



University of  
Southern  
Queensland



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# Practice Education Guide for Speech Pathology

Bachelor of Speech Pathology (Honours)  
School of Health and Medical Sciences

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# Introduction to Practice Education

Practice Education is an integral part of your degree and is a co-operative effort between an agency to which the student has been allocated and the University of Southern Queensland (UniSQ). Practice education is designed to augment UniSQ coursework and to provide students with the opportunities to develop their personal skills and professional understanding. Practice education also allows the student to demonstrate their competence and to translate theory and example into practice education. Please note that there is no direct correlation between practice education and employment in practice education organisations.

*'Practice education' is now the preferred term used by Speech Pathology Australia (SPA) to describe 'the practice of assisting a [speech pathology] learner to acquire the required knowledge, skills and attitudes in practice settings to meet the standards defined by a university degree structure, or professional accrediting/licensing board' (Rose & Best, 2005, p.3).*

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

## Contacts

The WIL Team or The Academic Team should be your first point of contact for any practice education 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 practice educations
- reviewing and verifying mandatory documents for practice education
- notifying students of important deadlines and practice education information

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

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

Chat: [Chat to us](#)

Phone: (07) 4631 2359

### The Academic Team

The Academic Team member associated with practice experience is the Practice Education Coordinator (PEC). Their role is to:

- assist students with performance related concerns and professional issues surrounding professional practice education
- discuss any non-compliance with mandatory requirements with students
- address any practice education agency notifications relating to performance concerns that are breaches of safety, professional or ethical boundaries

### Contact Information:

**Academic Name: Professor Bernice Mathisen**

Position Title: Speech Pathology Program Director and Discipline Lead

Phone: +61 7 3812 6358

Campus: Ipswich

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

## Practice Education Course Specifications

The course specifications provide information on each course approved for the University's teaching program. Download your course specification and become familiar with what you must do if you plan to obtain a passing grade in the course. Students should also ensure they have satisfied the pre-requisite, co-requisite and other requisite requirements for each course. If in doubt, contact the Enrolments Team. Further information about your practice education courses can be found in the UniSQ Handbook and on the StudyDesk sites.

## Program Practice Education Requirements

Practice Education in the Bachelor of Speech Pathology (Honours) (SPYH) at UniSQ is a cornerstone of the program, allowing students to integrate theoretical knowledge with practical skills in real-world settings. This essential phase of the curriculum encompasses a variety of components including workshops, simulations, laboratory work, Work Integrated Learning (WIL) activities, and direct speech pathology service delivery. The term 'Practice Education' refers to periods where students engage in speech pathology service delivery under the mentorship and supervision of certified speech pathologists. The coordination of these professional practice educations is managed by university staff to ensure students are provided with comprehensive learning experiences that meet the competencies required by **Speech Pathology Australia (SPA) Professional Standards**.

The Bachelor of Speech Pathology (Honours) program at UniSQ is designed to meet the accreditation standards set by Speech Pathology Australia (SPA). The program will seek accreditation from SPA in line with SPA's guidelines, with the first accreditation review scheduled before the graduation of the inaugural cohort. To meet practice education requirements, the program aligns with:

- [National Alliance of Self Regulating Health Professions](#) (NASRHP)
- Health Practitioner Regulation National Law Act as applicable to speech pathology students

UniSQ is committed to ensuring that practice education offers students a diverse range of experiences across different settings and client demographics to prepare them for the varied nature of speech pathology work. This includes exposure to clients of different ages, with a variety of communication and swallowing disorders, across multiple service delivery models (e.g., hospitals, schools, private practices, community health centres).

## Student Registration Obligations

In line with the Health Practitioner National Law Act, all students enrolled in the Bachelor of Speech Pathology (Honours) program must be registered with the Speech Pathology Australia (SPA) before commencing practice education. The Placement Education Coordinator (PEC) ensures the registration of all students each trimester, maintaining compliance with national regulations and ensuring student eligibility for clinical education.

This adapted format retains the original structure's focus on practice education while tailoring the content to the Professional Standards of SPA.

## Definitions of Key Terms

**Practice Education:** Practice Education means the placement of a student at an agency for the purpose of gaining practical experience in the profession of their study.

**Practice Education Coordinator (PEC):** The suitably qualified employee of UniSQ who is employed to organise, coordinate and/or supervise the practice education 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 practice education for students for the purpose of enhancing their work readiness.

**Practice Educator** A suitably qualified individual who has been nominated by the agency to supervise the student while undertaking professional practice education.

**InPlace:** Online platform for practice education-related information (mandatory documents, practice education allocation details, student logbooks), accessed via [Inplace.usq.edu.au](http://Inplace.usq.edu.au).

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

## Mandatory Document Requirements and Resources

### Practice Education Calendar

A Practice Education Calendar is provided each year on your program Practice Education Hub. It identifies the dates in which practice educations may be offered in a period of study. This provides a visual representation of practice education so you can understand and plan for when you might be allocated a practice education. It will also assist you with submitting preferences and plan your practice education around residential schools and other university related activities.

**You are expected to be available for practice education at any time in the period of study, including study breaks and exam periods, so please remember this when you are enrolling and making personal plans.**

### Important Dates

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

These include:

- ✦ when mandatory documents must be updated for each period of study
- ✦ when practice education preferences must be submitted on [InPlace](#) for each course
- ✦ when special consideration requests must be provided by for each period of study
- ✦ when practice education allocations will be released on [InPlace](#) for you to view

### Practice Education Hub

The [Speech Pathology Practice Education Hub](#) is where you will find all the forms, links and information you require to prepare for practice education. 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 practice education subjects and submission of mandatory documents to ensure they can be placed in their nominated study period of enrolment. It is important that you use this site to support your success.

