College of Science and Engineering

Work Integrated Learning Placement Host Handbook

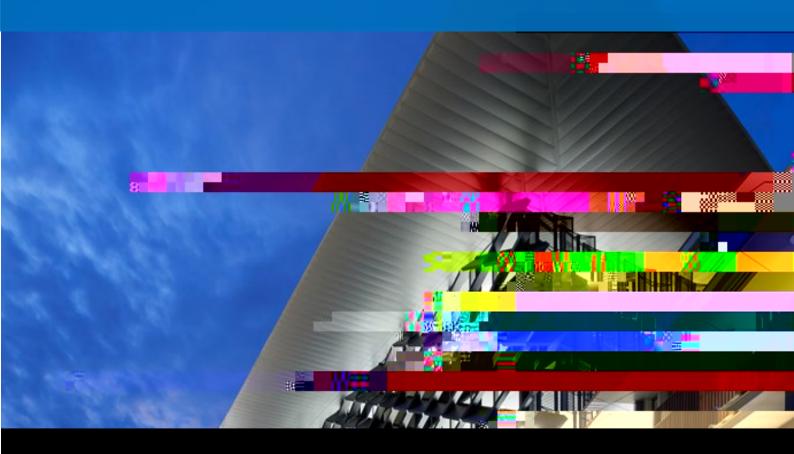




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The Placement Process

How to get started

The JCU <u>Student Placements</u> <u>Sewince</u> and administratively supportudent placements across the Academy This team is the stopping of contact <u>any placement related querillase Student Placements Tewnill</u> contact relevant



Selection Process

In the EOI form the Placement Host





- x Privac4ct)
- x <u>Information PrivaAyt200</u> (Queensland)

Travel and Related Expenses

Travel and other expenses related to getting to and from placement is considered the stude to a range Traveland expense in curred while undertaking lacement activities hould be addresse in accordance with the partner organisation spolicies and procedure for professional taffling the absence of any formal policy, the student should negotiate anticipated costs, payment and/or reimbursement with the place to committing to any expense. The student should not suffer personal fair to a large the student should not suffer personal fair to a large the students.

Insurance

Studentare covered by the University insurance olicies (including profession and demnity public liability and personal accident insurance) during placements, if working in an unpaid capacity, proved that proceedings are proved to the conditionary of the conditionary

Thepre-requisite for the insurance include:

- x The student oncerne its enrolled at the universiting an approve of cours confistudy and subject
- servicecoverage

 x The Student Placement Guideliament Conditions when been acknowledge by the student primore

x The placement is recognised as a course related activity thereby bringing the activity by a course related activity thereby bringing the activity by the act

x The Student Placement Guideliameds Conditions who been acknowledged by the student pritor commencing the placement

None of the policies however, cover damage to placement organisational vehicles drivernous students. Students personal cars are not covered by the university s insurance proved by the university s



<u>Placementseam</u>should be contacted and the implications discussed. It may be possible of the stude provided with a different supervisor within the grants ation or relocated for enth ainder of their placementime if appropriate.

- x Change of Placement Host circumstances this covers a variety of circumstances but essentiably student tearningprogram could atrisk, the Student Placements am should be contacted in the implications discussed. It may be possible for students to be relocated for the replacement their time if appropriate.
- x Difficulties in supervision when these arise and cannot be resolved by the individual sconcerned; tis important hat at the earlies signs of ifficulty, the Student Placement same should be made aware of them. Open discussion of the situation before individual positions become entrenched frequently leads to resolution. The tudent Placement same can provide a Placement Risk form which works as a guide to support Placement Hostand provides a document of every their enecessary the dent Placements Teammay involve the Subject Coordinator for assistance.
- x Difficulties with performance early action is essential for problems are dentified with the student s performance. The Student Placements for the control of the contro



Common questions asked by Placement Hosts

What preparation will the studer mave prior to placement?

Undergraduate students seeking placemengtesnerellyin their final year of study and will have completed minimum of subjects at the segmandlevel. Eligible students are expected to have developed the core skills competencies in their applied field of studies.

Postgraduate students seeking placements will be enrolled in a coursework Masters program havi completed a cognate error aduate degree