

COLLEGE of SPORT & EXERCISE SCIENCE

Career Development and Employability Guidelines

Year: 2020

Version 2020-1



PREFACE

The purpose of this document is to describe the Career Development and Employability (CDE) program of the College of Sport and Exercise Science at Victoria University.

It outlines the aims, describes the contract system and indicates the relationship between the academic program and its practical application in the field.

Guidelines are included for College of Sport and Exercise Science staff, students and host organisation staff who provide the opportunity for career development and employability placement.

Students are required to read these guidelines and be familiar with its contents and the responsibilities outlined prior to commencing their CDE placement.

CDE CONTRACT MANAGEMENT AND ADMINISTRATION

All students with CDE placement contract or administration queries please contact:

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1.0 Introduction

The College of Sport and Exercise Science at Victoria University offers undergraduate courses that include Career Development and Employability components.

Each course is designed to meet different needs in preparing students for a vocation in the fields of Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation, each has a vocational orientation. To this end, an integral and vital component of each course is the Career Development and Employability program.

Career Development and Employability is seen as a 'stepping stone' or a bridge between the academic component that the student studies, and professional practices in the field. It is the method through which the theoretical aspects of the course take on relevance and are placed in the context of future employment. This is important to staff and students alike because it aims to relate that which is being taught in the classroom with current practices and needs in the field.

The program also has a strong professional development focus, with students encouraged to use opportunities in their career development and employability experience:

- to explore possible career paths and aspirations
- to gain relevant work experience, skills and achievements.
- to make themselves more employable on completion of the course
- to develop networks in the profession
- to begin to develop a professional identity and career confidence

A unique aspect of the career development and employability program is the process of selection by the student of experiences that aim to enhance his or her personal and vocational goals. A student commits, in consultation with the career development and employability staff, to undertake placements with community organisations that relate directly to his or her own needs and aspirations.

CAREER DEVELOPMENT AND EMPLOYABILITY

2.0 Rationale

“VU aims to be a great university of the 21st century by being inclusive rather than exclusive. We will provide exceptional value to our diverse community of students by guiding them to achieve their career aspirations through personalised, flexible, well-supported and industry relevant learning opportunities. Achievement will be demonstrated by our students’ and graduates’ employability and entrepreneurship.

One focus of the university is on the student experience and outcomes:

- *enhancing the quality of the student experience and outcomes, with an emphasis on career preparedness and development, employability and entrepreneurship, and leadership capability for a global context.”¹*

Further, the College of Sport and Exercise Science implies in each of its course rationales that it aims to prepare graduates who are able to acquit themselves to work competently in their chosen profession. Whilst it may be true that a number of students undertake the course of their choice for personal enrichment, rather than vocational education, the vast majority enter the courses with vocational aspirations. Career development and employability is an important avenue through which these aspirations can be extended, broadened and ultimately met. The College of Sport and Exercise Science through its courses, seeks to create a learning environment that blends theory and practice in courses which nurture and encourage the student’s capacity to develop and consolidate:

- ideas and concepts
- a personal philosophy
- professional skills
- an appreciation of the society in which he or she lives and serves
- identification of potential job options
- an understanding of his or her ultimate contributions to the field and
- career-enhancing networks within the profession.

Victoria University prepares graduates for the workplace. For this reason the contribution to the education process by practitioners within related industries aligned to sport, recreation and sport science is highly valued and appreciated. The university depends upon the contact students have with professionals and participants in the field. In the past the traditional career development and employability placements of schools, community centres and sporting clubs have served well and still do. In the last decade, however, there has been a growth in sport, exercise and recreation employment areas which has, in turn, extended employment opportunities for students.

1. Victoria University’s Strategic Plan 2016–2020

These opportunities include:

- Corporate Health and Recreation
- Rehabilitation
- Commercial Health and Fitness Centres
- Allied Health Practices
- Community Education Centres
- Industrial and Commercial Companies
- National and State Institute of Sports
- Municipal, State and Federal Government
- Agencies catering for specific and diverse populations
- Tourism and Outdoor Education
- Sporting Organisations
- Sport Coaching
- Event Management
- Facility Management

Because of the multi-faced aspect of the career development and employability program which includes the Victoria University staff, the students, the philosophies and aims of the different courses, and the professionals and resources in the field, the program has a number of aims and objectives. These are outlined as follows:

3.0 Aims

To provide students with the opportunity to:

- 3.1. Understand the diverse and complex nature of Australian society and hence the mixed environment in which the professions of Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation function.
- 3.2. Formulate their personal and professional philosophy and clarify their definition of the concepts embodied in Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation.
- 3.3. Develop and acquire individual and professional competencies.
- 3.4. Place their acquired theory and knowledge into a relevant and practical context through application in the field.
- 3.5. Develop contacts within the profession to support and expand the existing Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation network.
- 3.6. Gain an awareness of the current and potential Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation services in the community.
- 3.7. Become familiar with the range of employment possibilities open to graduates.
- 3.8. Recognise the importance of continuing their professional education both formally and informally, throughout their career. This education may include short courses, conferences, further diplomas or degrees and postgraduate studies.

4.0 Objectives

- 4.1. To introduce students to a range of sport, exercise, leadership, management, education, clinical and administrative settings that are available in the field of Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation through:
 - Exposure to the field through placements and learning in the workplace and community
 - Structured tutorial/seminar career development discussions
 - Visiting professionals
 - Guest presenters and
 - Literature searches
- 4.2. To structure the placement aspect of the career development and employability program in a manner that enables the students to select and negotiate their involvement with an organisation through a formal contract.
- 4.3. To provide the students with the opportunity to observe:
 - The nature of community service
 - The aims of programs
 - Facilities available to the community and
 - The professionals working in the field
- 4.4. To structure the career development and employability placement in gradual stages to facilitate the students' exposure to the field and to enable them to progress from familiar situations to new environments by:
 - Orientation
 - Observation
 - One-to-one situations
 - Small group situations and
 - Larger group situations
- 4.5. To offer opportunities within selected organisations to gain experience and practical skills in areas such as:
 - Leadership
 - Planning
 - Organising
 - Management
 - Marketing
 - Administration
 - Research
 - Customer Service
 - Teaching
 - Coaching
 - Exercise prescription & delivery
- 4.6. To enable students to take responsibility for their own learning and to enable them to appreciate the need for continual self-directed learning throughout their entire career.
- 4.7. To encourage students to understand and appreciate the importance of their career development and employability decisions and the relevance and value these may have to future careers.
- 4.8. To reinforce the students' learning in the field through structured tutorial/seminar discussions and informal discussions with peers, staff, host organisation supervisors, other professionals in the field and with interested individuals.