### Mandatory Document Information

UniSQ is required by the practice education provider to collect documents for each student, ensuring that they are completed correctly and valid for the duration of each practice education. Students must ensure they provide and update these documents via [InPlace](#) before each practice education experience. You will not be permitted to commence practice education until all mandatory documents and requirements have been completed and updated.

You are encouraged to start preparing and completing your mandatory documents from your acceptance into the program as some documents, in particular Hepatitis B vaccinations, may take several months to complete. Please ensure you take this into consideration when planning for your practice education. The WIL Team monitors mandatory documents closely when allocating practice education. We recommend that you upload your documents as soon as you receive/complete them so your preparation for practice education can be easily viewed.

You must provide all your documents by the due date on the Important Dates document so they can be checked and verified by the WIL Team. Should you not meet the deadline your practice education may be delayed or even cancelled. You may also be dropped from the practice education course for the period of study if sufficient progress has not been made. If you have circumstances that impact on your ability to have your mandatory documents completed on time, this **MUST** be discussed with the Practice education Coordinator and WIL Team before the cut-off date.

Please be aware that some documents only need to be submitted once, before your first practice education experience, while others have an expiry date and need to be updated throughout your studies. You will be required to plan and ensure that any expiring documents are updated by the due dates throughout the duration of your program. At times, UniSQ is required to provide some or all of your mandatory document information to the practice education provider for practice education purposes.

There is a discipline specific list of mandatory documents available on your Practice Education Hub. You can also refer to the Practice Education Hub for further information and links on how to complete these requirements. If you have any questions about your mandatory documents and how to complete them, please contact the WIL Team.

## InPlace – UniSQ Placement Management System

[InPlace](#) is the cloud-based placement system used by UniSQ to electronically allocate and manage practice education. 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 Practice Education Hub.

InPlace is where:

- ✦ All your mandatory documents must be uploaded for verification.
- ✦ You provide information prior to practice education, e.g., preferences, special consideration requests and facility expressions of interest.
- ✦ Pre-practice education information (orientation information) is shared prior to your commencement (if applicable).
- ✦ Practice education confirmation/allocation details will be released
- ✦ Your practice education 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 practice education.*

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

### [InPlace Tips](#) –

- ✦ Once you upload your documents on the 'My Details' page, InPlace will send the WIL Team a message to review and 'verify' that they are correct.
- ✦ Go back and check a couple of days later that they have been approved or read the comment on your To-Do list on the home page to see why they were rejected.
- ✦ Checking the details page of your InPlace file is a quick way of finding out when your documents will expire - make sure they are kept current for all your practice educations, including looking ahead on documents that expire to check they will be valid for an entire Study Period. You cannot rely on the 'traffic light' system as this only alerts you once a document is very close to expiring.
- ✦ InPlace works best with Google Chrome and Mozilla Firefox.
- ✦ If your practice education is not released or has been hidden from your view, you may need to update one or more mandatory documents. Practice educations are not confirmed until they are released on InPlace.

## Practice Education Eligibility

For students to be eligible to attend practice education they must:

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

### Pre-requisite Course and Enrolments

Prior to enrolling in practice education courses, students need to read the course specifications to be aware of the practice education requirements which are set by the University and/or accrediting body. Please be aware that some practice education courses must be undertaken sequentially, **with a maximum of 18 months between attempts to meet SPA recency requirements.**

To attend or remain on practice education, students must have met all academic pre-requisite requirements for the practice education 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 practice education with an incomplete result for a pre-requisite practice education course. If students receive a fail grade for a pre-requisite course and have already commenced practice education, they will be asked to cease practice education. In this situation, any completed hours will not be counted towards the practice education.

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

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

### Recognition of Prior Learning

At UniSQ, we want to help you on your journey at university and recognising your prior learning and work experience is just one way we can do that. Recognition of prior learning is a process that assesses formal and informal learning and work experience in the field to determine the extent to which an individual has achieved the required learning outcomes, competency outcomes or standards to warrant exemption from a particular course. Some programs may have restrictions on the number of exemptions able to be granted for practice education experience.

Further information on recognition of prior learning and the process to apply is available [here](#).

### Inherent Requirements

There are several 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 to achieve the essential learning outcomes of the program, while maintaining the academic integrity of that degree.

Information on the [inherent requirements](#) 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 practice education course. For further information contact our [Student Equity Officers](#).

## Fitness for Practice Education

If you are aware of any chronic or acute injury, illness or condition that may affect you during your practice education, or any other factor that may impact your capacity to practice the profession or engage in practice education, please contact the WIL Team and/or the Practice Education Coordinator prior to practice education 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 practice education.

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 practice education or practice in the profession.
- ✦ Inability to meet, or disregard for, the compliance requirements of UniSQ, the practice education agency or of the broader profession.
- ✦ Failure to satisfactorily complete the pre-requisite courses for the practice education course/s.
- ✦ Conduct and/or performance that is inconsistent with acceptable standards for your chosen profession.

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

An 'impairment' is defined under the Health Practitioner Regulation National Law, as a

- ✦ physical or mental impairment,
- ✦ disability,
- ✦ 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 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 health/disability issue that could impair your ability to do a practice education, please contact the [Equity and Diversity](#) office. On occasion, depending on the situation, 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 practice education for you. Any information you provide or released to a practice education provider will be treated with discretion and in line with the University's privacy policy.

