advice and guidance from the Accessibility and Disability Support team via [disabilitysupport@unisq.edu.au](mailto:disabilitysupport@unisq.edu.au).



## Reasonable Placement Adjustments for Academic Progression

Any student with a disability who may require alternative academic arrangements in the program and/or specific arrangements for placement is encouraged to seek advice from the WIL Team. If a Learning Support Plan has already been devised, it may need review in relation to placement requirements and further consultation with the Program Director and/or Academic Team. Please note that all adjustments are made as per the UniSQ Students with a Disability Policy and Procedure. You can review the document [here](#).

# Placement Process Overview



# Before Placement Allocation

## Variation to Professional Experience Placement (Change of Date)

Professional Experience placement is a compulsory component of enrolment in the course and integral to the completion of assessment tasks.

- Dates are selected to support students' capacity to apply the theory of the coursework in the Professional Experience placement and/ or to gather evidence to assist completion of the associated assessment tasks.
- Students are advised not to select a course that includes Professional Experience placement in a study period where they are unable to meet the specified requirements of the Professional Experience placement as outlined.
- Additional courses selected for the same study period as a Professional Experience placement course are not required to consider the Professional Experience placement as a reason for an extension request. Therefore, adherence to your advised enrolment pattern may assist to minimise possible assessment conflicts.
- Application regarding variation to the Professional Experience placement will be considered by the WIL Team and/or Professional Experience Director in line with the UniSQ Assessment Policy. Evidence that meets the policy criteria is required to support your extension applications. Any unsupported application may be refused, and this may also delay program completion. Your request for a change of date needs to be submitted in writing to: [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au)

## Conflict of Interest

Students will not be placed at a site where there is a conflict of interest. Students must notify the WIL Office in writing of any real, perceived, or potential conflict of interest, upon enrolment in a placement course. Conflict of Interest examples include but are not limited to:

- where you currently work;
- where you currently work and the only suitably qualified Supervisor/s available is your colleague or superior;
- where you have a previous or current relationship with the Supervisor/s;
- having a spouse/partner/family member (children or sibling)/close friends employed at a site;
- currently or recently holding employment at a site in any capacity e.g. teacher aide, sport coach, administration, casual teacher);
- where you (of a family member are or) were previously a student in the last 5 years.

You are also required to disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or practical requirements of the degree program. This may include, but is not limited to, any financial dealings or interests, participation in organisations, political parties or religious groups, which may influence clinical or academic decisions. You can provide COI information via your InPlace profile. Failing to do so, may result in your placement needing to be altered or delayed. Attending a placement where a conflict of interest is present will only be consider if all other options have been exhausted or if it is your final placement and there is an ongoing placement opportunity.

## Pregnancy

If you become pregnant during your study, you may need to adjust your enrolment plan or placement timeframe. You are discouraged from commencing a placement for 6 weeks before or after your estimated due date. If you are enrolled in a placement course in the study period when you are due to give birth, you must notify the WIL Team via email as soon as possible. Please submit a special consideration request to [InPlace](#), including a letter from your doctor with your estimated due date and confirmation of your fitness to complete placement while pregnant. The WIL Team will review your request and work with you to find a suitable placement option. You will also need to provide confirmation of fitness for placement if you wish to commence placement at 6 weeks post-partum.

## Students on Interstate and Overseas Placements

Students who live in states outside Queensland and who wish to do placement locally to their residing address must indicate this on InPlace from the region drop down menu. Please be aware in some instances the WIL Team may need to investigate implications of an overseas placement on the program accreditation.

# Placement Allocation Process

To ensure that students gain maximum benefit from their placement, UniSQ has developed processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. If you work at a site, you must advise the WIL Team via InPlace in the Conflict of Interest section as soon as possible as this may impact your placement allocation.

## Placement Opportunities within Education Queensland

Placement opportunities within Education Queensland are facilitated by a Senior Guidance Officer in collaboration with the WIL Team. Students intending to undertake their placement at a Queensland State School are **NOT** to approach schools (including Senior Guidance Officers/Guidance Officers) directly for placement. UniSQ will provide student details to Education Queensland, (once they have been received from the student) who will then contact the student directly.

## Placement Opportunities in a non-Education Queensland Setting

Students intending to undertake placement outside of the Queensland State School setting are to liaise directly with the relevant site contact at the intended placement site. An introductory letter will be provided to you by the University via InPlace to assist you with approaching these sites and express your interest in attending placement in an alternative setting. Please note Supervisor/s must possess appropriate professional qualification (Course Coordinator can provide clarification if you are unsure of a potential Supervisor's qualifications).

## Self-Placement Process

Once placement details are confirmed by the site, students are to complete the electronic Self Placement form on InPlace to notify the WIL team of placement location/s and dates. Please see Placement Overview flowchart on page 10 for detailed steps. Please access further information and forms using the Education Placement Website or from 'Shared documents' on InPlace.

## Placement Communication

All email communication will be via the UniSQ email account. It is a student's responsibility to check their emails and [InPlace](#) to be up to date on the placement allocation process and meet their responsibilities in a timely manner. Students may send their queries through [iConnect](#) or [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).

## Travel Expectations

Students need to be aware that placement may require them to travel and/or live away from home. It is important, therefore, that students undertake in advance the necessary planning and budgeting to ensure they are able to fulfil the placement requirements of their course. Please be aware this placement may not necessarily be in the same location or at a location of your choosing.

Local placements are within a one-hour drive of your address provided on InPlace (as per Google Maps) or preferred region. This does not mean you will be allocated a placement within this radius as sites only offer a certain number of placements at any one time. Please be aware that you may be required to travel longer distances than this to an allocated placement.

# After placement allocations are available

## Placement Acceptance

Students are expected to attend any reasonable placement opportunity as offered by the placement site. If you do not attend the placement allocated to you; withdraw; or cancel a placement in an unacceptable timeframe, you may receive a fail grade and be required to re-enrol in the course. Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations.