- 4.9. To assist students (through the approaches in objectives 1-7) to constructively analyse the Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation professions, both historically and developmentally, in order to learn the roles and responsibilities of qualified professionals working in the field.
- 4.10. To improve the communication, education and technical skills of students.
- 4.11. To enable students, through participation in programs and projects to contribute to, or influence, present or future Exercise & Sport Science, Sport Management, Sport Coaching, Exercise Rehabilitation and Outdoor Recreation environments in the context of the mixed nature of society and its changing demands.
- 4.12. To structure supervision of students by host organisation staff and Victoria University personnel to offer advice and guidance and to evaluate student progress.
- 4.13. To provide the opportunity for reflection and self-evaluation. This feedback occurs in seminars, supervising visits, comments made in students' written reports and discussions between staff and individual students on self-evaluation techniques.

5.0 Career Development and Employability units:

The College has a number of different CDE units of study that are embedded in most, although not all, of its undergraduate degrees.

Notes: Student Progression/Staff Supervision

- Students undertaking more than one CDE unit must complete each unit of study and placement in sequence.
- Students undertaking more than one CDE unit **must choose a different setting** for each placement.

The Career Development and Employability co-ordinator plays a major role in approving the placement contract. This approach is based on the student's career interest, previous work experience, competencies, previous involvement with the contract host organisation or a similar host organisation and the level of professional supervision available. Each placement is individually tailored to meet the educational needs of the student. For this reason students are encouraged to undertake their placement in a new setting in which they have **no prior experience**.

6.0 The Contract System

The contract system is to formally recognise the student's involvement in a Career Development and Employability placement with a community organisation. It provides for public liability insurance cover of a student undertaking course work at Victoria University. Any party may terminate the contract at any time. **A student terminating a contract must inform the host organisation supervisor and University supervisor in writing.** Please note this is an extremely rare occurrence.

The contract system also provides students with the opportunity to take responsibility for their own education as a consequence of being required to select their own placements.

- **Supervision** is provided by Victoria University staff and the host organisation concerned.
- **A written evaluation** is provided by the host organisation staff.
- **A comprehensive report and evaluation** of the experience is submitted by the student. Guidelines are provided separately for this purpose and can be found on the CDE web site.
- Most students will be visited at their placement by the Victoria University supervisor.

A summary of the steps in organising and completing the CDE placement contract:

1. Students are encouraged to investigate potential placement options before making a final selection. Placement opportunities available to CDE students are emailed to their VU student email account. Students may wish to also view the Agency Contacts page located in the [VU WIL System](#) where previous placements are listed.
2. Students should consult the flowchart for completing a CDE placement contract, Appendix (i), page 20.
3. Complete the online CDE contract application form on the [VU WIL System](#). Students should ensure that all details are completed and are correct before submitting the contract application form.
4. Once submitted the form will be viewed by the appropriate CDE coordinator. The coordinator will ensure that the host organisation and experience are appropriate, the student is following the correct sequence of placements and that the student is enrolled in the correct unit of study. Students must allow at least 5 working days for the approval and return of the contract by the Career Development and Employability coordinator.
5. When the contract has been accepted it will be forwarded to the students' VU email account. **The student must print out the contract and contract paperwork.**
6. All three copies of the contract must be signed by the student and the host organisation supervisor and distributed as indicated on the bottom of the form. **The contract is not approved until signed by all three parties and the uploaded by the student in the [VU WIL System](#), prior to or at the latest on the starting date of the placement (the starting date noted on the contract).**
7. **FOR CREDIT TO BE GAINED FOR HOURS WORKED WITH THE HOST ORGANISATION, STEPS 1 - 7 MUST BE COMPLETED PRIOR TO THE COMMENCEMENT OF THE PLACEMENT. THIS IS ESSENTIAL FOR INSURANCE COVER AND TO ENSURE THAT THE CONTRACT IS AGREED TO BY THE HOST ORGANISATION AND RECOGNISED BY THE UNIVERSITY.**
8. Should the contract require changes after the placement application has been approved the student is required to negotiate these with both the host organisation and university supervisor. The university supervisor will determine if changes to the agreed contract are permitted and if so will arrange for the contract to be modified. The modified contract will be emailed to the students email account for the student to print out, sign and pass onto the host organisation supervisor to sign. The university supervisor's signed copy of the modified contract is to be immediately returned to the university via upload onto the [VU WIL System](#). The modified contract is not approved until signed by all three parties and the university copy has been returned to the university.
9. Prior to, or on, the first day of the placement, the student and the host organisation supervisor are encouraged to plan and document the specific tasks and responsibilities to be undertaken by the student.
10. Upon commencement of the placement the student and Host Organisation Supervisor/Inductor **must complete the W&OHS Site Induction Checklist** provided in the CDE Placement Contract documentation. This document must

- be uploaded by the student onto the [VU WIL System](#) within 5 working days of commencing the placement. It is also to be retained by the student and submitted in the Appendix of the placement report.
11. Close to the completion of the placement the student is encouraged to meet with the host organisation supervisor to jointly review the placement in general, and the achievement, or otherwise, of the responsibilities as indicated on the commencement of the placement.
 12. Upon completion of the placement students should:
 - a) ensure that the host organisation supervisor has completed the supplied **evaluation form** that was **provided in the contract documentation when your contract was approved**. This should be returned to the student and is to be included as an Appendix item in the student's placement report.
 - b) write to the host organisation supervisor to **thank all concerned** for the assistance provided during the experience. A copy of this letter is to be included as an Appendix item in the student's placement report.
 13. The student's placement report is to be submitted to the university supervisor on, or before, the date specified on the contract, usually two weeks after the completion of the placement.
 14. Students may, in exceptional circumstances, be granted an extension on the submission date of their written report. A request in writing on an assignment extension form must be submitted to the university supervisor, prior to the original due date on the contract, stating reasons for the extension.