## Reasonable Practice Education Adjustments for Academic Progression

Any student with a disability who may require alternative academic arrangements in the program and/or specific arrangements for practice education is encouraged to seek advice from the WIL Team or the Practice Education Coordinator. If a Learning Support Plan has already been devised, it may need review in relation to practice education 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 [policy](#).

# Before Practice Education Allocations are available

## Facility Expression of Interest

If you have an interest in attending a particular agency, you will be able to lodge a Facility Expression of Interest via [InPlace](#). Expressions of interests will only be accepted during the timeframe specified on the Important Dates document and will be second priority to your preferred regions. Changes can be made at any time after enrolment; however, the information provided on InPlace as of the cut-off date on the Important Dates document will be the expression of interest considered during the allocation and requesting process.

## Special Consideration

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

- ✦ Your requests need to be in line with the '[Assessment of Special Circumstances Procedure](#)' and you must provide evidence to support your request, such as a letter from an employer or doctor.
- ✦ Your special consideration requests can be submitted on [InPlace](#) for the duration of your degree if it remains applicable. It can be updated if your circumstances change.
- ✦ Special consideration requests must be submitted by the due date. It cannot be guaranteed that requests can be met; however, but the WIL Team always tries to take these into consideration.
- ✦ If you do not have a Special consideration request, you should declare this by selecting the option from the drop-down options on InPlace.

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

## Pregnancy

If you become pregnant during your study, you will not be able to do a practice education for 6 weeks (about 1 and a half months) either side of your estimated due date. If you are enrolled in a practice education course in the semester when you are due to give birth, you must provide notification of your circumstances so you can be placed in an appropriate timeframe. 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 practice education while pregnant.

If you are planning a pregnancy, you will need to have your required immunisations before you become pregnant. If you have not been immunised or do not have immunity and are already pregnant, you may not be able to have some immunisations until further into your pregnancy. Please contact with the WIL Team to discuss your situation and your capacity to attend practice education.

## Conflict of Interest

You must notify the WIL Office and Practice Education 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;

You are also required to disclose any conflict of interest that may arise in relation to successfully undertaking or completing the academic or clinical 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.

## Working While on Practice Education

Due to professional and ethical responsibility, you are expected to be *well rested and well prepared* for practice education. Working full or part time hours while on practice education may be placing yourself at risk under work health and safety legislation and depending on the nature of the practice education (i.e., rural or remote practice education) you may need to take leave from your employment achieve practice education requirements. You may choose to continue working while on practice education, provided you understand that, except for compassionate or compelling circumstances, **a new or current job is not an acceptable reason for requesting a practice education extension.**

## Payment for Practice Education

As practice education is 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 practice education hours.

## Rural and Remote Practice Education

**Rural and remote practice education** is an exciting opportunity for students to attend practice education at agencies in rural or remote towns. 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). **If accommodation is secured, please be aware there may be a cost associated.**

The availability of accommodation can make it easier for students to be able to attend practice education at these sites as it decreases the financial pressure of attending a rural practice education. While we do our best to offer practice education locations that are convenient for students to access (i.e., within a reasonable proximity from their place of residence, or able to be accessed by public transport), **there are times where student numbers exceed practice education offers**, or convenient practice education sites are not available. **In this case, students may need to go to the allocated practice education site to complete the practice education and the course successfully.**

## Interstate Practice Education

Students who live in states outside Queensland and who wish to do practice education locally within their state, must submit a special consideration request to the Practice Education Coordinator (PEC) at least the period of study before they are enrolled in a practice education course. This is to allow the PEC sufficient time and the best opportunity to source a local practice education for you. It can be difficult to obtain practice educations 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 your practice educations if the PEC is unable to source them locally for you.

## Overseas Practice Education

Being exposed to a work environment in a different country with a different culture and language highlights to students the importance of cultural awareness and competence, good communication skills and can enhance global citizenship. There are several steps that need to be considered by the interested students before they decide to go overseas for their practice educations. Students are encouraged to contact the WIL Team via [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au) (at least six months before they intend to start the practice education) to explore overseas agencies that are willing to offer student practice education to you and the implications of an overseas practice education on the program accreditation.

## Pre-Practice Education Requirements

There may be additional Induction Sessions that are mandatory for you to attend practice education. If there is a requirement you will be notified in writing via the course StudyDesk or by the WIL Team. Speech Pathology practice education has a mandatory workshop in SPY2200 (Week One of Trimester 2). Further details about this will be provided on Studydesk in Orientation Week.

# Practice Education Allocation Process

To ensure that students gain maximum benefit from their practice education, UniSQ has developed processes that ensure consistent governance of professional activities and quality learning outcomes applicable to professionals. Pre-practice education planning has several stages involving communication with students, and agencies offering practice educations; these processes usually begin well before the commencement of the study period. If you work in an agency, you must advise the WIL Team via InPlace as soon as possible as this may impact your practice education allocation.

Practice education allocation depends on several of the below factors:

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

Special consideration requests are viewed in the first instance which is why you need to submit them early if you wish to have the WIL Team account for your circumstances.

Local practice educations are defined as within a one-hour drive of your address provided on InPlace (as per Google maps) or preferred region. This does not mean you will receive a practice education within this radius as agencies only offer a certain number of practice educations at one time. Please be aware that you may be required to travel longer distances than this to attend practice education. Pending availability, you may be allocated a rural or remote practice education or a practice education away from home during the allocation process. If you do not meet the [Special Circumstances Procedure](#) criteria, then you will be expected to attend the practice education allocated, regardless of location. All students are required to complete practice educations across several sites or disciplines to gain a breadth of experience.

