



University of
**Southern
Queensland**



1 January 2025

2025 Sport and Exercise Science Professional Placement Guide

Bachelor of Sport and Exercise Science
Bachelor of Clinical Exercise Physiology (Honours)
School of Health and Medical Sciences



Contents

Introduction to Placement	3
Contacts	3
Placement Course Specifications	4
Program Placement Requirements	4
Placement Structure	4
Definitions of Key Terms	5
Mandatory Document Requirements and Resources	6
Important Dates	6
Placement Hub	6
Mandatory Document Information	6
InPlace – UniSQ Placement Management System	7
Placement Eligibility	8
Pre-requisite Course and Enrolments	8
Inherent Requirements	8
Fitness for Placement	9
Impairments and Criminal Charges (unsuitability to hold general registration)	9
Reasonable Placement Adjustments for Academic Progression	9
Before Placement Allocations are available	10
Facility Expression of Interest	10
Special Consideration	10
Pregnancy	10
Conflict of Interest	10
Payment for Placement	11
Rural and Remote Placements	11
Interstate Placement	11
Placement Allocation Process	12
Placement Allocation Communication	12
Placement Agreement	12
Placement at Current Place of Employment	13
After Placement Allocations are Available	14
Placement Acceptance	14
Student Responsibilities	14
Placement Appeal	14
Accommodation and Travel Expectations	14
Scholarships and Bursaries	14
Southern Queensland Rural Health	15
Orientation Information	15
Attending Placement	16
Uniform	16
Attending Placement	16
Public/Show Holidays	16
Reasonable Adjustments to Allocated Placements	16
Absence While on Clinical Placement	17



Make Up Hours	17
Student Initiated Placement Withdrawal	17
Agency or Supervisor Initiated Placement Withdrawal	17
Placement Termination and Failing Placement	18
Other Reasons for Failing a Placement Course	18
Course Outcome	18
Course Appeal Process	18
Professional Support	19
Insurance, Emergencies and Risk Management	20
Insurance Information While on Placement	20
Insurance Information for Student Placement	20
Injury While on Placement	20
Use of Vehicles while on Placement	21
Risk Management	21
Bullying, Discrimination, Harassment and Sexual Misconduct Concerns	22
Reporting an Incident	22
Issues of Concern to You While on Placement	22
Student Professional Expectations	23
Code of Conduct	23
Policies and Ethical Guidelines	23
Addressing Clients and Staff	23
Getting the Most out of Your Placement	23
Student Presentation	24
Prohibited Use of Substances	24
Confidentiality	24
Mobile Phones	24
Photographs or Recording	24
Social Media	24
Media Requests	25
Legal Documentation Requests	25
Issues with Student Performance or Behaviour	25
Related University Policies	26
Roles and Responsibilities for Placement	27
Student Responsibilities	27
Placement Coordinator	28
UniSQ Work Integrated Learning Team	28
Supervisor	29
Placement Assessment Requirements	30
Course assessment	30
Student Evaluation	30
Logbook and Record of Engagement	31
2025 Student Placement Declaration	32
Appendix A: ESSA Professional Placement Requirements	34
Appendix B: What can Supervisors Expect from Students	36
Appendix C: Log Book Example	39



Introduction to Placement

Professional placement is an integral part of the Sport and Exercise Science degrees and is a co-operative effort between an agency to which the 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. Placements are essential to the Bachelor of Sport and Exercise Science and Bachelor of Clinical Exercise Physiology (Honours) programs – these placements are required for accreditation with Exercise and Sports Science Australia (ESSA).

This guide has been compiled to provide students with information pertinent to undertaking and completing professional placement components embedded in their program of study. It includes information about professional placement requirements, expectations, behaviour, conduct and responsibilities. To ensure students are well prepared and eligible to participate in professional placements please read this document carefully and contact the Work Integrated Learning (WIL) Team or your Placement Coordinator if you have any questions. It is within the right of the University and the agency to stop a placement if these guidelines are not followed.

Contacts

The WIL Team or The Academic Team should be your first point of contact for any placement related questions.

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 agencies and the Academic Team to source and allocate placements
- reviewing and verifying mandatory documents for placement
- notifying students of important deadlines

The WIL Team can support you with questions or problems you may have when preparing for a professional placement. You can contact iConnect or the WIL Team via online chat through our website, phone, or email:

Email: support@unisq.edu.au

Chat: [Chat to us](#)

Phone: (07) 4631 2285

The Academic Team

The Academic Team member associated with professional experience is the Course Coordinator or Placement Coordinator for your Professional Placement courses. 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 agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

Contact Information:

Placement Coordinator

Ms Rachel Niemann

Location: Ipswich Campus

E: Rachel.Niemann@unisq.edu.au (preferred contact method)



Placement Course Specifications

The course specifications provide information on each course approved for the University's teaching program. Download your placement course specification and become familiar with what you must do 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 each course. If in doubt, contact the Enrolments Team. Further information about your placement courses can be found in the UniSQ Handbook and on the StudyDesk sites.

Program Placement Requirements

To reflect the standards required by the profession, students must be given opportunities for high- quality work experience in multiple settings directly relevant to the placement of sport and exercise science and clinical exercise physiology. It is necessary that when students are undertaking professional placement that they are **actively engaged** within the placement. Supervisors of placement students are not solely responsible for ensuring that students have the necessary knowledge and skill to meet industry requirements. The Placement Coordinator will play a significant role in organising professional placements for the students and ensuring their preparedness for placement.

On completion of professional placement, students will be able to:

- Confidently participate in the daily activities of the agency within the scope of practice (NB: scope of practice differs between exercise science (3rd year) and exercise physiology (4th year))
- Integrate theoretical concepts into placement activities
- Interact in a professional manner with supervisors, other professionals, clients and members of the public
- Undertake safe and effective sport and exercise assessment, prescription and delivery consistent with the relevant scope of practice
- Implement and evaluate programs appropriate to sport and exercise science / clinical exercise physiology

Placement Structure

Professional placement hours for Bachelor Sport and Exercise Science students

At UniSQ, 140 hours of exercise science apparently healthy placement are undertaken in SES3399. Please see **Appendix A** for the appropriate activities and hours required by ESSA for accreditation. Please see Appendix B for what supervisors can expect from students

SES3399 Sport and Exercise Science Professional Placement* The student must complete **140 hours** of sport and exercise science scope of professional placement at an approved placement site. The 140 hours may be split across two placement sites. SES3399 is offered for enrolment in Trimester 1 and Trimester 3.

Additional professional placement hours for Clinical Exercise Physiology (BSEH) students

1. **SES4199 Clinical Professional Placement 1*** - The student must complete **180 hours** of clinical exercise physiology scope of professional placement at approved external or internal sites. Students will enrol in SES4199 in Trimester 1 or 3.
2. **SES4299 Clinical Professional Placement 2*** - The student must complete **180 hours** of clinical exercise physiology scope of professional placement at approved external or internal sites. Students will enrol in SES4299 in Trimester 1, 2 or 3.
3. Students will be required to undertake viva voce examinations at the end of placement. Vivas will be conducted across eight pathology domains: cardiovascular, metabolic, musculoskeletal, pulmonary, neurological, cancer, renal, and mental health. Vivas will be used as one component of assessments of student competency.

***Please note:** SES3399, SES4199 and / or SES4299 placement opportunities may be available prior to a Trimester start, **provided the student is enrolled in the course and has met all pre-requisites**. Students who are not enrolled are not insured and therefore cannot be allocated to a placement. The Placement Coordinator will inform the respective placement cohort about these opportunities in advance.



Definitions of Key Terms

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

Placement Coordinator (Course Coordinator): The suitably qualified employee of UniSQ who is employed to organise, coordinate and/or supervise the professional placement arrangements and/or experience of students enrolled in an approved course.