## Student Responsibilities

All aspects of the placement apart from organising the placements, is your responsibility. This includes:

- arranging to attend the placement if you are unable to change the placement;
- arranging child-minding;
- organising and paying for any costs associated with parking, travel and accommodation;
- rearranging private work commitments, as a placement is a priority; and,
- submitting scholarship or bursary applications required.

## Scholarships and Bursaries

UniSQ offer a wide range of scholarships to assist with textbook, practical experience, accommodation, or living expenses. Some scholarships will be one-off payments, while others will continue for the length of your degree. Placement bursaries are also available to assist students who are undertaking their placement in rural or remote areas or away from where they usually reside and the associated costs.

Please refer to the [UniSQ Scholarships website](#) for more information about available scholarships, bursaries and the eligibility criteria.

## Liaison Communication

The UniSQ Liaison is your first point of contact for any issues once your placement has commenced. You should be proactive in communicating with them early in the placement experience. Your UniSQ Liaison details will be made available via InPlace once your placement is allocated. In situations where difficulties arise or you have been identified as being at risk of failing your placement, the UniSQ Liaison must be contacted. If you are unable to communicate with your UniSQ Liaison, contact the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).

## Orientation Information

As a part of the pre-placement process you are required to contact the Supervisor/s prior to the commencement of placement to ensure that they are fully informed of the requirements and expectations of the placement. This is your opportunity to confirm the following details:

- Placement date - start and finish
- Placement physical address, Supervisor/s name and contact details
- Time and place of initial meeting at the start of professional placement
- Additional pre-placement paperwork or reading requirements
- Placement schedule - days, start and finish times, allocated break times (*this may be discussed on the first day of placement*)
- Expected exposure, duties, and responsibilities (*this can also be discussed on the first day of placement*)
- Any special dress code relevant to the placement site
- Confirmation that the Supervisor/s will complete an evaluation form, which is shared with the student and Placement Coordinator.

# Attending Placement

## Uniforms

UniSQ provide Education placement shirts and name badges as an optional purchase for placement. Orders can be placed online through [School Locker](#). Be aware of the context of your environment. Some sites have strict dress codes, therefore you are advised to contact the site to confirm their specific requirements.

## Attending Placement

Placement requires an on-ongoing commitment. It is expected that you will attend 100% of your placement during the scheduled dates as negotiated and agreed with the placement provider. Note that attendance times will vary from site to site (e.g., maximum of 5 hours per day in Qld schools). Please give your current employer plenty of notice in advance of your placement commencement, so your employment does not impact on your ability to attend your placement.

In case of illness, rescheduling days promptly is crucial to minimize disruptions to professional experience.

## Staff Professional Development Days

With the Site Supervisor's permission, Guidance and Counselling students may participate in Staff Professional Development Days as part of their professional experience. These days are counted as a legitimate part of your professional experience. However, in some instances, a student may not be able to be accommodated due to individual school activities that are planned for the Staff Professional Development Day. In these cases, the students will be required to negotiate a make-up day, so that the required total number of days is completed successfully.

## Absence while on placement

Acceptable reasons for absence from professional experience may include planned or unplanned events. Planned events may include a university examination which requires documentation and organisation prior to placement. An unplanned event may include an illness or condition supported by documentation.

If you are absent during placement, it is your responsibility to inform the site, UniSQ Liaison and the WIL Team before 8am on the day of the absence.

- If a student is absent from placement for more than three days, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the WIL Team, **within 10 working days of the absence**.
- Except in extenuating circumstances (and at the discretion of the Professional Experience Director), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.

## Make-up Days

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. You must negotiate the make-up for any absence, public holiday, show holiday or any missed day with your site Supervisor/s and so that the full, specified number of hours are completed. Once these have been organised, please contact the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) so adjustments can be made to the placement record and final reports.

## Reasonable Adjustments to Allocated Placements

Extensions to placement dates, or other requests for flexible arrangements, must be discussed with, and approved by, the Site Supervisor and WIL Team. If your circumstances change while on placement, you must also notify the Site Supervisor and WIL Team as soon as possible, so a suitable plan of action can be discussed.

Placement allocation changes will only be considered if the Professional Experience Director deems it necessary to re-allocate the student for a valid reason.

## Student Initiated Placement Withdrawal

It is recommended that a student discuss their withdrawal from placement with the Liaison prior to doing so. The student's reasons for withdrawal need to be discussed to assess subsequent academic action that is appropriate to the circumstances.

In the event of a student not commencing or discontinuing a placement, it is the student's responsibility to notify the site, liaison and the WIL Team. Failure to do so can result in a fail grade for the placement. Please be aware academic or financial penalties may apply depending on when in the Trimester you withdraw from placement

Please follow these procedures if you make the decision to withdraw from your placement:

- Inform the Supervisor/s, WIL Team and Liaison immediately if you decide to discontinue with your placement.
- If you are withdrawing from the course, you will need to withdraw via UniSQ Study Desk Enrolment (dependent on dates of withdrawal there will likely be academic and/or financial penalties). You will need to contact your Program Coordinator for course progression advice.

## Site Initiated Placement Withdrawal

Sites may request termination of a student's placement due to changes in their capacity, availability or operational reasons such as lack of appropriate work experiences, staff changes or sickness/ill health of appropriate supervisors. A site and / or a Supervisor may also request withdrawal if a student:

- consistently performs unsatisfactorily with appropriate supervision
- performs in a manner detrimental to the professional experience of other students
- breaches the legal, ethical or professional codes of the organisation providing the placement
- demonstrates gross negligence in the performance of an assigned duty
- behaves in a manner deemed to constitute misconduct or gross misconduct
- fails to disclose information prior to commencing placement that impacts on their ability to meet duty of care requirements to themselves and school students or staff.

The university's response to the discontinuation of a placement is dependent on the circumstances surrounding the decision. If the discontinuation of a placement is related to internal site organisation and for reasons outside the student's control, then a new placement for the student can be sourced. Due to the limited number of placements available, it is also possible that another placement may not be able to be found until the following trimester in which the course is offered.