Practice education opportunities are sourced by the WIL Team and/or Practice education Coordinator. You must not source your own practice educations unless advised in the course specifications or a previous discussion has occurred with your Practice education Coordinator or WIL Officer. If students are aware of a practice education opportunity within an agency or have practice education site suggestions, they can provide this information to the WIL Team via email, and appropriate procedures will be then followed. You are not permitted to contact a site, unless you receive written approval from the Practice education Coordinator or WIL Officer to do so.

Practice education experiences are then released to students once all mandatory compliance has been met and in accordance with the Important Dates document available on the Practice education Hub for each period of study. Your practice education will not be released on **InPlace** until you have submitted all mandatory documents and they have been verified. Once your practice education has been confirmed, you will be able to see the details of where you have been placed on [InPlace](#).

## Practice Education Allocation Communication

All email communication will be via the UniSQ email account. It is a student's responsibility to check their emails, StudyDesk and InPlace to ensure they are up to date on the practice education allocation process and meet their responsibilities in a timely manner. Students may send their queries through to the Practice Education Coordinator or [WIL@unisq.edu.au](mailto:WIL@unisq.edu.au).

## Practice Education Negotiation

Where it is a requirement for the practice education to be sourced on an individual basis, the WIL Officer or Practice Education Coordinator will be responsible for negotiating a suitable practice education. It will likely take up to a month or longer to confirm these opportunities, which may mean you will not commence in the timeframe first stated. Once an appropriate practice education has been located and negotiated, you will be informed and advised of the next steps via your UniSQ email account.

## Practice Education Agreement

UniSQ must have an agreement in place with all agencies where students complete practice education. It is the WIL Team's responsibility to ensure this is completed prior to the commencement of any practice educations. Should an agreement need to be established for your practice education, you will be informed of its completion and your starting date for practice education 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 practice education opportunity and meets any program accreditation requirements.

## Practice Education at Current Place of Employment

Students may be allowed to undertake their practice education 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 practice education within their workplace. Once the Practice education Coordinator or WIL Team 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 Practice education Contract' for unpaid work practice education
- 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 students line manager or usual supervisor
- ensure the student receives supervision regularly and sufficient support to complete the Learning Plan and assessments.

# After Practice Education Allocations are Available

## Practice Education Acceptance

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

## Student Responsibilities

All aspects of practice education apart from organizing the practice education, are **YOUR** responsibility. This includes:

- ✦ arranging child-minding
- ✦ organising and paying for any costs associated with parking, travel and accommodation
- ✦ rearranging private work commitments, as **practice education is a priority**
- ✦ submitting clinical bursary or SQRH funding requests if required

## Practice Education Appeal

If you are experiencing 'exceptional circumstances' that require variation to your practice education including timetable or location, you may be eligible to submit a Practice Education 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. Your appeal can be submitted via email to the Practice Education Coordinator for their consideration.

The PEC will not reallocate or change a practice education opportunity without a written Practice Education Appeal, unless cancelled by the practice education provider due to unforeseen circumstances. It does not guarantee your practice education can or will be changed. You may need to attend your original practice education.

## Accommodation and Travel Expectations

Accommodation options while on practice education are limited and dependent on the agency/location where you will be attending practice education. Most agencies do not have accommodation available therefore it is the student's responsibility to source and fund any accommodation required. If you are allocated a practice education 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 practice education. Public transport may be available to travel to your practice education location, but students must check this before making practice education 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. Practice education bursaries are also available to assist students who are undertaking their practice education 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 practice education. 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 practice educations 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 practice education. Applications 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 with costs for students on an extended practice education (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 practice education.

## Orientation Information

The WIL Team and/or Practice Education Coordinator will provide you with contact details for each Practice Educator. You are required to contact the Practice Education Supervisor prior to the commencement of practice education to ensure that they are fully informed of the requirements and expectations of that practice education. This is your opportunity to confirm the following details:

- ✦ Practice education date - start and finish
- ✦ Practice education physical address, supervisor name and contact details
- ✦ Time and place of initial meeting at the start of professional practice education
- ✦ Additional pre-practice education paperwork or reading requirements
- ✦ Practice education schedule - days, start and finish times, allocated break times (*this may be discussed on the first day of practice education*)
- ✦ Expected exposure, duties, and responsibilities (*this can also be discussed on the first day of practice education*)
- ✦ Any special dress code relevant to the practice education site

# Attending Practice Education

## Clinical Equipment and Uniform

UniSQ provide practice education polo shirts as a mandatory purchase for practice education. Orders can be placed online through [School Locker](#). It is recommended that students purchase two polo shirts, especially when attending block practice educations. Black pants (active wear or shorts are not appropriate). Clothes should be black, enclosed, and low-heeled. Sneakers are not appropriate practice education footwear.

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

## Attending Practice Education

**It is expected that you will attend 100% of your practice education** in accordance with the organisations operating hours. This is a requirement of the course specifications for a practice education course. If you do not comply with the guidelines set for you by the agency, you may be asked to leave your practice education experience

**Your practice education takes priority over other work commitments.** Please give your employer plenty of notice, so your employment does not impact on your ability to attend your shifts. Should you need to work for financial reasons while on practice education it is your responsibility to manage the assigned practice education roster and any associated fatigue issues so that you do not put yourself (and/or clients) health at risk.

You will be required to bring any clinical guide/workbook relevant to practice education as part of your attendance for each shift/day.