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

Agency: 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

Accredited Exercise Scientist (AES): An individual who has current ESSA AES credentialing.

Accredited Exercise Physiologist (AEP): An individual who has current ESSA AEP credentialing.

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



Mandatory Document Requirements and Resources

Important Dates

It is important that you plan and prepare for your placements. To assist with this, the WIL Team provide you with an 'Important Dates' document which is available on your program Placement Hub. This document provides you with all the keys dates that need to be adhered to ensure your placement allocation and commencement goes smoothly.

Placement Hub

The [Placement Hub](#) is where you will find all the forms, links and information you require to prepare for your placements. It can be found with your other StudyDesks or under 'My Courses' on UConnect under 'Other'. Students are expected to access this information and ensure that they plan their enrolment in placement courses and submission of mandatory documents to ensure they are able to be placed in their nominated study period of enrolment. It is important that you use this site to assist with your organisation, preparation and 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 or on (07) 4631 2686.

Document Submission Process

1. **Initial Preparation:** From the moment you are accepted into the program, start preparing your mandatory documents. Some documents, such as Hepatitis B vaccinations, may take several months to complete, so early preparation is essential.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **Placement Hub:** Refer to the [Placement Hub](#) for a discipline-specific list of mandatory documents and additional information on how to complete these requirements. If you have any questions, contact the WIL Team for assistance.

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.



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 is where:

- ✦ All of your mandatory documents must be uploaded for verification.
- ✦ You provide information prior to placement, e.g. special consideration requests and facility expressions of interest.
- ✦ Pre-placement information (orientation information) can be shared prior to your commencement (if applicable).
- ✦ Placement confirmation/allocation details will be released.
- ✦ Your placement status will be seen as 'confirmed' on [InPlace](#). *This status has nothing to do with your grades or graduation eligibility so you will not be affected if it is not updated as soon as you complete the placement.*

There is a 10 minute [video](#) and written instructions available on the Placement Hub. These will inform you how to upload your documents, how to submit preferences and access important information through InPlace.

[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 attend placement they must:

- ✦ meet the program's inherent requirements
- ✦ pass any pre-requisite courses for the placement course/s
- ✦ enroll in the placement course
- ✦ provide all mandatory documents within the specified timeframes
- ✦ be allocated a confirmed placement via [InPlace](#)
- ✦ prepare for orientation and first day arrangements
- ✦ provide any additional specific requirements requested by the placement agency within the specific timeframes

Pre-requisite Course and Enrolments

Prior to enrolling in placement courses, students 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 study period unless it is written into the program progression).

To attend or remain on placement, students 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. However, in some disciplines, students may be able to commence placement with an incomplete result for a pre-requisite placement course. If students receive a fail grade for a pre-requisite course and have already commenced placement, they will be asked to stop 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.

Inherent Requirements

There are a number of inherent requirements that must be met prior to applying for or graduating from a degree. At UniSQ, we are committed to providing an equitable environment for students with disability, injury, mental health or medical conditions that impact on their ability to study and achieve academic success. The inherent requirements of a degree are those fundamental skills, capabilities and knowledge that students must be able to demonstrate in order to achieve the essential learning outcomes of the program, while maintaining the academic integrity of that degree.

Information on the inherent requirement specific to your program of study can be accessed in the UniSQ Handbook. Please ensure you read and understand the inherent requirements before enrolling in a placement course. For further information contact our [Accessibility and Disability Support 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 and/or the Placement Coordinator 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 a 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 agency 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 (e.g. 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 your Program Director, to discuss whether you are 'fit for placement'. 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.

Impairments and Criminal Charges (unsuitability to hold general registration)

If you have an impairment, or a criminal charge listed against you on your National Police Check, you may not be eligible for a placement.

An 'impairment' is defined under the Health Practitioner Regulation National Law, as a physical or mental impairment, disability, or condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect capacity to safely practice the profession or a student's capacity to undertake clinical training as part of the approved program of study in which the student is enrolled or as arranged by an education provider.

National Boards and/or accreditation agencies such as ESSA may place conditions on your registration to ensure that you are able to practice safely if an impairment or criminal history is applicable to you. If you do have a severe impairment or criminal history, you should check with your National Board that they will register you on completion of your program.

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 concern related to your health or disability that could impair your ability to do a placement, please contact the [Accessibility and Disability](#) Support office. There are times when it may be necessary for the University to share this information with an agency for them to confirm whether they are able to provide a suitable placement for you. In these instances, we will work with you and any information you provide or that is released to a placement provider will be treated with discretion and in line with the privacy policy of the University.

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 Placement Coordinator. 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](#).



Before Placement Allocations are available

Facility Expression of Interest

If you have an interest in attending a specific agency, you can submit a Facility Expression of Interest via [InPlace](#). Expressions of interests will be taken into consideration during the placement sourcing process. While every effort will be made to accommodate your EOI, there is no guarantee that your request will be met.

Special Consideration

Special Considerations are pre-existing circumstances that you are aware of that may impact your ability to attend placement in a certain timeframe or with a specific agency. For your special consideration request to be appropriately considered, you must provide supporting evidence in line with the [Assessment of Special Circumstances Procedure](#). Special consideration information can be lodged on InPlace until the special consideration due date for the period of study in which placement is being completed. Please view the 'Important Dates' document for the specific dates.

- ✦ Requests must align with the '[Assessment of Special Circumstances Procedure](#)' and be supported with evidence, such as a letter from an employer or doctor.
- ✦ Special consideration requests can be submitted on [InPlace](#) for the duration of your degree if it remains applicable or can be updated if your circumstances change.
- ✦ Requests must be submitted by the due date to be considered. While the Placement Coordinator will try to accommodate these requests, a suitable placement option cannot be guaranteed.
- ✦ If you do not have a Special consideration request, declare this by selecting the appropriate option from the drop down menu on InPlace.

If you do not apply for special consideration, you must be willing to attend the placement you are allocated.

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 Placement Coordinator by the special consideration due date as soon as possible or as soon as possible thereafter. 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 Placement Coordinator 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.

If you are planning a pregnancy, ensure you have any required immunisation before you become pregnant. If you are already pregnant and have not been immunised or do not have immunity, you may not be able to receive some vaccinations or will need to wait until later in your pregnancy before some immunisations can be administered. Please contact the WIL Team to discuss your situation.

Conflict of Interest

You must notify the Placement Coordinator of any real, perceived, or potential conflict of interest (COI), which includes being allocated to a site:

- ✦ where you currently work;
- ✦ where you currently work and the only suitably qualified supervisor available is your colleague or superior;
- ✦ where you have a previous or current relationship with the supervisor;
- ✦ where you are an active athlete of the team/at the site; or
- ✦ which is a direct competitor of your current site of employment.

You are also required to disclose any real, perceived, or potential 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.



Payment for Placement

As placements are required to be a learning experience with a teacher/student relationship, free from expectations of payment and the employer/employee relationship, students cannot be paid by the agency for their placement hours.

Rural and Remote Placements

Rural and remote placements are exciting opportunities for students to attend placements at facilities in rural or remote towns as they provide a chance to work with and understand different cultural groups and they can expand your knowledge, skills and capabilities giving you increased confidence. They also provide an opportunity to be involved in the community, and experience tourism opportunities in places you otherwise might not visit.

Many Queensland Health rural and remote locations where you might be placed have accommodation provided onsite at the hospital or nearby in housing provided by Southern Queensland Rural Health (SQRH). Depending on the accommodation that is secured there may be a cost associated.

The availability of accommodation can make it easier for students to be able to attend placement at these sites as it decreases the financial pressure of attending a rural placement.