7.0 Student Guidelines & Regulations

- 7.1. Students must be enrolled in the semester during which the Career Development and Employability placement is undertaken. Should the placements span over the subsequent semester to enrolment the student will receive an L grade, which will be converted no later than at the end of the subsequent semester.
- 7.2. Students are encouraged to seek the most appropriate placement for their personal career development and where possible, should look to undertake at least one placement in Melbourne or close proximity to ensure a university supervisory visit.
- 7.3. Students required to complete more than one placement must ensure each placement is undertaken at a **different organisation** and may only undertake one residential camp placement. Placement unit values are as follows:
 - One five day residential camp is equivalent to two working weeks (70 hours)
 - One weekend camp Friday – Sunday evening is equivalent to one working week. (35 hours)
- 7.4. Students undertaking placements involving children and people with disabilities may be required to have a current Working with Children or Police Check before the commencement of the placement. Allow up to 4 to 8 weeks for the processing of this information. Students should check with the host organisation to verify if a Working with Children, Child Safe Policy Training or Police Check is needed and if so what procedure should be followed.
- 7.5. Students should constantly be aware of the responsibilities that they undertake when working in the community at large. In particular these responsibilities carry with them:
 - the need to be conscious of SAFETY at all times
 - the need to respect the rights of others
 - the need to be aware of one's power and influence in the leadership role and not exploit it
 - the need to be aware of appropriate leadership behaviour in order to avoid discrimination and sexual harassment situations
 - the need to be aware of and abide to host organisation confidentiality and privacy policies and occupational health and safety policies.
- 7.6. Students are reminded that they represent Victoria University and consequently should always be punctual, dress appropriately and behave in a manner that enhances the community's view of the university and the professions.
- 7.7. Students should consider submitting to the host organisation a formal application letter and attached resume when applying for a Career Development and Employability placement.
- 7.8. The CDE placement contract **must** be signed by the student, the host organisation supervisor and the university supervisor **prior** to the commencement of the placement. The contract is not approved until signed by all three parties and the University copy has been uploaded by the student on the [VU WIL System](#). This is **essential** in order to be covered by public liability insurance and to ensure that the contract is agreed to by the host organisation and recognised by the university. **For this reason Career Development and Employability placement hours cannot be credited retrospectively.**
- 7.9. Students should maintain contact with their university supervisor throughout the placement. Contact details are on the contract and placement documentation.
- 7.10. The university supervisor must be informed immediately in writing of any change of arrangements (for example – dates, times, supervisor, and in particular, termination of contract). Non-attendance due to illness should also be notified.
- 7.11. Any party may terminate a contract at any time. Should a student wish to terminate a contract, the university supervisor must be informed immediately to ensure that the host organisation concerned is formally notified.
- 7.12. At the commencement of the placement students are encouraged to meet with their host organisation supervisor to review their aims and document their responsibilities for the duration of the placement.
- 7.13. Upon commencement of the placement the student and Host Organisation Supervisor/Inductor must complete the W&OHS Site Induction Checklist provided in the CDE Placement Contract documentation. **A copy must be uploaded by the student on the [VU WIL System](#) within 5 working days of commencing the placement.** This document must also be retained by the student and submitted in the Appendix of the placement report.

- 7.14. Students are encouraged to regularly consult with their host organisation supervisor to invite comments, review their work plan, seek assistance and discuss the project of program in which they are involved.
- 7.15. During the placement **the student must contact their VU supervisor to arrange a placement visit**. The following timeline is to be used according to the length of the placement:
 - a) Students undertaking a 70 hour placement are to contact their VU supervisor once they have completed 30 - 35 hours at their placement
 - b) Students undertaking a 140 hour placement are to contact their VU supervisor once they have completed 70 hours at their placement
- 7.16. Students are advised to reflect on their placement during the placement and to document this. At the conclusion of the placement they should meet with their host organisation supervisor to review and evaluate the placement.
- 7.17. **Using the CDE Report Writing Guidelines**, students need to write up the report as the placement develops, daily or weekly, and not at the end when recollections may be dim.
- 7.18. Students may, in exceptional circumstances, be granted an extension on the submission date of the placement report. A written request must be submitted on the assignment extension form, prior to the original due date on the contract, stating the reasons for the request. The due date of the placement report is recorded on the student's contract copy.
- 7.19. Should the student fail to submit a written report entirely he or she will fail the placement component of the unit. The student will be required to undertake a new placement and at the end of the placement submit a written report to the University supervisor by the date stated on the contract.

8.0 Insurance Cover for Students

The Finance Department of the university has procedures which provide a general overview of the university's insurance policies and detailed instructions on how to lodge insurance claims.

The procedures are available on the Finance Department website at <http://intranet.vu.edu.au/Insurance/InsuranceCertificates.asp> (available on campus only) or by contacting the Engagement Coordinator – Career Development and Employability. They include details of insurance coverage for students undertaking practical placement, work experience, community placement and other Learning in the Workplace (WIL) activities.

If an organisation does not have insurance, or has inadequate insurance, this does not automatically preclude this activity however you will need to clear this with the University insurance department before the activity is commenced to ensure that the student is adequately protected.

NOTE: Insurance cover is automatic for students engaged in relevant WIL activities providing they are currently enrolled Victoria University students. Relevant activities are defined as those activities sanctioned by the university i.e. where the College of Sport and Exercise Science deem the activity to be relevant to the student's course. This sanction is further validated by the completion of the WIL Agreement (or CDE Placement contract). Completion of a WIL Agreement is not required for a single day activity/excursion off campus.

Personal Accident – Students on Placement

The university has Personal Accident insurance, which covers students for non-Medicare expenses while on practical placement, work experience, community placement and other relevant WIL activities, including the necessary direct travel to and from such activities organised as part of or relevant to the students course. The university also provides the students with overseas travel insurance for the university approved travel up to 6 months. The students who travel in excess of 180 days need to contact Finance Department to pay an additional premium.

Personal Accident coverage provides protection for financial loss to the student as a result of an injury or sickness whilst engaging in practical placements **organised by, approved by or under the control of the university** including direct travel to and from such activities.

It covers any students engaged in practical training both on and off campus including but not limited to practical placement, community placement, enterprise experience, work experience, or off campus field assignments.

Public Liability & Professional Indemnity

The university has public liability and professional indemnity insurance extended to cover students undertaking practical placement, work experience, community placement and other activities, organised as part of or relevant to the students course. This policy also covers students conducting these activities overseas. The public liability policy applies to claims for bodily injury or property damage to third parties if the university is found to be legally liable. Professional indemnity provides cover for claims for breach of professional duty.

STUDENTS SHOULD ACT WITHIN THE LIMITS OF THEIR TRAINING AND MAY NOT BE COVERED IF THEY ACT OUTSIDE THEIR TRAINING OR EXPERIENCE OR EXCEED THE LIMITS OF RESPONSIBILITY GIVEN TO THEM.

WorkCover

Generally, WorkCover Insurance does not cover students undertaking WIL activities. However, they may be covered by WorkCover Insurance if:

- they are undertaking the activity at the university and are paid employees of the university;
- they are paid employees of their host organisation.

In other situations the Personal Accident – Student on Practical Placement policy and its exclusions apply (see above).

WorkCover Insurance and the university's public liability insurance cover members of staff attending host organisations to visit students undertaking WIL activities.

University Supervisors should advise students during their preparation that they are required to establish and understand their insurance coverage, prior to commencing their WIL activity.

Liability to Host Employers Insurance

The university will, in certain circumstances, compensate host organisations for increases in their WorkCover premiums which are a result of compensable injury to a student undertaking WIL activities. Cover would apply where the university was legally obliged to agree to indemnify the host organisation in such situations.

Motor Vehicle Insurance

Student use of private vehicles for attending placements, etc. as part of their course is NOT covered by the university. Motor vehicle insurance is the responsibility of the vehicle owner.

Limitations and exclusions

The specific limitations and coverage of the policies are outlined in a letter, available on the Finance Department website, <http://intranet.vu.edu.au/Insurance/InsuranceCertificates.asp> (link available on campus only) which can be provided to host organisations. This letter outlines the insurance policies the university has to cover its students undertaking WIL activities as part of or relevant to the students course. A copy of this letter is included as Appendix (v).

Occupational Health and Safety information and resources are available at: <http://intranet.vu.edu.au/PC/OHS/Default.asp> (link available on campus only)

10.0 Host Organisation Supervisors' Guidelines

Victoria University is grateful for the support given by host organisations in providing Career Development and Employability opportunities for students.