## Absence While on Practice Education

**Absences are only accepted due to illness or extenuating personal circumstances.** If you are absent during a practice education experience, you must inform the agency and relevant staff members AND your Practice Education Coordinator AND the UniSQ WIL Team immediately.

- ✦ If a student is absent from practice education for three days or more, a medical certificate or statutory declaration (whichever is appropriate) must be provided to the WIL Team, **within 10 working days of the absence**.
- ✦ Except in extenuating circumstances (and at the discretion of the Practice education Course Coordinator), failure to meet the above conditions will result in the award of a **Fail-Not Participate grade**.
- ✦ You will need to attend additional days of practice education to make up for the absence, and to successfully complete the practice education requirements. This will be negotiated with the WILS Team and the PEC.

## Public 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 Practice Education

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

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

## Student Initiated Practice Education Withdrawal

Once a student has commenced practice education, if they have exceptional circumstances and wish to withdraw the student must obtain formal confirmation from the WIL Team before taking any action. The WIL Team will consult with the Practice Educator and Practice Education Coordinator before confirming the withdrawal. This is because the student's reasons for withdrawal need to be discussed to assess subsequent academic action that is appropriate to the circumstances.

Without prior confirmation from the WIL Team or PEC and the Program Director, withdrawal by the student 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 practice education.

## Agency or Supervisor Initiated Practice Education Withdrawal

Agencies may request termination of a student's practice education for a variety of reasons including changes in their capacity, availability or other operational reasons not associated with the student's performance (for example, lack of appropriate work experiences, staff changes or sickness/ill health of field educator).

Practice education can be **terminated** if the agency cannot continue to accommodate a student or deliver the practice education as per its agreement with UniSQ. Where the supervisor or agency terminates the student's practice education for reasons unrelated to student performance, and before all required practice education 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 and/or program completion.

## Failing Practice Education

Practice education may be **failed** if a student does not perform at the expected standard for their level of study. Feedback will be provided periodically during practice education. The frequency of feedback will depend on overall practice education duration.

If you cancel or do not arrive at an allocated practice education with no explanation or appropriate evidence, you will receive either an FNP grade or be dropped from the course and must re-enrol in a future trimester.

Students will undergo two **COMPASS Assessments** during practice education. One is mid-practice education, and one is at the end. If the mid-practice education COMPASS is failed, the Practice Educator will contact the Practice Education Coordinator, and support and plan for the student going forward will be decided upon.

## Other Reasons for Failing a Practice Education Course

- You do not upload current mandatory documents on InPlace by prescribed deadline, therefore do not meet pre-practice education requirements, and cannot be allocated to a practice education;
- You cease or withdraw from a practice education without providing appropriate documentation or evidence. Non-attendance at practice education without supporting evidence or explanation is considered withdrawal from the practice education. (E.g., student fails to inform PEC of any injury or illness which renders the student unable to attend practice education 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 PEC, provide a medical certificate, and request an extension for the timeframe that the student is medically unfit to attend practice education);
- You do not show any progress or learning following formative or mid-point feedback, or performance remains unsatisfactory at the end of practice education, as indicated by supervisor's evaluation;
- You do not abide by relevant UniSQ or accrediting body Codes of Conduct, relevant laws of the land and 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;
- You fail to finalise all practice education-related assessments and paperwork within the prescribed timeframe.

## 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 health services. An appointment can be made by phoning +61 7 4631 2372, or booked [online](#), or by sending an email to [supportforlearning@unisq.edu.au](mailto:supportforlearning@unisq.edu.au)

Please note, this is not a crisis service and is only open from 9.00 am- 5.00 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
- [Nurse & Midwife Support](#) – 1800 677 887
- [Critical incident on UniSQ practice education](#) - 1300 998 236
- **[Emergency medical treatment](#) – 000**

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

There are several policies to ensure that students get proper support and perform their practice education 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

If an adverse incident or injury occurs while you are on practice education, 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. (See 'Reporting an Incident'.)

**For [safety concerns](#) or [emergencies](#) please call the on-call practice education phone 0409 369 966.**

### Insurance Information While on Practice Education

For insurance purposes, "practice education" is defined as practical work experience activities, research or training that is a compulsory requirement of your course or program. If you are undertaking a practice education through UniSQ, you will be covered by the following types of insurance (as applicable) provided you are adequately supervised (while on practice education) and all mandatory documentation has been submitted and verified (subject to policy exclusions and limitations):

- ✧ Public liability
- ✧ Professional Indemnity
- ✧ Medical malpractice
- ✧ Personal Injury

The University's personal injury policy covers you in the event you are injured on practice education. For further information (or to lodge a claim), please contact the Risk Management, Compliance and Insurance team at [insurance@unisq.edu.au](mailto:insurance@unisq.edu.au)

## Insurance Information for Student Practice Education

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 Practice Education

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

1. Contact the WIL Team immediately via (07) 4631 2359
2. You may be offered the choice to be transferred to either a public or private ED via QAS
3. You are encouraged to attend the public hospital ED where there are no costs involved for consults, investigations and treatments
4. If you choose to stay in the private hospital ED, and the injury is a WorkCover claim, the University will **not** be responsible for any costs incurred for consults and treatment
5. 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
6. In this instance of leaving the hospital, the University will **not** be responsible for any costs incurred for consults and treatment

## Driving While on Practice Education

Students should not drive vehicles belonging to the practice education 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.