Interstate Placement

Students who live in states outside Queensland and who wish to do placement locally within their state, must submit a special consideration request in writing to the Placement Coordinator at least the period of study before they are enrolled in a placement course. This is to allow the Placement Coordinator sufficient time and the best opportunity to source a local placement for you. It can be difficult to obtain placements in other states so be aware that you may have to travel to other locations in your home State or Territory, or to Queensland for some/all of your placements if the Placement Coordinator is unable to source them locally for you.



Placement Allocation Process

To maximise the benefits of professional experience, UniSQ has established processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-placement planning involves multiple stages of communication with students and placement agencies, starting well before the study period begins. Students may also be required to complete placements across several sites or disciplines to gain a breadth of experience. If you work in an agency, you must advise the Placement Coordinator as soon as possible as this may affect your placement allocation.

Placement allocation depends on several of the below factors:

- ✦ Mandatory document submission status
- ✦ The number of students who preference the same location
- ✦ The number of placements that are received by UniSQ from an agency
- ✦ The availability of placements in a set timeframe
- ✦ Student enrolments

Special consideration requests are viewed first, so submit them early if you want the WIL Team to consider your circumstances when sourcing and allocating placements.

Local placements are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or your preferred region. This does not guarantee placement within this radius as facilities have limited capacity. Pending availability you may need to travel longer distances or be allocated to rural or remote placement. If you do not meet the [Special Circumstances Procedure](#) criteria, then you are expected to attend the allocated placement, regardless of location.

Placement opportunities are sourced by the Placement Coordinator. You must not source your own placements unless advised in the course specifications or a previous discussion has occurred with your Placement Coordinator. If you know of a placement opportunity or have a site suggestion, inform the Placement Coordinator via email, and appropriate procedure will be followed. You are not permitted to contact an agency without written approval from the Placement Coordinator to do so.

Placements are released to students on [InPlace](#) once all mandatory compliance has been verified and in accordance with the Important Dates document on the Placement Hub for each period of study. Once your placement has been confirmed, you will be able to see the details of the placement allocation.

Placement Allocation Communication

All email communication between UniSQ and agency or supervising staff should be conducted via your UniSQ email account. It is your responsibility to check your emails, StudyDesk and InPlace to ensure you are up to date on the placement allocation process and have met your responsibilities in a timely manner. Students may send their queries through to the Placement Coordinator email address or WIL@unisq.edu.au.

Placement Agreement

UniSQ must have an agreement in place with all facilities where students complete placement. It is the WIL Team's responsibility to ensure this is completed prior to the commencement of any placements. Should an agreement need to be established for your placement, you will be informed of its completion and your starting date for placement via your UniSQ email account once finalised.

Each agency will also be reviewed against a UniSQ Risk Assessment Tool to ensure it is a suitable placement opportunity and meets any program accreditation requirements.



Placement at Current Place of Employment

In exceptional circumstances students may be permitted to undertake their placement in their workplace, unpaid, in an area that will offer responsibilities different to their current roles and responsibilities. Students may be required to provide documentation to support their request to undertake placement within their workplace. Once the Placement Coordinator has assessed that the workplace may be able to offer appropriate learning opportunities, they will contact the agency to ensure that the agency will:

- recognise that the employee is in a student role
- be able to meet the educational requirements, principles and policies of the profession and the university
- agree to sign the 'Student Placement Contract' for unpaid work placement
- allow for student learning experiences that are separate to the student's routine work responsibilities
- provide the student protected time separate from the duties carried out at work, including attendance at integration seminars
- wherever possible provide a Supervisor who is not the student's line manager or usual supervisor
- ensure the student receives supervision regularly and sufficient support to complete the Learning Plan and assessments.



After Placement Allocations are Available

Placement Acceptance

Students are expected to attend any reasonable placement opportunity as allocated by the Placement Coordinator. If you do not attend the placement allocated to you, withdraw, or cancel a placement in an unacceptable timeframe, you may be administratively unenrolled from the placement course and will need to enrol in the next available study period (i.e. when the placement course is offered). Depending on the timeframe, there may be a penalty associated with late withdrawals and cancellations of placement allocations. Students should refer to the [Academic Calendar](#) provided by UniSQ to view important dates, including Census Date.

Student Responsibilities

All aspects of the placement apart from organising the placement, is **YOUR** responsibility. This includes:

- ✦ swapping or submitting placement appeal if required
- ✦ 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 placement is a priority
- ✦ submitting clinical bursary or SQRH funding requests if required

Placement Appeal

If you are experiencing 'exceptional circumstances' that require variation to your placement including timetable or location, you may be eligible to submit a Placement Appeal for review. For your application to be considered, your reasons must meet the [Assessment of Special Circumstances Procedure](#) and you must provide supporting evidence consistent with this policy – for example, a letter from a doctor, an employer or a statutory declaration signed before a Justice of the Peace to support your application or another official document relevant to your request.

The Placement Coordinator will not reallocate or change placements without an emailed Placement Appeal and supporting evidence, unless cancelled by the placement provider due to unforeseen circumstances. It does not guarantee your placement can or will be changed. You may need to attend your original placement.

Accommodation and Travel Expectations

Accommodation options while on placement are limited and dependent on the agency/location where you will be attending placement. Given that most facilities do not have accommodation available it is your responsibility to source and fund any accommodation required. If you are allocated a placement that requires accommodation or travel, there are opportunities to apply for funding to assist (see below).

Students are responsible for their own travel costs in getting to and from their placement. Public transport may be available to travel to your placement location, but students must check this before making placement requests. Students are encouraged to consider the capacity of their car to travel long distances and their confidence in driving to remote locations.

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.



Southern Queensland Rural Health

UniSQ works in collaboration with Southern Queensland Rural Health (SQRH) who can offer accommodation to Commonwealth supported students allocated to a South West Hospital and Health Service or Darling Downs Health rural placement. Further information can be found through their [website](#).

Where hospital accommodation is full or unavailable, SQRH offer accommodation (where available) at no cost for Commonwealth supported students attending rural placements in Toowoomba, Kingaroy, Chinchilla, Roma, Goondiwindi, St George and Charleville. The accommodation is fully furnished and equipped, providing a 'home away from home' environment for students. Non-Commonwealth supported students can apply for SQRH accommodation where available and there will be a cost associated.

Students can register and apply for accommodation via <https://www.sqrh.com.au/accommodation> by clicking on the 'Apply Now' button.

SQRH can also provide subsidy for students to travel to and from their placement. Application are considered on a case by case basis. Please check the [SQRH website](#) for more information and to see what other support opportunities are available.

Other support available from SQRH includes the opportunity to apply for funding via a bursary to help with costs for students on an extended placement (of 8 consecutive weeks or more). These bursaries are only available to Commonwealth supported students. SQRH also provide additional interprofessional learning opportunities, networking and activities to maximise your rural and remote placement.

Orientation Information

The Placement Coordinator will provide you with contact details for each Placement Supervisor. You are required to contact the Placement Supervisor prior to the commencement of placement to ensure that they are fully informed of the requirements and expectations of that placement. This is your opportunity to confirm the following details:

- ✦ Placement date - start and finish
- ✦ Placement physical address, supervisor 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 Placement Supervisor will complete an evaluation form, which is shared with the student and Placement Coordinator



Attending Placement

Uniform

The UniSQ clinical shirt and optional jacket, are available to be ordered online at your expense through [School Locker](#). Remaining items can be purchased from any retail store. The clinical uniform for sport and exercise science and exercise physiology students is as follows:

- ✦ **Bottom:** Comfortable fitting black slacks or shorts
- ✦ **Top: Exercise Science or Clinical Exercise Physiology polo (from School Locker).**
- ✦ **Shoes:** Comfortable enclosed footwear appropriate for placement site (e.g. runners)
- ✦ Optional – UniSQ jacket for winter.