Placements will be discontinued if a student breaches the UniSQ Student Code of Conduct. Sites will exclude a student from a placement if their organisation considers on reasonable grounds that the student's conduct during the placement is inappropriate or that the student is not suitable to undertake or to continue the placement. The supervisor/s will notify UniSQ who will advise the student not to attend the site. In most cases the student will receive a failing grade for the unit. Other disciplinary actions may also be taken in accordance with university rules.

## Other reasons for failing a placement course

The below reasons include but are not limited to:

- Failure to upload current mandatory documents on InPlace by prescribed deadline, therefore do not meet pre-placement requirements, and cannot be allocated to a placement;
- Withdrawal from a placement without providing appropriate documentation or evidence. Non-attendance at placement without supporting evidence or explanation is considered withdrawal from the placement. (E.g. student fails to inform Site Coordinator and WIL Team of any injury or illness which renders the student unable to attend placement for a considerable timeframe, and then results in the student being unable to complete required hours within allocated timeframe. To avoid this, you must inform the WIL Team], provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend placement);
- Lack of progress and learning or unsatisfactory performance following supervisor feedback;
- Breach of UniSQ or accrediting body Codes of Conduct, relevant laws or workplace procedures, and/or behaves in an unprofessional manner, or acts outside scope of practice, or participates in behaviours that may actually or potentially cause injury to self or others, or participates in any conduct or behaviour that could reasonably be interpreted as harassment, discriminatory, offensive, or unreasonably embarrassing to others;
- Failure to complete all placement-related assessments and paperwork within the prescribed timeframe.

## Course Appeal Process

UniSQ has an established Appeals process which can offer students' the ability to appeal a failure grade for Placement. Please review the below resources for further information.

- [Feedback, Complaints and Grievance Resolution](#) (UniSQ website)
- [Student Grievance Resolution Policy](#)
- [Student Grievance Resolution Procedure](#)
- [Student Appeals Procedure](#)



# Professional Support

Personnel are in place to support a Guidance and Counselling student during their placement. Initial support is provided by the Work Integrated Learning Team, the Liaison and, if necessary, the Professional Experience Director. It is important that Guidance and Counselling students engage with EDU8336 or EDU6214 coursework and the Case Conferences (which are part of summative assessment). If an issue occurs while you are on Professional Experience, please contact the WIL team as soon as possible. Remember though that the severity of an issue may dictate an immediate request for support, rather than trialling different options.

Your health and wellbeing is important to us at UniSQ. If you require personal support, you can engage in UniSQ's free, confidential and professional counselling and wellbeing services. An appointment can be made by phoning +61 7 4631 2372, or booked [online](#), or by sending an email to [supportforlearning@unisq.edu.au](mailto:supportforlearning@unisq.edu.au)

Support for International Students – [UniSQ International](#)

Support for First Nations Students – [College for First Nations](#)

Please note, this is not a crisis service and is only open from 8:00 am – 4:00 pm AEST Monday to Friday. If you require more urgent or immediate support, the free services listed below can provide support 24 hours a day, 7 days a week:

- [Lifeline](#) - 13 11 34
- [Suicide Call Back Service](#) - 1300 659 467
- [Mental Health Access Line](#)- 1300 642 255
- **Emergency medical treatment – 000**

If you require support at any of stage of your study, you can access [Student support](#) services for health, counselling and wellbeing via UConnect for *confidential* support including emergency contact details.

There are several policies to ensure that students get appropriate support and perform their placements upholding the university's reputation. These are as follows:

[Equity in Education Policy and Procedure](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#) [Student Code of Conduct Policy](#)

[Student General Misconduct Procedure](#)

[Assessment of Compassionate and Compelling Circumstances Procedure](#)

[Students with a Disability Policy and Procedure](#)

# Insurance, Emergencies and Risk Management

All sites should have a Workplace Health and Safety Policy and a Risk Management Policy. As you begin your placement you should become familiar with these policies. You may be required to be proactive and ask your or Supervisor/s about these policies. You may be required to sign off on your understanding of some of the site policies. Some sites require you to attend special health and safety preparation. You should ensure that you provide your workplace site with your contact details for health and safety purposes.

In the event that an adverse incident or injury occurs while you are on placement, please comply with the Site's Work Health & Safety (WH&S) policies. You must also review the information found on [SafeTrak](#) and complete the relevant incident or hazard report. (See 'Reporting an Incident').

## Insurance information while on placement

For insurance purposes, placement activities refer to the compulsory aspect of your course/ program where a practical experience provider provides you the facilities or opportunities, to engage in practical work experience, research or training. If you are undertaking a placement through UniSQ, you will be covered by the following types of insurance (as applicable):

- ✦ Public liability
- ✦ Professional Indemnity
- ✦ Medical malpractice
- ✦ Student Personal Accident

To qualify for UniSQ's insurance coverage you must:

1. Be an enrolled student while on Placement; and
2. Comply with the Professional Experience Guidelines (as applicable to your School). This includes having submitted all mandatory documentation, which is verified by the University; and
3. The Placement activity has been approved by your School. You can find out more about whether your placement is approved by checking InPlace; and
4. You must not be receiving any payment or other form of remuneration in relation to the placement activity (other than expense reimbursement or expense allowance e.g. bursaries or grants).

Coverage provided by each insurance policy is subject to the respective policy's terms and conditions.

## Insurance information for Student Placement

Please note that your personal belongings and motor vehicle will not be covered by the University's insurance policies. Students are advised to ensure their vehicle is registered and comprehensively insured to cover damages to their own vehicle or personal injury or property damage to a third party in the event of an accident.

## Injury While on Placement

If you are injured or become unwell on placement it may be determined that an Emergency Department consultation is necessary. Should you find yourself injured, please follow the below steps:

1. Contact or advise the Site Supervisor as they will likely have internal protocols that need to be followed
2. Contact the WIL Team immediately via (07) 4631 2359
3. You may be offered the choice to be transferred to either a public or private ED via QAS
4. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
5. If you choose to stay in the private hospital ED, the University will **not** be responsible for any costs incurred for consults and treatment
6. If you choose to stay in the private hospital ED due to an acute illness, the University will **NOT** pay for the initial consult, and will **NOT** be responsible for any costs incurred for investigations, further consults and treatment
7. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment
8. Please ensure you follow any treatment recommendations and visit with your GP if required.