If students are travelling to and from practice education in their personal vehicle, students need to be aware that using personal vehicles will be at their own risk and any damage would be at their own expense. If students use their personal vehicles, they should ensure they have sufficient insurance in place as Compulsory Third Party (CTP insurance) included in their vehicle registration will only cover damage to third party property. They should also be reminded they must comply with university policies and procedures, including the [Travel Procedure](#), the [Motor Vehicles and Travel Fatigue Procedure](#), [Risk Management Policy and Procedure](#) and the [Incident and Hazard Reporting and Investigation Procedure](#).

Students using a third-party vehicle should be covered for any damage they cause to this vehicle under the third party's insurance policy; however, it would be prudent to check the details of the policy. The University's Motor Vehicle policy only provides cover for university vehicles e.g. pool and salary packaged vehicles. It does not extend to personal vehicles, even if used in the course of a university approved activity.

## Risk Management

As you take part in the practice education program, it is essential that you are aware of the hazards that could occur during practice education. 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 practice education you feel unsafe or uncomfortable with a possible or actual risk, you must notify the Practice education Coordinator.

## Student Travel to and From Practice Educations

Travelling distances to rural or remote practice education can be tiring. It is recommended that you take **regular breaks and stops in this journey**. Refer to StudyDesk to see if there are other students travelling to the same destination, you may be able to share the journey with them. Please ensure your vehicle is safe for travelling long distances and you keep the fuel tank reasonably well filled. It is recommended that you have a roadside assistance policy in the event of a breakdown. Be aware of distances between towns. Please ensure your mobile phone is always charged. Always keep someone informed of your whereabouts if you are in or travelling to a remote location.

If you are driving to practice education, it is important that you [practice safe driving](#). If you are on prescribed medications, consult your General Practitioner as to whether it is safe for you to drive. Remember to park your vehicle in areas that the agency has deemed suitable for staff to park. If you are leaving an agency after hours remember to abide by the security conditions of the agency to **minimise any risk to yourself**.

## Extenuating Circumstances or Disaster Management Processes

Students are allocated practice education across a variety of settings within health care. If a serious situation arises that results in an agency activating their disaster management plan, it is vital that **students follow the lead of the 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 practice education you feel unsafe or are not comfortable with a potential or actual risk, you must **notify the Practice Education 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.

## Psychological Risk

If you believe that you are being **bullied or harassed** while on practice education, you should try to raise the issue with the person or speak to the Practice Education Coordinator. If you feel uncomfortable with addressing the situation with the person involved **you MUST contact** the Practice Education Coordinator to discuss the matter further so help or intervention can be provided. Student services can provide you with support and guidance while a management plan is decided. Please refer to [complaints and grievances definitions and policies](#).

## Reporting an Incident

If you have an injury or an incident while you are on practice education, **you must report it to your Practice Education 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 – Professor Bernice Mathisen
- Business Unit/Faculty – School of Health and Medical Sciences

This will be sent to your Practice education Coordinator if the incident is related to your practice education 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 Practice Education

Most students have a positive experience on practice education 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 Practice Educator, who will alert your PEC 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 practice education. These rules are in place to acknowledge the right of clients to feel secure in a professional environment where you have the privilege to learn from them.

### Code of Conduct

While on practice education 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 practice education 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](#).

### Professional Standards

The [Professional Standards for Speech Pathologists in Australia](#) (**Professional Standards**) detail:

- the knowledge, skills and attributes a speech pathologist practising in Australia must demonstrate and apply, at any point in their career, as relevant to their speech pathology role and work context;
- the knowledge, skills and attributes a graduating speech pathology student must demonstrate and be able to apply by the time they complete their entry-level degree.

The Professional Standards includes a hierarchy of Domains, Standards and Elements. The three Domains reflect the core areas of competence required for speech pathology practice in Australia, namely,

- professional conduct
- reflective practice and life-long learning
- speech pathology practice.

The Professional Standards provide the public with an expectation of the minimum standards of all practising speech pathologists in Australia.

## Getting the Most out of Your Practice Education

**You** are responsible for making the most out of the learning opportunities while undertaking your practice education. 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 practice education to ensure your practice education goals, personal strengths and expectations can be achieved
- ✦ Seek feedback for each shift
- ✦ Achieve a satisfactory grade on the assessment items
- ✦ Attend the full number of hours allocated for your practice education course
- ✦ Bring your practice education guide/workbook/portfolio documents to practice education each day
- ✦ Submit all assessment items electronically through the course StudyDesk by the due date
- ✦ Demonstrate professional behaviour in all areas of your practice education and be respectful, appreciative and open to opportunities to learn and take on board feedback from your supervisor

## Student Presentation

When you are participating in practice education, you are representing both yourself and the University. You should dress appropriately and professionally. You must also comply with the dress standards set by the practice education agency.

- In some settings (i.e., hospitals), you are not permitted to wear clothing, including underclothing, past your elbows while working directly with clients.
- You are not permitted to wear jumpers or cardigans while working directly with clients. In cooler months, please ensure you wear a black jumper or jacket to and from the practice education. Students should ensure basic hygiene is maintained to prevent infection risk or client injury.
- Nails should be clean and short. No acrylic nails.
- Wrists and hands should be free from jewellery (wedding bands may be worn).
- Hair should be neat and tidy, with long hair nearly secured.
- Facial hair should also be trimmed and neat to comply with infection control requirements. Footwear should be enclosed, with a low heel.
- Some organisations will require you to cover tattoos and have minimal piercings. Please consult your PEC if you have questions about what is appropriate for practice education.

## 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).

## Prohibited Use of Substances

Alcohol consumption and other recreational or illicit drug use immediately before or during practice education attendance is prohibited. It is your responsibility to ensure you have a zero-blood alcohol level and that you have not consumed drugs which may adversely affect your performance on practice education. Smoking is not permitted in your UniSQ clinic uniform while on placement.