Student ID – You have the option to obtain a student identification card suitable to wear while on placements. This is an ID that has less personal information visible and replaces using your normal university identification. Please contact [iConnect](#) to obtain one.

Attending Placement

You are expected to attend 100% of your placement at the times allocated by the placement provider, in accordance with their operating hours. This is a course requirement. Non-compliance with the roster and guidelines set for you by the agency may result in being asked to leave your placement. You will be expected to work shifts that include mornings, afternoons, nights and weekends.

Placement takes priority over other work commitments. Please notify your employer well in advance to ensure your employment does not interfere with your placement. Should you need to work for financial reasons while on placement it is your responsibility to manage the assigned placement roster and any associated fatigue issues so that you do not put yourself (and/or clients and patients) health at risk. You will be required to bring any clinical guide/workbook relevant to placement as part of your attendance for each shift/day.

Requesting a Rostered Shift Change

If you have extenuating circumstances and need to request a shift change from your rostered shift while on placement, you can approach your supervisor to discuss any options available. If your placement is extended as result of the agreed arrangement you will need to notify the Placement Coordinator and WIL Team via WIL@unisq.edu.au

Agency Requests that you Change a Shift

In some instances, the agency may request you change a shift or your roster. The reasons may be due to Workplace Health and Safety and/staff skill mix requirements. If a staff member requests you change a shift, you are **obligated to comply** with the request.

Public/Show Holidays

Students are **not** permitted to work a public holiday if your supervisor is **not** working on that day, and there is not adequate support or supervision within the workplace.

Reasonable Adjustments to Allocated Placements

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

Placement allocation changes will only be considered if the Placement Coordinator deem it necessary to re-allocate the student for a valid reason.



Absence While on Clinical Placement

Student health and wellbeing is priority. Students are to remain home if they are not well or fit to practice according to site specific policies and procedures. Students are to follow all site-specific policies and procedures if they become sick or unwell. i.e. notify supervisors via email/phone/text.

Absences are only accepted due to illness or extenuating personal circumstances. If you are absent during a clinical placement, you must inform the agency and relevant staff members AND your Placement Coordinator before 9:00am on the day of absence.

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

If a student experiences a prolonged period of absence due to illness, injury or surgery, the student must, prior to recommencing placement, provide a medical certificate confirming they are fit to return to placement. Students will receive an IDM (incomplete) grade until the placement is completed and this may hinder progression and graduation.

Make Up Hours

Where you have not completed the required number of placement hours for the course, make-up hours will be necessary. Students are expected to make every effort to attend their placement and any make up days in the timeframe offered.

If the agency is unable to provide the make-up time needed, contact the Placement Coordinator for advice about organising make-up hours.

Student Initiated Placement Withdrawal

If you wish to withdraw from a placement due to exceptional circumstances, it is recommended that you obtain formal confirmation from the Placement Coordinator before taking any action as consultation with the agency Supervisor and Placement Coordinator may be required to assess the appropriate academic action or reasonable adjustment. Withdrawal without prior confirmation may result in a Fail grade for the course.

Please be aware academic or financial penalties may apply depending on when in the study period you withdraw from placement.

Agency or Supervisor Initiated Placement Withdrawal

Agencies 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.

An agency and / or a supervisor may also request withdraw 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 agency clients or staff



Placement Termination and Failing Placement

Placement can be **terminated** if the agency cannot continue to accommodate a student or deliver the placement as per its agreement with UniSQ. If the placement is terminated for reasons unrelated to student performance, and before all required placement hours have been completed, every reasonable effort will be made to re-allocate the student in a timely manner, however it may lead to a delay in course or program completion.

Placement may be **failed** if a student does not meet the expected standard for their level of study. Feedback will be provided periodically during placement. The frequency of feedback will depend on overall placement duration.

If you cancel or do not arrive at an allocated placement with no explanation or appropriate evidence, you will receive either an “FNP” fail grade or be dropped from the course and have to re-enrol in a future semester. Students will not be re-allocated a placement in the same semester without appropriate evidence or explanation.

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 the prescribed deadline and subsequently fail to 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 Placement Coordinator 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 Placement Coordinator, 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. This includes completion of logbooks, and Record of Student Engagement (where applicable).

Course Outcome

Students may achieve different outcomes in clinical practice from the grades received in pre-clinical courses. This may be for a variety of reasons. Clinical skills are developed and assessed differently from knowledge acquisition. In the event that a student does not receive the outcome they were expecting please:

- Consider the feedback received throughout the placement.
- Reflect on the contributing factors (e.g., personal, academic)
- Develop proactive strategies to assist learning in subsequent placements.
- Contact the Placement Coordinator or the Course Coordinator if you would like to discuss further.

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

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

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

There are several policies to ensure that students get proper support and perform their placements upholding 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

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

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 Agency Supervisor as they will likely have internal protocols that need to be followed
2. Contact the WIL Team immediately via (07) 4631 2359 and email the Placement Coordinator
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

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

We all have a responsibility to be aware of risk in the workplace. 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 the Placement Coordinator.

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](#).

Safety During Late or Night Shifts: For late or night shifts, familiarise yourself with the security officers and relevant contact numbers for the agency. Park in well-lit areas and stay vigilant in your surroundings when working to and from your transport. Security officers may be available to escort you to your car or public transport.

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

Students are allocated placements across a variety of settings. If a serious situation arises that result in an agency activating their disaster management plan, it is vital that **students follow the lead of the team** within the agency. These events might include utilities failure, flood, fire, ward closure, codes for violent behaviours or any other significant event.

If at any time while on clinical placement you feel unsafe or are not comfortable with a potential or actual risk, you must **notify the Placement Coordinator**. If this event occurs after hours, then use the after-hours number.

Infectious Disease Risk

Working in a health care setting means there is risk of being infected with a disease through exposure to air borne, blood and body substances or by being exposed to contaminated equipment or infected surfaces and materials in the clinical setting.

These **risks can be significantly reduced** by maintaining your health and immunity, maintaining your personal hygiene, undergoing immunisation and health tests, using Personal Protective Equipment (PPE) and complying with local and state workplace infection control procedures (which include procedures for sharps injuries and blood exposure). In addition, compliance with mandatory requirements and recommendations for preparation to practice and Queensland Health public health directions will also significantly reduce your risk to exposure.



Manual Handling Risk

Good manual handling can protect you from strains, sprains and other injuries. If you have an injury or significant weakness in one or more of your limbs or back, or you are pregnant, you are at a greater risk of injury. Ensure you **practice safe manual handling practices**. A **No Lift Policy** is enforced in almost all Queensland Health, private and other facilities.

In the event that you sustain an injury before or during your placement time **you MUST contact** the Placement Coordinator and report the incident.

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/student-discrimination-bullying-harassment-and-sexual-misconduct-response-procedure) 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/share-a-concern) 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

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 Placement Supervisor and the health care agency contact immediately**. You will be required to complete an incident report for the agency. 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.

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

- Assign incident to Manager/Supervisor – Prof Lainie Cameron
- Business Unit/Faculty – School of Health and Medical Sciences

This will be sent to your Course Coordinator if the incident is related to your placement activity.

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.

Issues of Concern to You While on Placement

Most students have a positive experience on placement but occasionally events arise that can be concerning to you. As a student should you find yourself in this situation you are encouraged to voice your concerns in the first instance to your allocated supervisor or mentor, if you feel comfortable to do so. If the issue is not successfully resolved, please contact the Program Coordinator to discuss options and possible solutions.



Student Professional Expectations

These guidelines are designed to provide you with guidance regarding what is expected from you, what your responsibilities include, and provide you with information about the appropriate conduct and behaviour whilst attending placement. These rules are in place to acknowledge the right of patients to feel secure in a professional environment where you have the privilege to learn from them.