## Use of Vehicles while on Placement

Students should not drive vehicles belonging to the placement organisation; students are only permitted to travel in vehicles belonging to the organisation as passengers and must be accompanied by an agency employee/supervisor during any trips made in motor vehicles.

## Risk Management

As you take part in the placement program, it is essential that you are aware of the hazards that could occur during placement. You have an obligation to protect yourself and minimise any potential incident from an identified hazard. Below are some common hazards that you might encounter and some strategies to minimise the associated risk. If at any time on a placement you feel unsafe or uncomfortable with a possible or actual risk, you must notify your Liaison.

### Student Travel

**Travel Arrangements and Insurance:** Students are responsible for arranging their own travel to and from placements, including any necessary insurance for private motor vehicles. If using a private vehicle, students do so at their own risk and expense. Please ensure your vehicle is comprehensively insured, as Compulsory Third Party (CTP) insurance does not cover third-party property damage. Student must also adhere to university procedures, including the [Travel Procedure](#), the [Motor Vehicles and Travel Fatigue Procedure](#) and the [Incident and Hazard Reporting and Investigation Procedure](#).

**Travel to Rural or Remote Placements:** Traveling to rural or remote placements can be tiring. The [Queensland Government](#) recommends taking breaks every two hours and limiting driving to 8-10 hours per day. Plan your rest stops and check StudyDesk or forums for potential travel companions. Ensure your vehicle is safe for long distances, keep the fuel tank filled, or ensure your EV is charged and you have researched charging locations. Have a roadside assistance policy and keep your mobile phone charged. Ensure you have planned your route in advance and are aware of the distances between towns. Inform someone of your whereabouts when traveling to remote locations.

**Safe Driving Practices:** It is important that you [practice safe driving](#). Consult your General Practitioner if you are on prescribed medications to ensure it is safe to drive. Park in designated areas and follow the agency's security conditions when leaving after hours.

### Extenuating Circumstances or Disaster Management processes

If a serious situation arises that results in an agency activating their disaster management plan, it is vital that **students follow the lead of the staff** within the site. These events might include utilities failure, flood, fire, school closure, codes for violent behaviours or any other significant event.

If at any time while on placement you feel unsafe or are not comfortable with a potential or actual risk, you must **notify the Supervisor/s**.

## Bullying, Discrimination, Harassment and Sexual Misconduct Concerns

Most students have a positive experience on placement, though occasionally situations arise that can cause concern. If you believe you are experiencing bullying, discrimination, harassment or sexual misconduct while on placement, refer to [Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure - University of Southern Queensland \(usq.edu.au\)](https://www.usq.edu.au/learning-and-teaching/industry-experience/industry-experience-support/industry-experience-support-procedures/industry-experience-support-procedures) to explore how you might handle the situation. Depending on the nature of the circumstances, you might feel comfortable to raise your concern directly with the person involved or speak to your Placement Supervisor. If you feel unsafe or are not comfortable addressing the situation yourself, please contact your Placement Coordinator and/or UniSQ Safer Communities to discuss the matter further and seek appropriate support. Safer Communities and the Wellbeing Team can provide you with free support and guidance while a risk management plan is developed. All students can use the [Share a Concern | UniSQ Share a Concern \(symplicity.com\)](https://www.usq.edu.au/learning-and-teaching/industry-experience/industry-experience-support/industry-experience-support-procedures/industry-experience-support-procedures) online form to seek confidential support from Safer Communities at any stage of their studies, including during placement.

UniSQ Safer Communities is available 8.00am – 4.00pm, Monday – Friday:

- 07 4631 2372
- [safercommunities@unisq.edu.au](mailto:safercommunities@unisq.edu.au)

For after-hours support related to gender-based violence, including sexual assault:

- National domestic family and sexual violence counselling service – 1800RESPECT (1800 737 732)

If you are in immediate danger or need urgent medical attention, call police/ambulance - 000

### Reporting an incident

If you have an injury or an incident while you are on placement, **you must report it to your supervisor, site contact and WIL Team immediately**. You will be required to complete an incident report for the site. This must be done as soon as possible after the incident. Once this is completed, please make sure you keep a copy of this report.

You will then need to notify the University by logging onto [SafeTrak](#) on UniSQ Safety Central and completing a UniSQ incident form.

- Review the information on the SafeTrak page then click on the box that says 'Enter here'
- On the next page click onto the 'Incident/Hazard Reporting' box
- On the next page if reporting a hazard, click on the 'Student Hazard' box; if reporting an incident, click on the 'Student Incident' box.
- Complete the relevant report and this will be sent to your course coordinator for review.

When submitting a SafeTrak incident please ensure that the below information is included as part of the application:

- Assign incident to Manager/Supervisor/s – Dr Katie Cawte (Professional Experience Director)
- Business Unit/Faculty – School of Education

# Student Professional Expectations

These guidelines are designed to provide you with support regarding what is expected from you, your responsibilities and the appropriate conduct and behaviour while on placement. These rules are in place to acknowledge the right of staff and students to feel secure in a professional environment where you have the privilege to learn from them.

## Getting the most out of your placement

**You** are responsible for making the most out of the learning opportunities while undertaking your placement. You should:

- Introduce yourself to the staff within the area you will be working
- Come prepared with learning objectives
- Be engaged in all activities
- Be punctual and dressed appropriately
- Take time to effectively communicate with the person overseeing your placement to ensure your placements goals, personal strengths and expectations can be achieved.
- Seek feedback
- Achieve a satisfactory grade on the assessment items
- Attend the full number of hours allocated for your placement course
- Bring your placement guide/workbook/portfolio documents to placement each day
- Demonstrate a professional attitude in all areas of your placement and be respectful, appreciative and open to opportunities to learn and take on board feedback from your Supervisor/s.