## Confidentiality

**As students you are now privy to the same confidential information as doctors and other health care professionals and hence are subject to 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 practice education, whether it relates to specific cases or to policy matters. Any information related to users of the agency's services must be presumed confidential unless stated otherwise.

**Students must always maintain confidentiality and never discuss clients using identifying information at home, in the classroom or online. Details of practice educations or clients, including photographs, should never be shared on social media, including via Facebook, Twitter or other social media sites. If you include personal client information in assessments of portfolios, you will be failed immediately. Confidential information also includes intellectual property pertaining to the agency. If in doubt about the confidentiality of material students should seek advice from their Agency Supervisor.**

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.

## Mobile Phones

Students are not permitted to use a mobile phone or other electronic devices while attending practice education, unless requested by the supervisor for practice education activities. If the student must be contactable by mobile phone (emergency only) permission must be gained from the supervisor. Phones **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 practice education.

## Media Requests

Please refer all media requests to your Practice Education Coordinator. Students **must not provide any comment** to the media about the practice education agency, a patient, a clinical case or disclose any other information that was obtained while completing your practice education.

## Issues with Student Performance or Behaviour

While most practice education experiences 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 practice education difficulties will be addressed by using the steps below to ensure the practice education continues and the student can demonstrate competence and pass their practice education.

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 practice education at the invitation of the agency and on a voluntary basis. An agency may decide not to follow due process and terminate a practice education immediately.

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

#### STEP 1:

If either the student or agency supervisor identifies issues arising from the student's performance, or if the student is experiencing difficulties affecting learning, **a discussion should be held directly between the student and the agency supervisor**. This should happen as soon as possible after the issue has been raised and strategies developed to address concerns and help improve the student's performance. Strategies and expectations should be documented and reviewed in supervision sessions. The Course Coordinator should be advised and 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 has breached professional conduct or finds meeting the Practice Standards especially challenging, or the practice education is at imminent risk of being terminated), or the student feels they cannot raise the issue with their agency supervisor, a meeting should be arranged with the Professional Supervisor, student and agency supervisor as soon as possible. This meeting can be called by the student, agency supervisor, Professional Supervisor or Practice Education Coordinator. The PEC and the Practice Educator should be advised in writing about the issues including details such as what, when, where and who.

A range of outcomes may be determined because of the meeting. The outcomes of the meeting should be documented, including strategies to address issues and review dates.

#### STEP 3:

Depending on the outcome of Step 2 a follow up meeting should be held between the student, Course Coordinator and/ Practice Education Coordinator to monitor the situation. The Program Coordinator may also be included if required. The outcome of any meeting should be documented and further action and/or strategies actioned if required and appropriate. If further issues are identified prior to the review date, a meeting of the parties will be called together as soon as possible. In some circumstances the practice education 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 Practice education Coordinator is informed of the incident and the formal grievance process and is sent a copy of all relevant documentation.
5. The Practice education Coordinator will contact the student to discuss the situation.
6. The Practice education 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 practice education).

## Related University Policies

[Student Code of Conduct Policy](#)

[Academic Integrity Policy](#)

[Harassment and Discrimination Complaint Resolution for Students Policy and Procedure](#)

[Student Grievance Resolution Policy](#)

[Work Health and Safety](#)

[Assessment of Special Circumstances Procedure](#)

[Student General Conduct Policy](#)

# Roles and Responsibilities for Practice Education

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

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

## Student

### This includes:

- ✦ Attend and take part in practice educations arranged by the university.
- ✦ Undertake all activities associated with the successful completion of your degree efficiently, effectively and to the best of your abilities.
- ✦ Actively participate in the learning process and take responsibility for learning including ensuring that adequate and timely feedback is received on performance from your Practice Education 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 practice education 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 practice education course.
- ✦ Advise the WIL team of any pre-existing medical conditions that may affect your safety or capacity to participate fully in clinical practice education activities.
- ✦ Seek assistance if not confident with a procedure/treatment, or if you lack understanding in an area.
- ✦ Provide client centred 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

- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct (UniSQ and Practice education Agency) and SPA Professional Standards and Code of Ethics 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 Practice Educator.
- ✦ Act honestly, ethically and in good faith.
- ✦ Respect the rights, beliefs and values of others.
- ✦ Discuss issues as they arise with the Practice Educator, Practice Education 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.

### Complete Assessments

- ✦ Discuss learning/clinical objectives and expected learning outcomes with your Practice Educator.
- ✦ Arrange a plan for signing practice education assessment documentation early in the practice education.
- ✦ Contact the PE or PEC if there are any difficulties with meeting your course objectives.
- ✦ Contact the Supervisor or the Course Coordinator if the practice education supervisor is not willing to initial, sign or make comments on practice education assessments.
- ✦ Ensure that all assessment paperwork is completed and correctly submitted on time.

## Students will not:

### Act Outside UniSQ Guidelines

- ✦ Attend a practice education without the knowledge and consent of the course coordinator and WIL Team, if they have been advised by the university that the practice education has been cancelled.
- ✦ Make public comment on behalf of an Agency 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 misuse any resources from either the university or practice education agency. This includes the photographing of any aspect of the Agency without the express consent of the Practice Education Supervisor.

### Be Unprofessional

- ✦ Act outside the professional codes of conduct and scope of practice as Professional Standards
- ✦ Undertake 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 client or the fact that they started the conduct or behaviour is not a defence.
- ✦ Accept gifts or any form of benefit from a client that could be viewed as potentially influencing decisions about care or treatment or be viewed as influencing the impartiality of health care delivery.