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 Code of Conduct Policy, adhere to workplace procedures, and follow all reasonable directions by placement supervisors. Please behave appropriately with respect, humility and good manners with clients, the public 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 an agency and will be dealt with as per the Student Code of Conduct Policy. Please review the [Student Code of Conduct Policy](#), [Student General Misconduct Procedure](#) and [Academic Misconduct Policy](#).

Policies and Ethical Guidelines

When you are enrolled in a placement course or enrolled in a program that has a placement component, you must observe the following: UniSQ's [Student Code of Conduct Policy](#), UniSQ's [Graduate Attribute Policy](#), industry expectations of professionals and accreditation body guidelines. These standards are taken very seriously and the university has a responsibility to balance student learning support with harm prevention. If concerns are raised about your fitness to practice, UniSQ responses may include: extra learning support, formal interventions, creation of alternative academic arrangements (if possible) within the program or placement termination.

Students need to be familiar with the [scope of practice](#) of an Exercise Scientist, Exercise Physiologist and Sports Scientist and comply with ESSA's [Professional Standards](#).

The rights of patients or clients to feel they are in a secure professional environment are paramount.

Addressing Clients and Staff

Clients and staff should be treated with the highest level of professionalism and respect. Ensure you use appropriate titles and salutations when addressing staff at the organisation where you are completing practice education (i.e., use 'Dr' for medical staff).

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 for each shift
- ✦ Achieve a satisfactory grade on the assessment items
- ✦ Attend the full amount of hours allocated for your placement course
- ✦ Bring your placement guide/workbook/portfolio documents to placement each day
- ✦ Submit all assessment items electronically through the course StudyDesk by the due date
- ✦ 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



Student Presentation

Students will be required to wear a UniSQ Sport and Exercise Science/Clinical Exercise Physiology shirt and carry or display their UniSQ student ID card at all times, while on placement. Hair must be tidy, with long hair tied back. Minimal jewellery may be worn. Students are encouraged to be aware of their own personal hygiene particularly during physical activity.

Prohibited Use of Substances

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

Confidentiality

As students you are now privy to exactly the same confidential information as doctors and other health care professionals and hence are subject to exactly the same constraints as stated so clearly in the ethic above. Students should exercise great caution before releasing any information obtained directly or indirectly about the people, projects or agency business connected with their placement, whether it relates to specific cases or to policy matters. In particular, any information related to users of the agency's services must be presumed confidential unless stated otherwise.

Students must maintain confidentiality at all times and never discuss clients 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 students should seek advice from their Agency Supervisor.

It is the duty of students not to abuse the trust afforded to them by clients. Students should at all times ensure that the information received, and the advice given, is as accurate and unambiguous as possible. Students must maintain clear comprehensive records of all interventions and communication concerning their clients. Students should not enter into any discussions relating to the ability or standing of another practitioner with a client, or in a client's hearing.

All students must adhere to the *Information Privacy Act 2009 (QLD)* (IP Act), as this is a major issue for health care workers. Please ensure you are aware of your responsibilities and obligations under this Act.

Failure to maintain confidentiality could result in legal action by the patient for breaches of confidentiality.

Mobile Phones

Students are not permitted to use a mobile phone or other electronic devices while attending placement, unless requested by the supervisor for placement activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Phones or similar devices **must not** be used to acquire images/photographs/video/audio.

Photographs or Recording

At no time can any photograph, image capture or recording be taken while attending a placement.

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 clinical placement agency, a patient, a clinical case or disclose any other information that was obtained during the course of completing your clinical placement.

Legal Documentation Requests

Police Requests

From time to time students will 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 your Placement Coordinator in the first instance to seek advice and/or assistance when possible.

Subpoenas

All students are required to contact their Placement Coordinator in the first instance in the event they are served with a subpoena.

Placement Agency Requests

All students are required to contact their Placement Coordinator in the first instance before providing a verbal/written statement to the clinical placement agency in response to an incident.

Issues with Student Performance or Behaviour

While most placements proceed without incidents, it is important that all concerns are responded to in a timely manner and principles of natural justice and procedural fairness apply. Where possible placement difficulties will be addressed by using the steps below to ensure the placement continues and the student has the opportunity to demonstrate competence and pass their placement.

It is important to note that:

- Some issues may also be dealt with through an agency's policies, grievance and complaint processes (e.g. harassment and discrimination, breach of confidentiality or privacy).
- Students are on placement at the invitation of the agency and on a voluntary basis. An agency may decide not to follow due process and terminate a placement immediately.

If an event or series of events occurs involving a UniSQ student while on professional placement, which in the opinion of the Supervisor requires intervention, the following steps will be taken:

Step 1:

If performance issues arise with a student, or if they experience learning difficulties, the student and agency supervisor should discuss these directly as soon as possible. Strategies should be developed and documented to address concerns and improve performance. These strategies should then be reviewed in each supervision session and the Course Coordinator kept informed of the situation.

Step 2:

If following Step 1 does not resolve the issue, or if more serious issues arise (e.g. the student breaches professional conduct or struggles to meet Practice Standards, or the placement is at risk of termination), or if the student feels they cannot address the issue with their agency supervisor, a meeting should be arranged with the Placement Coordinator, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor or Placement Coordinator. The Placement Coordinator should be advised in writing about the issues including details such as what, when, where and who.

The meeting outcomes should be documented, including strategies to address the issues and review dates.



Step 3:

Depending on the outcome of Step 2 a follow up meeting should be held with the student, Course Coordinator and/ Placement Coordinator to monitor the situation. The Program Coordinator may also be included if necessary. The meeting outcome should be documented, and further action or strategies implemented if needed. If further issues arise before the review date, a meeting will be arranged as soon as possible. In some cases, the placement will be terminated.

Formal Grievance Procedure

1. A formal procedure is initiated if no reasonable effort has been made by the student to modify unacceptable behaviour by the end of the given time frame.
2. The supervisor documents an objective account of the circumstances or incident.
3. Following a formal, confidential dialogue between the supervisor and the student addressing the behaviour requiring correction, the document is signed by both parties.
4. The Placement Coordinator is informed of the incident and the formal grievance process and is sent a copy of all relevant documentation.
5. The Placement Coordinator will contact the student to discuss the situation.
6. The Placement Coordinator will advise the Program Director.
7. The student is assisted to redeem the grievance process through negotiated contract which specifically addresses the behaviours of concern.
8. If the contract is satisfactorily redeemed within a given time frame, then the documents remain on the student's confidential record and the incident is closed.
9. If the student fails to redeem the contract, the Program Director will then determine the appropriate course of action (e.g., removal of the student from the professional placement).

Related University Policies

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

[Student Discrimination, Bullying, Harassment and Sexual Misconduct Response Procedure](#)

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)



Roles and Responsibilities for Placement

When a student undertakes a professional placement, the various parties assume particular responsibilities for the placement. The parties are the Student, Agency and University. The Agency Supervisor and the University WIL Team are the key contacts throughout the professional placement.

The outcomes of placement reflect the above collaborative arrangements. However, it remains the responsibility of the university, in all instances, to determine the final grade/outcome for the placement.

Student Responsibilities

This includes:

- ✦ The completion of any required reading/familiarisation tasks set out by the professional placement facility prior to commencing professional placement.
- ✦ Attend and take part in placements arranged by the university.
- ✦ The completion of all required hours of professional placement within the ascribed period and documentation of all hours as required within the professional placement logbook via InPlace.
- ✦ Actively participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on your performance from your Placement Supervisor.
- ✦ Adhere to all legislative conditions, work health and safety conditions, security conditions, confidentiality & privacy conditions and any other rules, bylaws, policies and procedures relating to the Placement that are a requirement of an agency, organisation, government or the university.
- ✦ Maintain current contact details with UniSQ (i.e. email and mobile phone number) and be able to be contacted at any time within a study period in which you are enrolled in a clinical placement course.
- ✦ Advise the Placement Coordinator of any pre-existing medical conditions that may affect your safety or capacity to participate fully in clinical placement activities.
- ✦ Seek assistance if not confident with a procedure or if you lack understanding in an area.
- ✦ Provide patient/client centre-care under professional supervision only.
- ✦ Practice in a manner that is safe and respectful and consistent with your level of competency and scope of practice.
- ✦ Take responsibility for your personal belongings.