Having determined the possibility of providing a placement opportunity, and confirmed this with the student, the host organisation supervisors are asked to:

1. Become familiar with the details set out in the Victoria University placement contract and sign it. Each copy of the contract indicates who should receive it. The copy for the VU Supervisor must be uploaded onto the [VU WIL System](#), by the student, **prior to the commencement of the placement**. The contract is not approved until signed by all three parties and the university copy has been uploaded by the student onto the [VU WIL System](#).
2. Inform host organisation staff of the student's imminent involvement in order to facilitate the orientation of the student to the host organisation.
3. Advise the student of the host organisation's expectations, policies and regulations.
4. Meet with the student at the commencement of the placement to review the student's aims, and document the student's responsibilities for the duration of the placement.
5. Upon commencement of the placement complete the Workplace & OHS Site Induction Checklist provided in the placement contract documentation with the student. **The student must upload the Workplace & OHS Induction Checklist onto the [VU WIL System](#) within 5 working days of commencing the placement and also retain a copy and provide it with their placement report on conclusion of the placement.**
6. Provide the student with an orientation program and, where appropriate, the opportunity to observe.
7. If leadership is involved, enable the student to build confidence and develop skills in a one to one, or small group situation before being responsible for the management of large groups. This is particularly important if the student is lacking confidence or is inexperienced.
8. Meet regularly with the student and encourage the student, review the work plan and provide a continuing evaluation of progress.
9. Arrange a final meeting with the student to review and evaluate the placement.

Administrative Tasks

Before, during and after the placement, host organisation supervisors are asked to complete the following administrative tasks:

- read and sign the contract;
- complete the Workplace & OHS Site Induction Checklist provided in the placement contract documentation with the student;
- contact the university supervisor if any queries or difficulties arise;
- participate in the placement visit arranged by the student; and
- provide a written evaluation of the student's performance and return it to the student prior to the completion of the placement. This can be on the evaluation form provided or an alternative format may be used.

11.0 Victoria University Staff Guidelines

The following steps are suggested for Victoria University staff to facilitate the student's progress toward completion of the CDE placement contract.

The Career Development and Employability Co-ordinator should:

1. Discuss Career Development and Employability possibilities during classes or with the student (if required).
2. Once the student makes a decision, submits the online contract application form along with the aims and duties:
 - review and check the contract application form
 - review and check the aims, contributions and duties
 - if modifications are required, return the contract application to the student for amendment and re-submission
 - assign a university supervisor
 - check the student is enrolled in the placement unit of study
 - nominate the due date for the submission of the student's report
 - approve the application.

The Victoria University Supervisor (VU Supervisor) should:

1. Visit the student on placement (where possible). The student is required to contact their VU supervisor to arrange a visit by the VU supervisor to the host organisation according to the timeline stated in Section 7.17. The visit, where possible, is to be conducted at a time that suits the host organisation supervisor and student.
2. During the visit confer with the participants, host organisation supervisor, other staff and the student about the progress of the placement.
3. Keep in mind that this visit is an excellent opportunity to promote the College of Sport and Exercise Science and affirm its credibility.
4. Follow up the visit by meeting with the student to discuss progress if this was not possible during the host organisation visit.
5. On completion of the placement read and mark the student's written report and make written comments.
6. Complete the administrative details on the contract application form and return it to the Career Development and Employability coordinator.

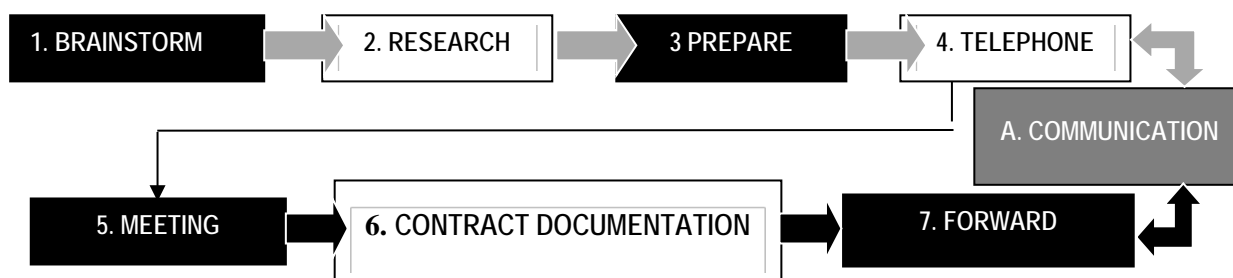
12.0 Assessment

Students are graded according to the university grading system. A student will only receive a final grade once all the following components have been fulfilled:

- compliance with all requirements as set out on the placement contract;
- submission of a written evaluation by the host organisation as an appendix to the placement report;
- upload onto the [VU WIL System](#) and submission of the Workplace & OHS Site Induction Checklist as an appendix to the placement report;
- satisfactory completion of the placement report, submitted to the VU Supervisor; and
- satisfactory completion of all the requirements of the additional components of the unit of study.

Appendix (i)

FLOW CHART FOR COMPLETING A CDE PLACEMENT CONTRACT



1. Think about an organisation in which you would like to complete your placement – you could speak with your tutor, look through the agency list on the [VU WIL System](#) look through placement emails, etc.

2. Research organisations and find out what upcoming events or duties you could be involved with and responsibilities you could undertake.
From this research, check who the correct person would be to make direct contact with for your enquiry.

3. Prepare a brief telephone introduction so that you know what to say to this potential Host Organisation Supervisor.
Telephone this prospective Host Organisation and arrange to either meet (15 minutes) or further discuss via another telephone conversation (whichever is most appropriate) with your potential supervisor at a date and time that is mutually convenient. (If unsuccessful, start the process again.)

4. During your host organisation supervisor meeting or phone conversation, confirm your duties and responsibilities (it pays to suggest some of the roles you wish to undertake), days, dates, supervisor details (including phone number, physical address of placement, email address, etc.).

5. Visit the [VU WIL System](#) accept terms and conditions and create a contract and complete your career development aims, your aims to contribute to the Host Organisation and potential roles and responsibilities that you will assume.

6. Once accepted, print all documentation which should include: 3 copies of the contract (one for you, one for VU supervisor and one for Host Organisation Supervisor), a letter to your Host Organisation Supervisor, Host Organisation Supervisor Guidelines, Host Organisation Supervisor Evaluation of you and a Workplace and OHS Site Induction Checklist.
Ensure that you sign all three contract copies and get your Host Organisation Supervisor to sign all three (the VU Supervisor signature is automatically generated).

7. Upload the VU Supervisor copy signed by all parties onto the [VU WIL System](#) BEFORE or on the FIRST day of your placement AT THE LATEST. Any placement hours completed before your contract is signed and uploaded on the [VU WIL System](#) will not be credited.