## Professional Conduct

Guidance and Counselling students must ensure their professional conduct is consistent with registered teacher requirements, the Department of Education requirements and standards for counselling practise relevant to context and associated professional body, such as the Queensland Guidance and Counselling Association ([qgca.org.au/](http://qgca.org.au/)), Australian Counselling Association ([theaca.net.au/](http://theaca.net.au/)), Australian Psychologists and Counsellors in Schools ([apacs.org.au/](http://apacs.org.au/)), or the Career Development Association of Australia ([cdaa.org.au/](http://cdaa.org.au/)).

Supervisor/s and Guidance and Counselling students must ensure the safety and wellbeing of their students/clients. You should know the whereabouts of your Supervisor/s and should be able to summon him/her immediately in cases of where urgent assistance is required and if professional guidance is required.

Sites are under legal and ethical obligations to manage confidential information about students/clients and their families. You are expected to maintain this confidentiality according to relevant legislative and ethical standards. A situation may arise where a student/client at your host site discloses personal information that relates to sexual assault, neglect or abuse. Staff members have legal obligations depending on the type of information disclosed which may require reporting specific events to police, even if this means breaking the student's confidence. The site will have a policy and procedure to follow. You must ensure you know and understand this information and report any incident to the Supervisor/s.

Guidance and Counselling students have a significant duty of care for all students/clients within the site. Relationships with students must be based on respect and trust, considering the best interests of the student first. It is inappropriate for you to engage in a personal relationship with a student even after the Professional Experience has been completed.

Abuse of confidentiality and/or criticism of site personnel in a defamatory way could result in a civil court action taken against you by a person who believes he/she has been defamed. Guidance and Counselling students who are unsure how to act or respond in a particular situation should consult with their Supervisor/s or contact their Liaison.

## Code of Conduct

While on placement you are representing the University of Southern Queensland (UniSQ) and as such are required to comply with the UniSQ [Student General Conduct Policy](#), adhere to workplace procedures, and follow all reasonable directions by your Supervisor/s. Please behave appropriately with respect, humility and good manners with staff, students, families, and other members of the university and profession. All persons involved in dealing with students have been asked to report both exemplary and negative behaviours. If there is a breach of this policy, students may be asked to leave a placement and will be dealt with as per the UniSQ [Student General Misconduct Procedure](#).

Students working in Qld school settings are bound by the relevant code of conduct which shapes and guides the standards of practice required of teachers. The Queensland College of Teachers (QCT) determines that individuals working in Queensland schools are fit and suitable to teach. Any serious legal infringement may result in failure to be registered with the QCT and therefore not able to teach in Queensland schools.

### Other relevant resources:

- [Academic Misconduct Policy](#)
- QCT: Code of Ethics for Teachers Queensland: [Code of Ethics for Teachers Qld | QCT](#)
- QCT: Professional Boundaries: A Guideline for Queensland Teachers: [Professional Boundaries for Teachers Qld | QCT](#)

## Duty of Care

Supervisor/s have a legal responsibility for the physical and intellectual wellbeing of their students at all times.

However, should harm come to any student through negligence, or poor judgment on the part of any student it might be expected that both student and the Supervisor/s could be held responsible, especially if such harm had been reasonably foreseeable by either party.

You should know the whereabouts of your Supervisor/s at all times and should be able to summon him/her immediately if necessary. You should take particular care where students work with potentially hazardous materials (e.g. a sharp pencil in a student's mouth is a potential hazard). The exercise of professional judgment is at all times essential.

## Policies and ethical guidelines

### Confidentiality

Students should exercise great caution before releasing any information obtained directly or indirectly about the people, projects or site business connected with their placement, whether it relates to specific cases or to policy matters. In particular, any information related to users of the site's services must be presumed confidential unless stated otherwise.

You must maintain confidentiality at all times and never discuss stakeholders using identifying information at home, in the classroom or online, including via Facebook, Twitter or other social media sites. Confidential information also includes intellectual property pertaining to the particular agency. If in doubt about the confidentiality of material, you should seek advice from your Liaison. You must adhere to the [Information Privacy Act 2009 \(QLD\)](#) (IP Act), and ensure you are aware of your responsibilities and obligations under this Act.

### Student Information Disclosure

A situation may arise where a student at your host site discloses personal information that relates to sexual assault, neglect or abuse. Staff members have legal obligations depending on the type of information disclosed which may require reporting specific events to the police, even if this means breaking the student's confidence. The site will have a policy and procedure to follow. You must ensure you know and understand this information and report any incident to your Supervisor/s.

### Defamation

Abuse of confidentiality and/or criticism of site personnel in a defamatory way could result in a civil court action taken against you by a person who believes he/she has been defamed.

## Corporal Punishment

Corporal punishment is illegal in Australian schools.

## Relationship with Students

Teachers are recognised as having a significant duty of care for all students, so the relationships established with students must be based on respect and trust, considering the best interests of the student first. It is **never** appropriate for you to engage in a personal relationship with a student even after the placement has been completed. This would be a significant abuse of the trust placed in the site community (including students) by a student's family.

Legislation has been passed to comprehensively protect students from sexual abuse and other inappropriate conduct by those working with children. Students who are unsure how to act or respond in a particular situation should consult with their Supervisor/s, Liaison, or contact the WIL Team. The QCT website also provides access to further resources and information on this area.

## Student Presentation

It is expected that students will present to placement well-groomed and in professional attire. Smart casual dress is usually appropriate however it is wise to be aware of the context of your environment. Some sites have strict dress codes, and you would be advised to contact the site to confirm their specific requirements.

## Prohibited use of substances

Alcohol consumption and other recreational or illicit drug use immediately before or during placement attendance is prohibited. It is your responsibility to ensure you have a zero blood alcohol level and haven't consumed drugs which may adversely affect your performance on placement. Smoking is only permitted in designated smoking areas.

## Mobile Phones

Must be on silent or vibrate only, within a site and only emergency phone calls answered. Phones or similar devices must not be used to acquire images/photographs/video/audio.

Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the Supervisor/s for placement activities. If you must be contactable by mobile phone (emergency only) permission must be gained from the Supervisor/s teacher.

## Photographs or Recording

At no time can any photograph, image capture or recording be taken while attending a placement. It is an offence to take photos of minors without the express written permission and consent of their legal parents or guardians. Request clarification with the site and/or your Supervisor/s, e.g., many sites have a blanket permission for the full year with each family, other sites have a policy of distributing messages to families where only families refusing permission are required to return the forms. There are several variations of how this is managed in sites.

## Social Media

Social media refers to any online or mobile tool where you share information of any kind and in any format. As a student you are not to post any information about your placement, clients, the agency or your fellow students or anything else related on any social media forum including private group pages. You may be dismissed from placement and possibly excluded from returning to the agency if anything posted contravenes any of the laws or codes that apply.

Students are strongly advised to exercise judgement and caution in the use of social media about their placement, as well as whilst on placement. This includes but is not limited to using mobile phones for personal calls whilst on placement, ensuring the privacy and confidentiality of the agency in the use of social media sites such as Facebook, not taking photographs for personal use during placement and ensure professional use of the internet during placement.

## Media Requests

Please refer all media requests to your Placement Coordinator. Students **must not provide any comment** to the media about the site, students or disclose any other information that was obtained during the course of completing your placement.

## Legal Documentation Requests

### Police Requests

From time to time students may be requested or required by a police officer or the courts to perform a task or provide a statement for an incident. Whilst you are required to follow all legal requirements, it is requested that you contact the Professional Experience Director in the first instance to seek advice and/or assistance when possible.

### Subpoenas

All students are required to contact their Professional Experience Director in the first instance in the event they are served with a subpoena.

### Site Requests

All students are required to contact their Professional Experience Director in the first instance before providing a verbal/written statement to the site in response to an incident.



# Roles and Responsibilities for Placement

This section outlines the role expectations of all involved in the professional experience placement. It is important that Supervisor/s are aware of their role as well as what is expected of students and UniSQ liaisons.

## Student

There are expectations that all students are required to meet. These expectations should be seen as information provided about courses, programs, assessment, and administrative procedures as identified in the UniSQ Student expectations and responsibilities policy. The role of the student includes:

- Contacting the Supervisor/s before commencing professional experience placement.
- Pre-planning with the site before professional experience.
- Applying appropriate professional knowledge, practice, engagement, skill and conduct while attending the professional experience.
- Engaging with the feedback provided by all teaching staff.
- Demonstrating initiative and commitment to the role of a Guidance Officer.
- Communicating in a professional manner with all members of the community at the site and professional staff at UniSQ.
- Considering the Code of Ethics and Professional Conduct in all interactions with staff and students.
- Exercising a duty of care for all students/children and following reasonable instructions for your own safety.
- Upholding professional dress standards and behaviours especially in relation to mobile technology.
- Collecting evidence of your professional experience including observation and feedback of your teaching practice.
- Returning all resources and teaching materials and thanking all staff involved in your placement at the completion of placement or the point of withdrawal.
- Attending all required days of the placement in a timely manner. Illness days should be rescheduled as urgently as possible for minimising placement disruptions and ensuring optimal opportunity to collect appropriate data for assessment requirements if/as required.

## General Activities

Practicum students should only engage in work where they have the expertise to do so. This might include:

- Attending case meetings and other guidance related PD activities which have been organised
- Observing the Supervisor/s at work
- Participating in supervision sessions between the Supervisor/s (as appropriate)
- Observations of students in classroom and playground settings
- Co-leading group activities
- Interviewing/meeting with a student (under supervision)
- Attending team meetings

## University

UniSQ is committed to providing support to sites and Supervisor/s in a range of ways including professional development, university liaisons and contact with the relevant Professional Experience Director to assist where required.

A professional experience guide is available online for pre- service teachers, sites and site staff to access at any time. This documentation is provided to support the site in understanding the student's development and a framework for evaluating their progress.

## Senior Guidance Officer in State School setting

The Senior Guidance Officer (SGO) is responsible for sourcing Guidance and Counselling placements and will liaise with potential sites on your behalf. They are responsible for:

- a) Ensuring the student is placed in appropriate learning environments.
- b) Facilitating an introduction of the student to the Supervisor/s.
- c) Distributing professional experience guides to the Supervisor/s or the online link to access all necessary documents.
- d) Discussing expectations of placement with the Supervisor/s

## Supervisor/s in School settings

The following information about Supervisor/s is specific to school contexts and the role of a Guidance Officer in Queensland:

- a) Advocate, provide counselling, psychoeducational assessment and individual student support, recommendations and advice to students, teachers and parents concerning educational, behavioural, career development, mental health and family issues.
- b) Work as part of a multidisciplinary team and facilitate effective working relationships and partnerships with parents, school personnel and external support agencies in order to provide a comprehensive support, case management and referral service that optimises students' access and engagement in educational programs.
- c) Provide a counselling and referral service to assist students in decision making about critical educational, personal, social, emotional and career development, and provide ongoing support during the implementation phase of their decision.
- d) Conduct activities such as student observation and psychoeducational assessment in order to determine the nature of student learning difficulties, disability, developmental levels or psychological and emotional status in order to make recommendations for educational adjustments and interventions.
- e) Assist schools in the implementation of student protection, gifted and talented education, behaviour support policies and risk management processes that may involve the development of individualised student plans, including Educational Support Plans.
- f) Provide specific support in secondary schools that may include involvement in the process of Senior Education and Training (SET) planning, career development and future pathway options counselling.
- g) Balance the ethical issues of privacy and confidentiality for each student with the appropriateness of sharing information with others and maintain a comprehensive and professional record keeping system that complies with policy and legal requirements of parental and legal access to official records.
- h) Participate in relevant professional development and prepare and implement professional and personal skill development programs and in service activities for administrators, teachers and parents.
- i) Provide leadership and specialised support in response to student protection issues; critical incidents and emergencies; and the transition of students into alternative education programs, and their reintegration back into mainstream schooling.