Be Professional

- ✦ Understand the scope of practice for an exercise scientist, a sports scientist, and an exercise physiologist.
- ✦ Understand and abide by relevant Codes of Professional Conduct (UniSQ and Placement Agency) including but not limited to rules, bylaws, policies and procedures of the Agency, including dress code.
- ✦ Be great ambassadors for the university and uphold standards of professional behaviour and presentation.
- ✦ Be punctual.
- ✦ Comply with reasonable and lawful directions of your Placement Supervisor.
- ✦ Act ethically and with consideration, honesty and courtesy to all staff, other students and visitors at the placement agency.
- ✦ Respect the rights, beliefs and values of others.
- ✦ Discuss issues as they arise with the placement supervisor or Placement Coordinator and act to resolve problems quickly and cooperatively.
- ✦ Demonstrate behaviour that allows others to work and study in an environment free from discrimination, bullying and harassment.
- ✦ Ensuring confidentiality of information with respect to client and professional placement facility records.

Complete Assessments

- ✦ Discuss learning/clinical objectives and expected learning outcomes with your placement supervisor.
- ✦ Seek information and feedback from the Placement Supervisor to assist with learning.
- ✦ Informing the Placement Coordinator if they are concerned that adequate guidance and/or opportunities for development are not being provided or they are unable to follow the Placement Supervisor's instructions.
- ✦ Arrange a plan for signing placement assessment documentation early in the placement.
- ✦ Contact the Course Coordinator if there are any difficulties with meeting your course objectives.
- ✦ Contact the Placement Coordinator if the placement supervisor is not willing to initial, sign or make comments on placement assessments.
- ✦ Ensure the completion and submission of all placement related assessment items (such as Logbooks, Final Evaluation forms, Record of Engagement) within **2 weeks of placement end date**.



Students will not:

Act Outside UniSQ Guidelines

- ❖ Attend a placement if they have been advised by the university that the placement has been cancelled.
- ❖ Make public comment on behalf of the School or the University. This does not include circumstances in which the student is required to provide evidence in a court of law or is otherwise legally obliged or authorised by law.
- ❖ Remove or misappropriate any resources from either the University or Placement Agency. This includes the photographing of any aspect of the Placement Agency without the express consent of the Laboratory Supervisor.

Be Unprofessional

- ❖ Act outside the professional codes of conduct and scope of practice as defined by ESSA.
- ❖ Undertake patient/client care without being supervised by a registered health care professional
- ❖ Participate in any activities that misrepresent their status or level of skill or knowledge.
- ❖ Work outside their scope of practice.
- ❖ Take part in behaviours that may cause injury to others.
- ❖ Be involved in any conduct or behaviour that could be reasonably interpreted as harassment, discriminatory, offensive or embarrassing to others.
- ❖ Take part in any relationship in which there is any potential for taking advantage of the trust relationship inherent in the health or human service professional. Consent by the patient/client or the fact that they started the conduct or behaviour is not a defence.
- ❖ Accept gifts or any form of benefit from a patient/client that could be viewed as potentially influencing the impartiality of health care delivery or professional practice.

Placement Coordinator

- ❖ Sourcing appropriate professional placement facilities for the student, where all students receive authentic high-quality experiences of sufficient scope and depth to ensure program outcomes are met.
- ❖ Liaising with professional placement facilities to schedule appropriate placement dates.
- ❖ Amending/updating placement start and finish dates on InPlace, if needed.
- ❖ Providing support to the student and Placement Supervisor with respect to professional placement expectations.
- ❖ Liaising with the student and Placement Supervisor with respect to matters of grievance and/or conflict.
- ❖ Random review of student activities at the professional placement agency during the allocated professional placement, with the permission of the Placement Supervisor prior to the visit.
- ❖ Adequately preparing all students for each placement experience, giving due consideration to their stage of learning, and expected learning outcomes.
- ❖ Aligning student assessment to the learning outcomes associated with the placement program, designed to facilitate student learning.
- ❖ The review, assessment, and maintenance of records associated with professional placement (including logbooks, evaluation forms and placement reports).
- ❖ Annually reviewing and updating the Professional Placement Handbook.
- ❖ Preparing placement checklists to assist students to remain organised throughout their placement course.
- ❖ Preparing evaluation forms to obtain Placement Supervisor feedback regarding the student's performance during and/or at the end of the professional placement.

UniSQ Work Integrated Learning Team

- ❖ Ensuring that the student has submitted all appropriate documentation prior to commencing professional placement.
- ❖ Managing students' compliances on InPlace.
- ❖ Ensuring that a student professional placement agreement, signed by representatives of both UniSQ and the professional placement agency, is in place prior to the commencement of any professional placement activity associated with the agency.
- ❖ Assisting the Placement Coordinator to source suitable placement agencies.
- ❖ Building and managing placement agencies, and placement supervisors' access on InPlace to ensure best practice in placement.
- ❖ The allocation of an appropriate student to a professional placement agency on InPlace.
- ❖ Attending to queries from students, placement facilities and Placement Coordinator.
- ❖ The compilation and maintenance of records associated with professional placement agency contacts, student placement allocations/hours.



Supervisor

- ✦ The involvement of the student in the day-to-day activities of the workplace as much as possible; that is, more than as an observer. Please incorporate the students as active assistants in work tasks, enabling them to understand the typical workload of your business, using their knowledge where possible.
- ✦ Providing supervision of the student at all times while the student is undertaking professional placement activities. The ESSA and UniSQ required ratio is a maximum of 5 students per 1 supervisor at any given time at internal UniSQ placement sites (eg: Exercise Physiology Clinic, Interprofessional Health Clinic), and not more than 4 students per 1 supervisor at external placements sites.
- ✦ Ensuring that the student is appropriately briefed on all health and safety, and emergency procedures of the agency at the commencement of professional placement. Such procedures include: evacuation and emergency procedures such as medical emergency, fire, bomb threat and gas leak; physical safety and security; reporting of hazards, incidents and accidents; infection and disease control procedures; workplace bullying and harassment policy and procedures.
- ✦ Any special guidelines that apply to the student in the workplace should be put in writing with copies to the student and Placement Coordinator.
- ✦ Ensuring a safe placement for the student at all times.
- ✦ Ensuring an appropriate and compassionate placement as this may be the student's first practical experience.
- ✦ Maintaining professional and ethical conduct regarding all sport and exercise professional placement matters.
- ✦ Providing learning opportunities and resources that will assist the student's learning goals.
- ✦ Assisting the student with identifying learning needs, scope, and objectives for the professional placement.
- ✦ Observing and providing feedback to the student with respect to professional placement matters.
- ✦ Reviewing student's electronic Logbook entries* for authenticity and accuracy of information, and approving if satisfactory. Supervisors must approve log book entries relating to the activities they directly supervised only.
- ✦ The accurate completion of the student Evaluation form*.
- ✦ Reviewing student's Record of Engagement* for authenticity and accuracy of information and signing if satisfactory.
- ✦ Notifying the Placement Coordinator, as per the grievance policy, when students perform poorly, or significant problems eventuate regarding professional placement.
- ✦ Provide details to the WIL Team about their own qualifications and experience to confirm they are a suitable supervisor.