A. Keep in touch with your VU Supervisor throughout your placement regarding – a visit (you need to arrange one at the halfway mark), problems on your placement or a change in start or end dates. Ensure that you use your VU student email address when corresponding by email.

Enjoy and make the most of your placement!

(Mary Grant 2012, amended by Ruth Gadsby 2020)

Appendix (ii)

VICTORIA UNIVERSITY CDE PLACEMENT CONTRACT TERMS AND CONDITIONS STUDENT CHECKLIST

BEFORE my placement

- Read the CDE Guidelines
- Lodge your 'Application for a Placement Contract' online through the VU WIL System - **allow at least 5 working days to process before placement is due to start.**
 - Complete ALL required fields on the contract application
 - Ensure ALL placement information and Host Organisation details are correct
 - Check student email once application is approved for ALL three copies of contract
 - Print ALL three copies of contract i.e. **Student's copy, Host Organisation Supervisor's copy and Victoria University's copy**
 - Sign ALL three copies of contract and obtain host organisation supervisor's signature (**Note:** The approved contract has the VU supervisor's signature added electronically)
 - Upload the **University's signed** copy of the placement contract onto the [VU WIL System](#) **BEFORE or on the first day of the placement:**

NO SIGNED CONTRACT RETURNED TO THE UNIVERSITY = NO HOURS RECOGNISED!!!

DURING my placement

- Upon commencement of the placement you and the Host Organisation Supervisor/Inductor are required to complete the **Workplace & OHS Site Induction Checklist** provided in the CDE placement contract documentation and a copy must be uploaded onto the [VU WIL System](#) within 5 working days of commencing your placement.
- Before halfway point, contact the University Supervisor to organise a placement visit
- Develop at least three industry contacts that you can add to your professional network
- Keep a daily diary and reflection of your activities during the placement
- Keep the University Supervisor informed of any changes to the placement contract or any other issues of concern
- Collect the **Host Organisation Supervisor Evaluation** form from your Host Organisation Supervisor before you leave the placement
- Ensure you have read the CDE Report Writing Guidelines made available to you on VU Collaborate and the [VU WIL System](#).

AFTER my placement

- Write to the Host Organisation Supervisor to thank all concerned for the assistance provided during the experience and attach a copy of this letter as an appendix item to your placement report
- Create a copy of the Host Organisation Supervisor Evaluation form for yourself
- Attach a copy of the Host Organisation Supervisor Evaluation form as an appendix to your placement report
- Attach the Workplace & OHS Site Induction Checklist as Appendix 8.5 to your placement report
- Keep a copy of your placement report
- Submit your placement report to your VU Supervisor

Appendix (iii)

VICTORIA UNIVERSITY CDE PLACEMENT HOST ORGANISATION GUIDE

This guide includes:

- A suggested agenda for your first meeting with the student
- Expected student outcomes
- A template (outlines project brief)

YOUR FIRST MEETING

1. **Introductions** - Discuss the student's career path, ask about their education, career goals and experience outlined in their resume.
2. **Expectations** – Advise the student why you were interested in taking on a placement and what you expect them to be doing during the placement. Ask the student about their expectations of the placement. Make sure expectations are aligned and clarify any issues up front.
3. **Learning opportunities and feedback** – In the contract students outline clear learning objectives for their placement. Ask the student about their objectives and look for ways to provide learning opportunities. The students will be keen to receive feedback, so let the student know how and when you will give them feedback. Ask about specific areas or skills that students wish to develop. Students appreciate feedback and support.
4. **Plan** – You may want to use the template to provide the student with a general idea of what they will be doing during their placement.
5. **Buddy** – It would be a good idea to allocate somebody to whom the student can spend time with or go to for questions. You may want to rotate the buddy role to reduce the impact on your staff, but also give the student a varied experience.
6. **Events, meetings** – Identify any upcoming events or meetings that the student could contribute to or even just sit in on. Additional networking events outside the organisation would also be a useful learning opportunity.
7. **Workplace and OHS Site Induction Checklist** - upon commencement of the student's placement complete the Workplace & OHS Site Induction Checklist provided in the CDE Placement Contract documentation with the student.
8. **Company information and office procedures** – Give the student written information about your company/organisation and your team for them to read. Let them know what they should do if they are sick or running late for work. Emphasise relevant Occupational Health and Safety, harassment, confidentiality and privacy policies and procedures.
9. **Introductions and office layout** – Introduce the student to your team and other key staff members/personnel, show them where all the basic facilities are – kitchen, toilet and security procedures.

Expected Student Outcomes

The professional placement should provide the opportunity for students to:

- Gain insights into the general organisation and operation of the agency
- Apply theory to practice in a reflective and disciplined manner;
- Develop capacity to initiate their own professional activities, including the ability to seek and use feedback and supervision effectively;
- Develop an understanding of professional goals and practice;
- Consider the role and function of the host organisation, the community it serves and the services it offers; and
- Consider the technical operations and processes by which the host organisation achieves its aims.

Appendix (iv)

12 WEEK PLAN (Sample only: Some placements will be shorter, others longer than 12 weeks)

Week	Buddy/Mentor	Training	Meetings	Events	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Appendix (v)

EXAMPLE OF CDE CONTRACT & INFORMATION FOR STUDENT AND HOST ORGANISATION



COLLEGE OF SPORT AND EXERCISE SCIENCE

STUDENT'S NAME: Joe Smith

IMPORTANT

Your CDE Placement Contract commences on: 01/02/2018

THE CONTRACT IS NOT APPROVED UNTIL SIGNED BY ALL THREE PARTIES AND THE UNIVERSITY COPY HAS BEEN UPLOADED ONTO THE VU WIL SYSTEM.

Student Instructions:

Print both files (this document and the PDF contract document) onto white A4 paper.

1. The first file contains the CDE contract. It is a 9 page pdf file. Print all pages. The 9 pages are separated into 3 contract sets, labelled on the bottom of each page. The first 3 pages are the Host Organisation Supervisor copy, the next 3 are the VU Supervisor copy and the final 3 are the Student (your) copy. Staple each set together.
2. The second file (this one) contains 5 pages. Following this instruction page is a 2 page letter to the Host Organisation Supervisor (staple these together), a 2 page placement evaluation form for the Host Organisation Supervisor to complete at the end of your placement (staple these together) and a 1 page Workplace and OHS Site Induction Checklist.
3. Hand your Host Organisation Supervisor all pages (except this instruction page) prior to or at the latest on the first day of your placement. The Host Organisation Supervisor keeps the letter and the placement evaluation form and **their contract set** of the signed placement contract.
4. Each of the 3 contract sets needs to be signed by all parties. You will need to sign all 3 copies of the contract and Host Organisation Supervisor will need to sign all 3 copies as well. The contract has already been signed by the VU Supervisor.
5. The VU Supervisor copy of the contract must be uploaded by you onto the [VU WIL System](#) prior to or at the latest on the **01/02/2018** (the starting date of the contract). An email will be sent to your student email account confirming the date of return of the signed contract.