## Supervisor/s in all other settings

The Site Supervisor/s play a critical role in the nature and quality of the professional experience placement. The role of the Site Supervisor/s includes:

- a) Possessing professional qualifications and relevant professional registration suitable for counselling practice (e.g. Guidance Officer, Psychologist, Social Worker).
- b) Being familiar with UniSQ professional experience requirements as well as assessment and reporting requirements.
- c) Being available to speak to the student before placement for pre-planning purposes.
- d) Providing written and verbal feedback to the student on their progress on a regular basis.
- e) Discussing the requirements for successful completion with the student, including demonstrations of particular skills as required.
- f) Being available to meet the UniSQ liaison and coordinating (where possible) liaison observation opportunities.
- g) Alerting the UniSQ liaison and the WIL Team immediately should there be instances of unprofessional behaviour; excessive absences or where the student is at risk of failing (Refer to At-Risk process) generally before Day five (5) of the placement.
- h) In most cases, when a student needs to be placed At-Risk, opportunities are afforded to improve specific practices before a fail grade can be applied. The exception occurs in the case of gross misconduct where dismissal is immediate.
- i) Where the student does not meet the requirements of the At-Risk action, they will receive a fail grade. Exceptions to the At-Risk process need to be discussed with the Professional Experience Director who can be contacted through the WIL team.

## Professional Development Opportunities for Supervisor/s

Teachers involved in supervising students can avail themselves of opportunities for university based professional development through a range of mediums. This section provides links to opportunities provided by the University of Southern Queensland. These opportunities also include training for supervising students.

The University of Southern Queensland's focus on community engagement means there are a range of professional development options available to the industries in which we operate.

The University is also committed to providing opportunities for Supervisor/s to advance their skills in supervising and supervising our students and suggest the following training:

- Professional development opportunities available under the Queensland College of Teachers website at: [Professional Development for Teachers - CPD Record | QCT](#)
- Professional development opportunities available with the Department of Education and Training (VIC) found at [Information for schools | schools.vic.gov.au](#)

## WIL Officer

An important element of professional coordination is fostering productive and reciprocal partnerships between sites, the university and students. WIL Officers ensure that all professional participants (student, liaison, Supervisor/s, and other staff members) are adequately qualified, trained, inducted and supervised to undertake the proposed professional.

WIL Officers have responsibility for the following areas:

- Developing and maintaining administrative resources to ensure best practice during the professional placement.
- Ensuring that all information has been provided to the students, sites and Supervisor/s, with the placement arrangements confirmed in writing.
- Managing the mandatory documents associated with placements on InPlace.
- Responding to student queries in a timely manner.
- 

## University Liaison

The UniSQ Liaison is the contact point between all parties. It is a requirement that a liaison is allocated and visits the site either physically or by virtual connection during the placement. The role of the liaison includes

- Connecting with the Supervisor/s prior to the placement.
- Connecting with the student prior to the placement.
- Contacting the Supervisor/s on the first day of placement to confirm attendance of students.
- Maintaining regular contact with the site to ensure the student is achieving the goals and expectations of the placement.
- Maintaining contact with the student to ensure they are achieving the goals and expectations of the placement.
- Observing (where possible) the student undertaking relevant tasks and providing feedback on performance.
- Reminding the site of reporting requirements, assisting where necessary or requested.
- Reminding student of the requirement to collect, store and upload their professional experience reports where necessary.
- Advising the placement team of any concerns as soon as they are identified.
- Supporting the site as necessary to make an At-Risk decision, thus implementing the full process.
- Completing the At-Risk forms for actioning an 'A team' member.
- Receiving and forwarding the Formal Feedback report generated by the Supervisor/s /s to support the decision of actioning the At-Risk process.

# Placement Assessment Requirements

Students must receive a satisfactory level in all assessment items to indicate that they have successfully met all requirements of the unit. Formative Assessment is ongoing and is provided through regular contact and supervision with the EDU8336 or EDU6214 Professional Experience Coordinator (or delegate) and your Supervisor/s during Professional Experience.

- Completion of a work-related Case Report for the academic component of the course.

At the end of the semester, you will submit for summative assessment:

- A Placement Portfolio that includes all the documentation required as evidence of your Professional Experience and Supervision
- A Case Report. Students may request to access placement specific documentation (e.g., previous reports, school crisis management procedure) to support the preparation of their case report.
- Participation in Case Conferences (group supervision)
- Presentation of a case in the Case Conference

## Assessment Activities

The following conditions apply to students taking a placement in a Queensland state school with Guidance Officer/s (GO/s).

- Students should not administer any R2 tests or R1 tests that require training (e.g. the ABAS is an R1 test that GOs are required to be trained in) though they may observe an assessment. GOs are not able to train practicum students in any restricted tests.
- If training in a test has been arranged for Guidance Officers to attend, practicum students may also attend the training and have access to test kits during the session (but not after the training has concluded).
- Practicum students may look through the restricted tests held by the GO, but the test kits should not be removed from the GO's office. Test security is of high importance.
- If the student has completed a psychoeducational assessment subject, they may administer an R1 test under the direct supervision of the GO and only if the GO is proficient in the administration and interpretation of the test and the practicum student has demonstrated the prerequisite skills.

When consent is sought for the school Guidance Officer to work with a student and the practicum student will be involved, consent will also be obtained for the practicum student. The parent needs to be fully informed of the practicum student's role e.g. observe a test being administered, co-lead a group activity.

## SMART Goals

Before the commencement of each placement the student will be required to create professional learning goals (SMART goals) to be used as a guide throughout the placement and to best maximise the learning experience.

Learning goals will be created through the Professional Experience Report, which is sent to student upon placement confirmation. The SMART goals are shared with the supervisor, so they can view what the student is working towards and to provide feedback that aligns with those goals.

The professional learning goals should be manageable and formulated based on the SMART goals format (Specific, Measurable, Achievable, Relevant, Time-phased).