Placement Assessment Requirements

Course assessment

Step 1: Student logs placement tasks

- Placement logs must be entered into InPlace weekly. They are required to be, detailed, and accurate.
- Students: Ensure that your placement records are clearly linked to your scope of practice (exercise science or exercise physiology). Be sure to distinguish between tasks you undertook yourself, tasks where you assisted someone else, and tasks you observed.

Step 2: Supervisor approves placement log

- Placement supervisors are allocated login details for InPlace.
- Supervisors: Please check and approve, or request revision of, each of a student's placement logs. Add comments to these logs as you see fit. All documents must be approved within 2 weeks of finishing placement.
- Students: You must revise any log when requested. Logs that are not approved cannot progress to step 3.
- InPlace logbooks can be annotated and approved / returned for revision electronically.

Step 3: Supervisor provides feedback and reports

- Supervisors are provided with an evaluation form template to provide feedback for students during (long placements only), and at the end (all placements), of placement.
- Supervisors: Please discuss each report with the relevant student, then provide a hard copy of the report for the student to upload to InPlace.
- Students: You must scan and load signed supervisors' reports to InPlace. All documents must be approved within 2 weeks of finishing placement.

Step 4: Placement Coordinator finalises placement log

- Placement Coordinator reviews and either approves or returns for revision all log books.
- Placement Coordinator can authorise logbooks on behalf of a supervisor.
- Placement is complete when all required documents, including logbooks and records of student engagement are submitted, reviewed, and approved by the Placement Coordinator.

Step 5: Additional assessment tasks

- Placement for SES3399 includes a quiz. Placement for SES4199 and SES4299 include viva voces examinations.
- Students must complete and pass these tasks to pass the relevant placement courses.

Step 6: Placement Coordinator finalises grade for placement course

- Placement courses are graded pass / fail.
- All elements (logbook, supervisors' reports, and other assessment items) are included in determining students' grades.
- Most placement courses are sequential. That is, students must complete and pass SES3399 to progress to SES4199.

Student Evaluation

Each placement course has its own evaluation form. Please use the relevant evaluation form for your placement available from the course StudyDesk.

Most placement supervisors are requested to complete both an interim and final performance evaluation form regarding the student's performance. As already noted, short placements may only require a final evaluation. The student and the placement supervisor will be advised of this at the commencement of the placement.

Supervisors are encouraged to discuss the evaluation form and their feedback with the student. **The student is responsible for submitting the completed, signed and dated form/s via InPlace by the due date**, for review by the Placement Coordinator.



Logbook and Record of Engagement

Each student must complete a logbook for each day on placement. The logbook can be accessed via InPlace. Information regarding logbook completion is available on the Placement Hub, on individual placement course StudyDesks. Appendix D also provides a logbook example.

Placement can be logged per client, per group or per activity. Hours can be 'bulked' together only if the same client or group was seen or the same work task was performed for multiple clients. For example, if the same assessment session was performed on multiple clients on the same day, a detailed description of the assessment protocols and a brief description of the client's results can be grouped together. All other entries need to be individual. The description of activities must reflect the time being claimed. Students should discuss with their supervisor what they require depending on their placement agency.

For timely record keeping purposes, students on placement need to submit their logbooks (via InPlace) weekly by 9:00 am the following Monday of each week of placement.

Students must also complete a Record of Student Engagement for each placement site, ask the supervisor to sign this form and then upload it in the relevant section on InPlace. For short placements in SES3399, this may only be required for the student's main placement. The requirements for the Record of Student Engagement for placements under 40 hours should be discussed with the Placement Coordinator.

***Please note** that students are required to submit all placement documentation and have all logbooks approved **within 2 weeks of placement completion.**



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 agencies prior to, during and after your placement. Please tick each box to acknowledge that you understand and will fulfill these requirements. Complete the signature section and submit this declaration via [InPlace](#).

Overarching requirements are:

- meeting the academic pre-requisites 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 (Placement Hub) regularly

To prepare for my placement **prior to placement release**, I understand that I must:

- Submit my mandatory documents by the deadlines provided on the Important Dates and ensure they remain current during for my placement timeframe.
- Declare any extenuating circumstances via the special consideration section on InPlace.
- 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.
- Be available to attend placement at any time in the period of study I am enrolled including study breaks and exam periods.
- Acknowledge that I may not be given a placement at my preferred location and 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 and ID Card etc.
- Ensure I am familiar with the insurance and emergency contact information.
- Apply for accommodation and a financial Clinical Bursary if applicable.
- Provide any extra requirements requested by my Placement Agency.

During and after my placement, I will:

- Present professionally in my uniform with my student ID card.
- Abide by professional expectations, codes, standards and practices for my discipline.
- Comply with fatigue management policies and manage own work so it doesn't impact placement on my placement.
- Notify my Supervisor and Placement Coordinator 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 Placement Coordinator of any make-up requirements.
- Follow the guidelines of the placement agency with respect to COVID-19 compliance.

General

- I declare that I have read, understood and will comply with the information outlined in the Placement Guide and Placement Hub.
- I declare that I have read the UniSQ [Student Code of Conduct Policy](#) and agree to uphold all student expectations stated including the ESSA Code of Conduct.
- I understand that I need to contact the Placement Coordinators 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 facilities as necessary for placement purposes only.
- I understand that I must notify the Placement Coordinator of any written notices issued by the accrediting body or associated bodies of my program of study as soon as I am notified of such a notice.
- 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 clinical placement and that this will prevent my progression and completion of my chosen program
- I declare I will refrain from plagiarising another student's logbook or Record of Student Engagement content, even if another student is attending the same placement agency at the same time as I am.

Student Name: _____

Student Signature: _____

Date: _____

Appendices



Appendix A: ESSA Professional Placement Requirements

For **exercise science accreditation**, a minimum of **140 hours** of placement is required.

At least 80 of the 140 hours **must** demonstrate attainment of competency in exercise assessment, **and** prescription **and** delivery. Exercise assessment and prescription hours must be with clients who are seen for the purpose of undertaking an exercise intervention to improve their health and fitness, wellbeing, or performance, and not participating in an exercise intervention for the treatment and/or management of a clinical condition or injury. Note that exercise assessment and prescription hours can be focused on the prevention of chronic conditions, and that exercise delivery **only** hours can be completed with a patient with a clinical pathology where the exercise prescription is completed by an appropriate professional.

For these **80 hours**, supervision **must** be by one or more of the following:

- Accredited Exercise Scientist
- Accredited Exercise Physiologist
- Accredited Sports Scientist
- An individual with a Bachelor level degree or higher in Exercise and Sports Science
- An individual with an ASCA level 3 qualification where the placement is in a strength and conditioning context
- A Bachelor level or higher qualified physical education teacher with a major in physical education where the placement is in a school setting
- A qualified (recognised or endorsed by a regulating authority, such as a national association or AHPRA) and experienced professional relative to the activity they are supervising, however there **must** be oversight supervision in place by an individual who is qualified as specified above. (Without oversight supervision, the hours completed count towards the remaining 60 hours. Please alert the Placement Coordinator if there has been a change in supervision during your placement)

Examples of **suitable activities** that can be undertaken as part of the 80 hours to demonstrate competency in exercise assessment, prescription and delivery include:

- Assessment: Exercise testing, performance testing, talent identification, fitness appraisals, physiological assessment of athlete, body composition for individual or team, health consultation, biomechanical assessment/analysis for the purpose of exercise prescription, client health assessment, recruitment fitness testing or fitness testing for emergency services
- Prescription: exercise program design for an individual or a team, goal setting
- Delivery: conducting exercise session (warm up, cool down, endurance, flexibility, mobility, speed, strength and conditioning), teaching correct technique, monitoring client exercise session, delivery of exercise programs for clients with a clinical pathology (programs **must** be prescribed by an AEP or appropriate professional), workplace/corporate health and fitness programs, conducting lifestyle management programs, fitness training for emergency services

Activities undertaken for the **remaining 60 hours** may be in any area that reflects the Exercise Science professional standards. These hours must be supervised by a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority, such as a national association or Australian Health Practitioner Regulation Agency), for the activity they are supervising.