REMEMBER:

Your hours will not begin to accumulate until you upload onto the [VU WIL System](#) the VU Supervisor copy of the contract signed by all 3 parties.

6. **You are required to arrange a placement visit between the VU Supervisor, Host Organisation Supervisor and the student.** Contact your VU Supervisor to arrange this towards the middle of your placement hours.
7. Towards the end of the placement it is your responsibility to ensure that the Host Organisation Supervisor completes the evaluation form. Generally this should be returned to you and placed in the appendix of your report however the supervisor is able to send it directly to your VU Supervisor. This completed evaluation form is a requirement to pass the placement, i.e. no evaluation form – no grade awarded.



COLLEGE OF SPORT AND EXERCISE SCIENCE

Mary East
Sport Camps
15 The Strand
Fitzroy 3021

PO BOX 14428 MELBOURNE
VICTORIA 8001 AUSTRALIA
WWW.VU.EDU.AU

Dear Mary

Thank you for making it possible for **Joe Smith** to undertake a placement with your organisation. The opportunity for students to make observations and apply skills in the workplace greatly enhances the academic component of the Victoria University (VU) course and is indeed appreciated. Included with this letter is a CDE Placement Contract that sets out the terms on which Victoria University will place **Joe Smith** with your organisation, a placement evaluation form for you to complete towards the end of the placement and a 1 page Workplace & OHS Site Induction Checklist to be completed with Joe at the commencement of the placement.

Students undertake Career Development and Employability as a course requirement and consequently Victoria University will indemnify the host organisation against all claims which may be made, in respect of death, injury or property damage while the student is on the host organisation's property, provided the University is found to be negligent. If the student is being paid by the host organisation then WorkCover is applicable. If you or your organisation requires confirmation of Victoria University's insurance policies that cover students on placement, please contact Ruth Gadsby, Engagement Coordinator -Career Development Employability, on 9919 5539.

Victoria University advises host organisation supervisors to ensure that students undertaking placements involving children less than 18 years of age be required to have a current Working with Children Check and undertake Child Safe Policy Training before the commencement of the placement. It is also recommended that students be asked to provide a current Police Check when working with people with disabilities, elderly/frail people or other at risk groups.

Host organisations are reminded that students will have varying knowledge and experiences depending on their year level and any additional qualifications and/or work experiences they may have over and above their university studies. Students will need to be supervised and guided by suitably trained staff throughout their placement.

Joe Smith is required to provide you with the placement contract for your signature. There are three sets of contracts; one for you, one for the student and one for Victoria University. It is essential that all contract sets are signed by you to indicate your organisation's acceptance of the student placement and the terms on which Victoria University will place Joe Smith with your organisation. Please return the signed VU Supervisor copy of the placement contract to the student. The student is responsible for returning this copy to the University prior to the commencement of the placement to validate the contract and ensure insurance cover.

The following page contains guidelines for the Host Organisation Supervisor. Should you have any questions or queries about these please contact me on the number below. Additional information regarding our CDE program can be found on the web at <http://www.staff.vu.edu.au/hmrpcpd>

Thank you once again for your co-operation and contribution to our CDE program. I look forward to meeting with you at the placement visit as organised by Joe Smith.

Yours sincerely,

Roger Funk

Phone 9919 4765 (BH)

Victoria University Placement Supervisor



COLLEGE OF SPORT AND EXERCISE SCIENCE

CDE PLACEMENT

HOST ORGANISATION SUPERVISOR'S GUIDELINES

The College of Sport and Exercise Science is grateful for the support given by Sport Camps in providing Joe Smith this placement opportunity.

Having determined the possibility of providing a placement opportunity, and confirmed this with the student, the host organisation supervisors are asked to:

1. Become familiar with the details set out in the Victoria University placement contract and sign it. Each copy of the contract indicates who should receive it. The copy for the VU Supervisor should be returned to the university, by the student, prior to the commencement of the placement. The contract is not valid until signed by all three parties and the university copy has been uploaded onto the [VU WIL System](#).
2. Inform host organisation staff of the student's imminent involvement in order to facilitate the orientation of the student to the host organisation.
3. Advise the student of the host organisation's expectations, policies and regulations.
4. Meet with the student at the commencement of the placement to review the student's aims, and document the student's responsibilities for the duration of the placement.
5. Upon commencement of the placement complete the Workplace & OHS Site Induction Checklist provided in the placement contract documentation with the student. The student is required to upload the Workplace & OHS Site Induction Checklist onto the [VU WIL System](#) within 5 working days of commencing the placement and also submit it with their placement report on conclusion of the placement.
6. Provide the student with an orientation program and, where appropriate, the opportunity to observe.
7. If leadership is involved, enable the student to build confidence and develop skills in a one to one, or small group situation before being responsible for the management of large groups. This is particularly important if the student is lacking confidence or is inexperienced.
8. Meet regularly with the student and encourage the student, review the work plan and provide a continuing evaluation of progress.
9. Arrange a final meeting with the student to review and evaluate the placement.

Administrative Tasks

Before, during and after the placement, host organisation supervisors are asked to complete the following administrative tasks:

- read and sign the contract;
- complete the Workplace & OHS Site Induction Checklist provided in the placement contract documentation with the student;
- contact the university supervisor if any queries or difficulties arise;
- participate in the placement visit arranged by the student; and
- provide a written evaluation of the student's performance and return it to the student prior to the completion of the placement. This can be on the evaluation form provided or an alternative format may be used.

Assessment of the Career Development and Employability unit including the placement:

For your information students are graded based on the written report that they must produce at the end of the placement.

A student's report is eligible to be graded when all of the following criteria have been fulfilled:

- compliance with all requirements as set out on the contract including completing all the hours required;
- submission of the Workplace & OHS Site Induction Checklist (attached);
- submission of a satisfactory written evaluation by the host organisation (attached);
- completion of a business report and evaluation of the experience by the student.



COLLEGE OF SPORT AND EXERCISE SCIENCE

CDE STUDENT PLACEMENT EVALUATION

It is a **requirement** of the placement that the host organisation supervisor completes an evaluation. It is also beneficial for the student to have a written evaluation of his or her experience.

We are supplying this form for your convenience and recognise that not all sections may be applicable. The areas of student competence on the grids below can be indicated with a tick. You may wish to adopt an alternative format, in which case, please feel free to do so. For example you may like to write a written reference for the student.

It is suggested you complete this form towards the end of the placement and hand it directly to the student or if you rather the evaluation be confidential please email to Ruth Gadsby ruth.gadsby@vu.edu.au. Please note: The evaluation form will be available for the student to read unless otherwise requested.