SMART goals should be revisited and reshaped as the student moves through the professional experience placements in their program and can also be included towards the teacher portfolio to demonstrate professional growth and future needs to transition into the profession.

## Interim Survey

The Interim Survey is sent to the supervisor on the first day of each placement and is due to be completed by midway through the placement. The survey is submitted to the University to indicate the student's progression to date and the required ongoing level of support.

The liaison and student are required to review and acknowledge the interim survey once it has been completed by the supervisor. The Interim Survey activates additional and at-risk support process if required.

## Additional Support

A student may be identified as requiring additional support by the supervisor or liaison. Additional support is established to enhance your experience and performance whilst on professional experience and to focus on areas that may require some improvements or refinement.

## At-Risk – Action Required Process

Should the Supervisor/s or UniSQ Liaison identify that a student is at risk of failing the professional experience placement, the At-Risk process must be followed.

This formal process is activated through the interim indicator survey, generally by day five (5) of the professional experience placement to give time for the student to engage with any feedback.

The At-Risk process is as follows:

- Following regular feedback (copies kept by the Supervisor/s) and completion of the formal feedback report, the Supervisor/s will identify concerns with the performance of the student.
- The Supervisor/s, in collaboration with the UniSQ liaison, will document the areas of weakness on the At-Risk Form and forward it to the WIL Team. A copy is kept by the student and the site.
- The UniSQ liaison may be required to support the site to make the final decision.
- The At-Risk form ensures all participants understand the entire process.
- On receipt of the At-Risk form, an 'A team' Liaison is activated.
- The 'A team' Liaison and the Professional Experience Director will provide additional support to the student and Supervisor/s where appropriate.

The student will pass/fail the professional experience based on their level of competency adhering to the originally determined placement dates. No additional time is provided to improve the At-Risk decision.

Students may be required to observe others in practice or be observed as part of the At-Risk process.

A student will be awarded a pass for the professional experience when they have made improvements that meet the standard requirements of the placement in the identified areas and also meet the requirements of the professional experience in the required number of days.

A student will be awarded a fail for professional experience when they have not demonstrated adequate improvement and/or not attended the required number of days. The student will fail if they withdraw or the site concludes the experience by withdrawing the *offer* of a place. The student then ends the placement as professionally as possible.

The 'A Team' Liaison may assist the conclusion of the placement and allow the student to exit as gracefully as possible and thank the site for their support.

A breach of the site's code of conduct or a determination of unprofessional behaviour may result in the university or the site advising of an immediate withdrawal from the site. This will result in an immediate fail grade and does not require the usual attendance of the 'A Team' liaison.

The At-Risk Form is a part of the process and the documentation by the supervisor, including copies of written feedback and the formal feedback report, are all evidence of performance. It is imperative that the professional judgement of At Risk is defensible and the At-Risk process assists in documenting the student's weaknesses and areas requiring improvement.

The student should receive an honest appraisal to inform their decision to commit themselves to a career in teaching and what constitutes sufficient time to make improvements.

## **Student role in the Additional Support and At-Risk process**

If a student is identified requiring additional support or as being "at-risk" of failing, a meeting must be arranged with the UniSQ liaison and Supervisor/s to offer feedback and support.

- At this meeting, the student will be notified of their situation and all areas of concern will be identified in writing.
- Parties will then work together to identify actions or strategies to support the student and help them improve their skills, behaviours, and practices in the required areas.
- It is the responsibility of the student to undertake to improve and demonstrate sufficient improvement to be considered for a passing grade.
- It is important that the student accepts all additional support offered.

# 2025 Student Placement Declaration

This document is a mandatory pre-placement document for all students enrolled in a placement course with the University of Southern Queensland. This document is a summary of your responsibilities to UniSQ and our sites prior to, during and after your placement. Please tick each box to acknowledge that you understand and will fulfill these requirements. Complete the signature and witness section and submit this declaration via [InPlace](#).

## Overarching requirements are:

- meeting the academic pre-requisites (including Blue Card requirements if you do not hold Teacher registration) for the placement course.
- ensuring you are enrolled in any placement courses for the relevant period of study.
- checking student emails and other communication channels regularly.

To prepare for my placement, I understand that I must:

- Submit my mandatory documents prior to submitting the self-placement submission and ensure they remain current during for my placement timeframe.
- Declare any perceived, potential or actual conflicts of interest.
- For insurance purposes, declare any pre-existing medical conditions that could affect my safety during placement.
- I acknowledge that I may be required to travel more than 1 hour to attend placement.

To prepare for my placement **after placement release**, I will:

- Organise leave, personal commitments, my UniSQ Placement Uniform (optional) and ID Card etc.
- Ensure I am familiar with the insurance and emergency contact information.
- Contact my supervisor to introduce myself and ask any preparatory questions.

**During and after my placement**, I will:

- Present professionally with my student ID card and Blue Card/Teacher registration details.
- Abide by professional expectations, codes, standards and practices for my discipline.
- Notify my Supervisor/s, Placement Coordinator and UniSQ WIL Team of any absences.
- Report any incidents while on placement as per the UniSQ guidelines.
- Keep copies of all my placement assessments and timesheets.
- Notify the WIL Team of any make-up requirements.

## General

- I declare that I have read and understood the information outlined in the Placement Guide and Placement website.
- I declare that I have read the UniSQ [Student Code of Conduct Policy](#) and agree to uphold all student expectations stated.
- I understand that I need to contact the Work Integrated Learning (WIL) Office if I am unable to meet the obligations for placement at any stage of my course progression.
- I understand and accept that I may be unenrolled from a placement course if I do not meet the mandatory document requirements within the timeframes required.
- I understand and consent to the University providing relevant personal/health (including mandatory document) information about me to placement site as necessary for placement purposes only.
- I understand and accept my student responsibilities as outlined in the Placement Guide.
- I understand that failure to meet the Inherent Requirements (allowing for reasonable adjustments where possible) may mean that I am not accepted for placement and that this will prevent my progression and completion of my chosen program.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendices







University of  
**Southern**  
**Queensland**

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