Examples of activities that can be used to demonstrate competency towards the remaining **60 hours** of the placement to meet Exercise Science Standards include:

- Coaching, sports first aid, sports trainer, match/performance analysis, education/health promotion, sports drug testing, anti-doping activities for sport, skill development camps for teams or athletes, laboratory assistant, data collection/analysis, calibration of equipment, haematology/biochemistry, blood tests, urine/sweat analysis, occupational injury risk assessment/management, anthropometry

Note: no more than **15 hours** can be undertaken in a simulated learning environment (SLE).

The following examples are activities that are **not suitable** to be claimed as hours for exercise science placement:

- Physiotherapy, chiropractic treatment, psychological treatment, exercise assessment or prescription for clinical clients, massage, dry needling, research unrelated to the field, dietary intervention, child supervision, cleaning / maintaining of gym equipment



For **exercise physiology accreditation**, a minimum of **360 hours** of placement is required to be undertaken in a range of activities relevant to the AEP professional standards. This must include activities to demonstrate attainment of competency as an entry level practitioner in exercise assessment, prescription and delivery as demonstrated through effective assessment methods, and determined by an AEP, including:

At least **200 hours** across core areas of AEP practice to allow students to demonstrate capability as an entry level practitioner. The two key criteria:

1. A minimum of 200 hours across the AEP core areas of practice. The hours do not need to be evenly split across different areas of practice
 2. The remaining 160 hours may be in any area of AEP practice, ensuring that:
 - No more than 100 hours across emerging or niche areas of practice
 - No more than 40 hours in a simulated learning environment (SLE)
- Examples of acceptable activities include exercise assessment and prescription and delivery / intervention for clients with a diagnosed condition (allocated according to pathology), diagnostic procedures (e.g. cardiac, respiratory or other clinical investigations or procedures such as ECG and stress testing); reviewing or developing clinical case notes, client report writing, case conferences/team meetings, education delivery for a specific pathology (e.g. cancer education session), research with an exercise intervention for a special population (e.g. conducting a weekly Type 2 Diabetes group exercise class)
 - Examples of unacceptable activities include activities outside the AEP scope of practice, or when clients are seen for the purpose of improving health and wellbeing with no identified pathology (apparently healthy), or being a participant in a PhD study

Supervision **must** be by:

- a) An AEP for **at least 200** of the 360 hours
- b) An AEP **or** a qualified and experienced professional who holds a qualification (recognised or endorsed by a regulating authority such as a national association or APHRA) for the activity they are supervising, and relevant to the client condition they are servicing, for the remaining 160 hours



Appendix B: What can Supervisors Expect from Students

General expectations: All students	<ul style="list-style-type: none">✓ Before placement start, students will contact agency to confirm location, supervisor name, start date and time.✓ Attend in uniform (approved UniSQ Exercise Science or Clinical Exercise Physiology polo shirt, black pants or shorts, worksite appropriate footwear).✓ Attend on time. Notify supervisor if unavoidably delayed.✓ Notify supervisor by 9:00am on the day of absence if sick or unable to attend for compassionate reasons.✓ Display a year level appropriate understanding of the scope of practice of an exercise scientist, sports scientist, and exercise physiologist, and acts within appropriate student scope.✓ Understand and adhere to ESSA Code of Professional Conduct and Ethical Practice, including confidentiality and professionalism.✓ Adhere to all workplace procedures, directions and expectations, including risk management practices.
What students cannot be asked to do	<ul style="list-style-type: none">X Provide services outside scope of practice.X Provide services outside their knowledge and skills acquired at the respective year level.X Deliver any services without appropriate supervision.X Perform any activity which contravenes Australian law or UniSQ policy.



<p>Bachelor Year 3 Course code SES3399</p>	<ul style="list-style-type: none">✓ Able to conduct basic pre-exercise screening and assessments under supervisor's guidance and instructions; deliver exercise programs for apparently healthy clientele which have been developed by an appropriately qualified professional; and monitor client's exercise sessions under supervisor's guidance and instructions.✓ Learn how to maintain records of exercise interventions provided (i.e. exercise programs), develop or consolidate skills in rapport building with clients, maintain open communication with supervisor regarding any exercise assessment and delivery, and seek and accept constructive feedback.✓ Students are in year 3 and have developed knowledge and skills related to motor control, functional anatomy, exercise physiology, health assessment, exercise prescription and delivery, biomechanics.✓ Students are concurrently studying and developing skills related to more advanced exercise prescription, and pharmacology and pathophysiology.✓ Able to conduct pre-exercise screening and assessments, begin to design and independently deliver exercise programs for apparently healthy clientele; and monitor client's exercise sessions and progress.✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement.✓ Are refining client-centred approach.✓ Communicate effectively, or are improving communication skills, with all individuals relevant to worksite.✓ Increased awareness of own strengths and weaknesses, reflect on practice and modify as appropriate / necessary. <p>NB: Students at year 3 do not have any scope for clinical service delivery. Students are expected to refer clients with clinical conditions for appropriate medical or allied health review.</p>
---	---

<p>Bachelor Year 4</p> <p>Course code SES4199 and SES4299</p>	<ul style="list-style-type: none"> ✓ Students in year 4 have completed all of their apparently healthy placement (SES3299, SES3399). ✓ The student's skill level, ability to apply knowledge effectively in a work context, and confidence are expected to increase as the student progresses through placement. <p>Across SES4199 and SES4299, students will:</p> <ul style="list-style-type: none"> ✓ Complete 360 hours of exercise physiology placement. ✓ Progress their skills in clinical history taking, and corresponding physical examination. ✓ Have developed sound skills in exercise testing and assessment. ✓ Demonstrate sound skills in reporting and interpreting exercise test results. ✓ Progress their skills in clinical record keeping, reporting, and correspondence. <p>Specifically, in SES4199:</p> <ul style="list-style-type: none"> ✓ Students are concurrently completing some professional development workshops in musculoskeletal, metabolic, pulmonary and cardiovascular disease. <p>Specifically, in SES4299:</p> <ul style="list-style-type: none"> ✓ Students are concurrently completing some professional development workshops in neurological, renal, cancer and mental health.
--	---

Appendix C: Log Book Example

Example of appropriate log book wording

Case description (keywords)	Description of services (keywords)
46 x 12-16 yr old boys rugby league players Exercise for performance improvement	Conducting coaching clinic, strength testing via 1-RM Bench Press, endurance testing via push-ups in 60-secs, teaching lifting technique of clean/jerk, squat, etc., delivering NRL skills sessions, speed and fitness sessions. Discussion with client on nutrition in conjunction with exercise program. Planning goals for future improvements in agility, power and flexibility.

Timesheet

Start Time* 15:00 End Time* 18:00 Break Hours 00:00 hrs

Comment Absent

Documents (0)

Attended Hours : 03:00 hrs, Monday

Aerobic session

1 Clients

Client Group: Group of Clients Age Range: Child (0-17) Sex: Females Males: 46 Unspecified

+ Add Clients

2 Conditions

Exercise intervention for performance improvement Supporting Comment

3 Activity

Activity Category	Activity	Additional Comment	Activity Time
Assessment	Activity	Strength testing(1RM bench press),	00 :30 hrs
Exercise prescription		planning goals for future	00 :45 hrs
Exercise delivery		Teaching lifting technique of	01 :30 hrs
Other Exercise Science relevant a...		conjunction with exercise program,	00 :15 hrs

Reset Copy Session Add Session Save Submit



University of
Southern
Queensland

[unisq.edu.au](https://www.unisq.edu.au)

info@unisq.edu.au