NAME OF STUDENT: Joe Smith
 NAME OF HOST ORGANISATION: Sport Camps
 NAME OF HOST ORGANISATION SUPERVISOR: Mary East
 UNIT CODE: SSM3003

PERSONAL COMPETENCE

AREA	Needs more experience	Satisfactory	Very Good	Excellent	Not Applicable
Confidence					
Approachability					
Initiative/creativity					
Readiness to receive feedback/direction					
Willingness to take responsibility					
Communication with other staff and/or clients					
Punctuality					
Dress					

PROFESSIONAL COMPETENCE

AREA	Needs more experience	Satisfactory	Very Good	Excellent	Not Applicable
Knowledge of: - subject/task					
- clients/participants					
Willingness to further own: - knowledge & skills					
- organisational skills					
- supervisory skills					
Achievement of aims and objectives					
Professional attitude					
Safety awareness & appropriate measures					
Standard of preparation					
Ability to delegate					
Ability to encourage participation					

continued over ..



COLLEGE OF SPORT AND EXERCISE SCIENCE

GRADUATE CAPABILITIES

Graduate Capabilities are developed in every Victoria University course in the context of the knowledge and skills of that field of study. They ensure our students and graduates are work, career and future ready.

Please identify Joe Smith's current capabilities in the following areas:

AREA	Needs more experience	Satisfactory	Very Good	Excellent	Not Applicable
Ability to problem solve in a range of settings					
Ability to locate, critically evaluate, manage and use written, numerical and electronic information					
Ability to communicate in a variety of contexts and modes					
Ability to work autonomously					
Ability to work collaboratively					
Ability to work in an environmentally, socially and culturally responsible manner					
Ability to manage learning and career development opportunities					

SUGGESTIONS FOR IMPROVEMENT:**GENERAL COMMENTS:**

Host Organisation Supervisor: _____

Date: _____

Workplace and Occupational Health and Safety Site Induction Checklist

Instructions: The Workplace & OHS Site Induction Checklist is to be completed by each student in consultation with their host organisation supervisor within the first few days of their placement. The completed checklist is to be returned by the student to the University within the appendix of the student's placement report.

<input type="checkbox"/>	I understand who to discuss health and safety with in this workplace
<input type="checkbox"/>	I am familiar with what to do in case of an emergency whilst working on or off site <ul style="list-style-type: none"> • <i>Location of nearest fire exits</i> • <i>Explain alarm system for the area/building</i> • <i>Emergency assembly points</i> • <i>Who to report to in event of an emergency</i>
<input type="checkbox"/>	I am familiar with the location of the first aid kit and who is the first aid officer
<input type="checkbox"/>	I know where the workplace amenities are located
<input type="checkbox"/>	I understand the rules at this workplace for equipment and vehicles <ul style="list-style-type: none"> • <i>Main hazards associated with the equipment the person will be operating</i> • <i>How to do a risk assessment (RA) or use existing RA prior to operating the equipment</i> • <i>Safe working methods</i> • <i>Where to access instruction manuals for equipment</i> • <i>Protective clothing if relevant</i>
<input type="checkbox"/>	I am aware of hazards in this workplace and have received training in appropriate risk control measures and safe work procedures
<input type="checkbox"/>	I know how to report incidents or injuries <ul style="list-style-type: none"> • <i>Who to report to</i> • <i>Incident reports forms for the site/organisation and University</i>
<input type="checkbox"/>	I understand that I need to disclose any pre-existing health conditions that may affect my health and safety or impact my work
<input type="checkbox"/>	I understand the workplace policies regarding confidentiality, privacy and duty of care in relation to the organisation, organisation's staff and clientele
<input type="checkbox"/>	I understand the manual handling policies of this workplace <ul style="list-style-type: none"> • <i>Areas that pose a potential risk</i> • <i>Manual handling safe practice e.g. lifting, use of equipment, sitting position at computer etc.</i>
<input type="checkbox"/> or <input type="checkbox"/> N/A	I am familiar with the procedures for the safe use, storage and disposal of chemicals and biological waste <ul style="list-style-type: none"> • <i>Safe work procedures for the substances I, the student, will be working with</i>
<input type="checkbox"/> or <input type="checkbox"/> N/A	I understand that personal protective equipment (PPE) is to be provided, its use, maintenance and storage
<input type="checkbox"/> or <input type="checkbox"/> N/A	I understand the procedure for infection control in this workplace <ul style="list-style-type: none"> • <i>Location of hand washing facilities & procedure for hand washing</i> • <i>Procedures for cleaning equipment after use</i>

I (the student) hereby declare that I have participated in the W&OHS site induction during which I had the site specific health and safety rules and procedures explained to me and I have been provided with relevant training in the procedure associated with my placement where applicable. I understand the standards expected of me and I agree to work safely and comply with these standards and procedure at all times.

Name of Site/Host Organisation: _____

Student name: _____ Student ID number: _____

Student signature and date: _____

Name of Inductor/Host Org Supervisor: _____

Inductor/Host Org Supervisor signature and date: _____

(Adapted from The University of Sydney Faculty of Health Sciences WHS Site Induction Checklist)



COLLEGE OF SPORT AND EXERCISE SCIENCE

CAREER & PROFESSIONAL DEVELOPMENT (CPD) PLACEMENT CONTRACT**Note:**

This contract is not valid until the Host Organisation and student have read the attached (page 3) Terms of the CPD Placement Contract, signed each copy of the contract and the Victoria University (VU) Supervisor copy has been returned to the VU Supervisor.

STUDENT DETAILS:

Name of student:	Joe Smith	ID No.:	3050171
Student email address:	joe.smith@live.vu.edu.au	Phone:	9340 1256
		Mobile:	0400 100 100

HOST ORGANISATION DETAILS:

Name of Host Org.:	Sport Camps		
Address of Host Org.:	15 The Strand Fitroy 3021		
Host Org. Supervisor:	Mary East	Phone:	9862 5623
		Mobile:	
Host Org. Supervisor email:			
Venue and address of placement:	AS ABOVE	Phone:	

Job title/position of the student at the Host Org.: Camp leader

PLACEMENT DETAILS:

Days/times of placement:	Monday To Friday 9am - 5pm		
Dates of placement:	01/02/2010 to 01/03/2010		
Placement Report Due:	15/03/2010	Total placement hours:	140

VICTORIA UNIVERSITY DETAILS:

VU Supervisor:	Roger Funk	Phone:	9919 4765
VU Supervisor Email:	roger.funk@vu.edu.au		
Subject Code:	AHE3112	Course Code:	HBEM/MP/SH
Period of Enrolment:	Semester: One - 2010	Category:	Camps

SIGNATURES:

HOST ORGANISATION SUPERVISOR:	_____
<small>(Note: Undergraduate placements do not offer remuneration to Host Organisation Supervisors)</small>	
VU SUPERVISOR:	<u>R. Funk</u> Roger Funk
STUDENT: (student over 18)	_____
PARENT: (student under 18)	_____
Parental consent is required if the student is under 18	

Attached:

Page 2 - Student's Aims and Objectives, Description of Student's Duties and Responsibilities
Page 3 - Terms of Career and Professional Development Placement

PLEASE DISTRIBUTE RELEVANT CONTRACT COPY IMMEDIATELY

HOST ORGANISATION SUPERVISOR COPY



COLLEGE OF SPORT AND EXERCISE SCIENCE

CAREER & PROFESSIONAL DEVELOPMENT (CPD) PLACEMENT CONTRACT

Name of Student:	Joe Smith	ID No.:	3050171
Name of Host Org.:	Sport Camps	Phone:	9862 5623
Host Org. Supervisor:	Mary East	Phone:	9919 4765
VU Supervisor:	Roger Funk		

PERSONAL AIMS IN RELATION TO THE STUDENT'S PROFESSIONAL AND ACADEMIC DEVELOPMENT:

- 1. Aim 1
- 2. Aim 2
- 3. Aim 3

SAMPLE

PERSONAL AIMS THE STUDENT WISHES TO ACHIEVE FOR THE CLIENT GROUP / HOST ORGANISATION:

- 1. Aim 1
- 2. Aim 2
- 3. Aim 3

DUTIES AND RESPONSIBILITIES:

- 1. Duty 1
- 2. Duty 2
- 3. Duty 3
- 4. Duty 4
- 5. Duty 5

HOST ORGANISATION SUPERVISOR COPY



COLLEGE OF SPORT AND EXERCISE SCIENCE

TERMS OF CAREER & PROFESSIONAL DEVELOPMENT (CPD) PLACEMENT CONTRACT

Name of Student:	Joe Smith	ID No.:	3050171
Name of Host Org.:	Sport Camps	Phone:	9862 5623
Host Org. Supervisor:	Mary East	Phone:	9919 4765
VU Supervisor:	Roger Funk		

This agreement sets out the terms on which Victoria University will place Roger Funk with your Host Organisation

1. The Student must:

- a. Behave in a professional manner. This includes being punctual, attending when required, behaving professionally, not disclosing any confidential information of the Host Organisation, dressing appropriately and performing tasks satisfactorily;
- b. Work in accordance with the policies, procedures, directions and requirements of the Host Organisation (including, without limitation, those relating to occupational health and safety, equal opportunity, confidentiality and information privacy);
- c. Advise the Host Organisation if they suffer from any medical condition or disability that may affect their work performance;
- d. Maintain communication with the VU CPD Supervisor and the Host Organisation Supervisor(s);
- e. Immediately advise the Host Organisation and the VU CPD Supervisor if any issue or concern arises in the workplace;
- f. Immediately advise the Host Organisation and the VU CPD Supervisor of any accident or incident in the workplace; and
- g. At the completion of the activity return to the Host Organisation all its property or equipment including security cards computer disks, documents and records and all copies of such material in the possession or control of the Student.

2. The Host Organisation must:

- a. Read and comply with the information provided by the University relating to CPD placement contract;
- b. Sign all 3 copies of the contract and keep the Host Organisation Supervisor copy;
- c. Provide and maintain a safe workplace environment, free from discrimination/harassment, with appropriate occupational health & safety and equal opportunity safeguards in place;
- d. Comply with, and ensure that its personnel comply with all relevant Commonwealth and State legislation, regulations, rules codes of practice and Australian Standards, including, without limitation those relating to occupational health and safety to ensure that the student is not exposed to any uncontrollable or inadequately controlled hazards or risks;
- e. Where required verify the student has a valid Working With Children Check or valid Police Check
- f. Provide proper supervision of the student by a suitably trained supervisor;
- g. Meet with the student at the commencement of the placement to review the students' aims and document the students' responsibilities for the placement. Once they have been agreed provide the student with opportunities to achieve their aims;
- h. Provide an appropriate orientation to the Host Organisation, its work culture, policies and procedures, and provide any training necessary to undertake the assigned tasks;
- i. Provide constructive and supportive performance feedback throughout the workplace experience, meet regularly with the student, review the work plan and provide a continuing evaluation of progress;
- j. Arrange a final meeting with the student to evaluate the placement;
- k. Provide an evaluation of the student's performance on the form provided and return either to the VU CPD Supervisor or to the student at the end of the placement;
- l. Be aware that the student is not yet qualified and therefore should not be placed in situations where the level of responsibility would require a qualified staff member;
- m. If leadership is involved, enable the student to build confidence and develop skills in a one to one or small group situation before being responsible for the management of large groups. This is particularly important if the student is lacking confidence or is inexperienced;
- n. Immediately advise the VU CPD Supervisor if any issues or concerns arise in relation to the student;
- o. Immediately advise the VU CPD Supervisor of any accident or incident that occurs in the workplace; and
- p. Allow a visit by the VU CPD Supervisor to assess the student's progress.

This agreement may be terminated at any time by the University, the student or the Host Organisation on the provision of 2 weeks written notice to both other parties. This agreement may be varied by written agreement between the University, the student or the Host Organisation.

HOST ORGANISATION SUPERVISOR COPY

Appendix (vi)

Insurance Policies Covering Students of Victoria University



To whom it may concern,

RE: 1 November 2019- 1 November 2020 INSURANCE POLICIES COVERING STUDENTS OF VICTORIA UNIVERSITY

This is to confirm that Victoria University has the following insurance policies covering its students whilst on practical placement, work experience, excursions, field assignments, or study tours organised as part of or relevant to the students course or studies.

A. Overseas Travel Insurance for the University

Covering students whilst overseas on practical placements, work experience, excursions, field assignments, study tours, or other related approved travel.

Insurer	Chubb Insurance Company of Australia
Policy Number	02PP015100
Death and capital benefit	\$250,000
Weekly Benefit	\$500 x 156 weeks
Not exceeding % of Salary	85%
Excess Period	7 Days

Note: There are excluded countries related to this policy, for example: Iran, Syria, etc. For full details, please refer to the insurance office, as per details below.

B. Group Personal Accident

Covering students on practical placements, work experience, excursions, field assignments, or study tours including direct travel to and from such activities.

Insurer	Chubb Insurance Company of Australia
Policy Number	02PO018246
Death and capital benefit	\$250,000
Weekly Benefit	\$2,500 x 156 weeks
Not exceeding % of Salary	85%
Excess Period	14 Days

Note: Under the Health Legislation Act 1985, it is illegal for the University to insure certain medical expenses and the Medicare gap. This means that the student is only covered for non-Medicare Medical Expenses - all other expenses should be claimed through Medicare or their own private health insurance cover, if any.

C. Public Liability

All amounts which the University shall become legally liable to pay in respect of personal injury or property damage caused by an occurrence in connection with the business of the University and/or the products, including expenses incurred with the insurer's consent in defence or settlement of any claim.

This includes students whilst on practical placement, work experience, excursions, field assignments, or study tours.

Insurer	Unimutual Limited
Policy Number	VU 19 GPL
Limit of Liability	\$250,000,000
Geographical Limit	Worldwide

D. WorkCover

The Universities WorkCover alongside the Public Liability policy covers members of staff accompanying students the fore mention situations.

If you have any questions concerning the above please contact the Victoria University Insurance office at insurance@vu.edu.au or either of its authorised representatives below.

Allan McEwen
Aon Risk Solutions
80 Collins Street Melbourne VIC 3000
t +61 3 9211 3000