## Supervisor

### Demonstrate Professional Behaviour

- ✦ Act as a role model introducing students to acceptable professional behaviour.
- ✦ Maintain standards of professional practice.
- ✦ Abide by relevant Codes of Professional Conduct.
- ✦ Ensure students are made aware of legislative, health and safety, security, workplace confidentiality and privacy conditions and any other workplace policies and procedures related to their practice educations.

### Provide Learning Support

- ✦ Understand the university's requirements of practice educations as laid out in documents and information.
- ✦ Actively join in the learning process with the student and take responsibility for supporting learning.
- ✦ Discuss clinical objectives and expected learning outcomes with the student early in the practice education.
- ✦ Arrange a plan with the student for signing of clinical assessment documents.
- ✦ Arrange regular and sufficient meetings with the student to discuss goals, progress and/or difficulties.
- ✦ Regularly clarify what is expected with the student and make adequate observations of their work. Provide ongoing verbal and written feedback, to ensure continuous learning progress throughout the practice education.
- ✦ Provide constructive feedback to the student on all aspects of their performance.
- ✦ Report on student progress/undertake assessment using documentation provided and notify Course Coordinator immediately if the student is having difficulties meeting the objectives.
- ✦ Provide feedback to the university about practice educations that could improve the learning program in the long term.

### Provide Clinical Support

- ✦ Arrange for and obtain client's consent for students to provide health or human services to them and to have access to their records. Consent may be freely withheld.
- ✦ Ensure that students who have access to clients are competent to perform their allotted tasks and that they conduct themselves in a safe and professional manner.
- ✦ Contact the or the Course Coordinator if there are clinical or professional issues which they are concerned about.
- ✦ Contact the NUM or the Course Coordinator if the student is not willing or committed to the work required.
- ✦ Ensure that all assessment documentation is completed and correctly signed on time.
- ✦ Adopt the role of helper and facilitator of learning and provide a variety of learning experiences in keeping with the practice education needs.
- ✦ Provide a positive learning environment. This includes reinforcement of orientation to various settings, including individual clients, briefing and debriefing the students.

## University

The Practice Education Coordinator and/or Work Integrated Learning Team will:

### Organise and Plan Practice educations

- ✦ Be in regular contact with practice education agency and visit practice education agencies as needed.
- ✦ Be accessible by telephone and email for communication on practice education issues and respond as soon as possible.
- ✦ Coordinate the students' pre-practice education requirements including student orientation checklists, criminal checks, immunisation and CPR, as required by agencies.
- ✦ Undertake reasonable effort to find practice educations for students with a blood-borne virus. Where alternative practice educations cannot be found, and the practice education type is required to complete the degree program the university will use reasonable endeavours to provide guidance to students.
- ✦ Evaluate the practice education program and viability of practice education at agencies to ensure safety of students.

### Manage the Academic Aspects of the Program

- ✦ If there is any doubt, decisions to pass a student are the final responsibility of the Course Coordinator.

### Communicate

- ✦ Provide both the student and the practice education supervisor with information about the practice education and practice education requirements, including assessment criteria, policies, obligations (such as confidentiality) and any other relevant documentation.
- ✦ Be responsible for all disciplinary matters and will mediate between facilitators and/or preceptors and students on practice education, practice or professional issues.
- ✦ Advise students of the need to disclose any relevant medical or other health related conditions that may affect the health, safety or comfort of the student or any other person.
- ✦ Undertake to negotiate reasonable adjustments to cater for students with special needs within what is deemed reasonable adjustment within the boundaries of NASRHP guidelines.

## 2024 Student Practice Education Declaration

This document is a mandatory pre-practice education document for all students enrolled in a practice education 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 practice education. Please tick each box to acknowledge that you understand and will fulfill these requirements. Complete the signature section and submit this declaration via [InPlace](#). Students must submit a current declaration for each practice education course.

### Overarching requirements are:

- meeting the academic pre-requisites for the practice education course
- ensuring you are enrolled in any practice education courses for the relevant period of study
- checking student emails and other communication channels (Practice Education Hub) regularly

To prepare for my practice education **prior to practice education 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 practice education 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 practice education.
- Provide any extra requirements requested by my Practice education Agency.
- Be available to attend practice education 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 practice education at my preferred location and that I may be required to travel more than 1 hour to attend practice education.

To prepare for my practice education **after practice education release**, I will:

- Organise leave, personal commitments, my UniSQ Practice education 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.

**During and after my practice education**, 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 practice education on my practice education.
- Notify my Supervisor, Practice Education Coordinator and UniSQ WIL Team of any absences.
- Report any incidents while on practice education as per the UniSQ guidelines.
- Keep copies of all my practice education assessments and timesheets.
- Follow the guidelines of the practice education agency with respect to COVID-19 compliance.
  
- I declare that I have read, understood and will comply with the information outlined in the Practice Education Guide and Practice Education Hub.
- I declare that I have read the UniSQ [Student Code of Conduct Policy](#) and agree to uphold all student expectations stated, and SPA Professional Standards and Code of Ethics.
- I understand I need to contact the Work Integrated Learning (WIL) Office and the Practice Education Coordinators if I cannot meet the obligations for practice education at any stage of my course progression.
- I understand and accept that I may be unenrolled from a practice education 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 practice education agencies as necessary for practice education purposes only.
- I understand that I must notify the Practice education 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 Practice Education 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 practice education and that this will prevent my progression and completion of my chosen program

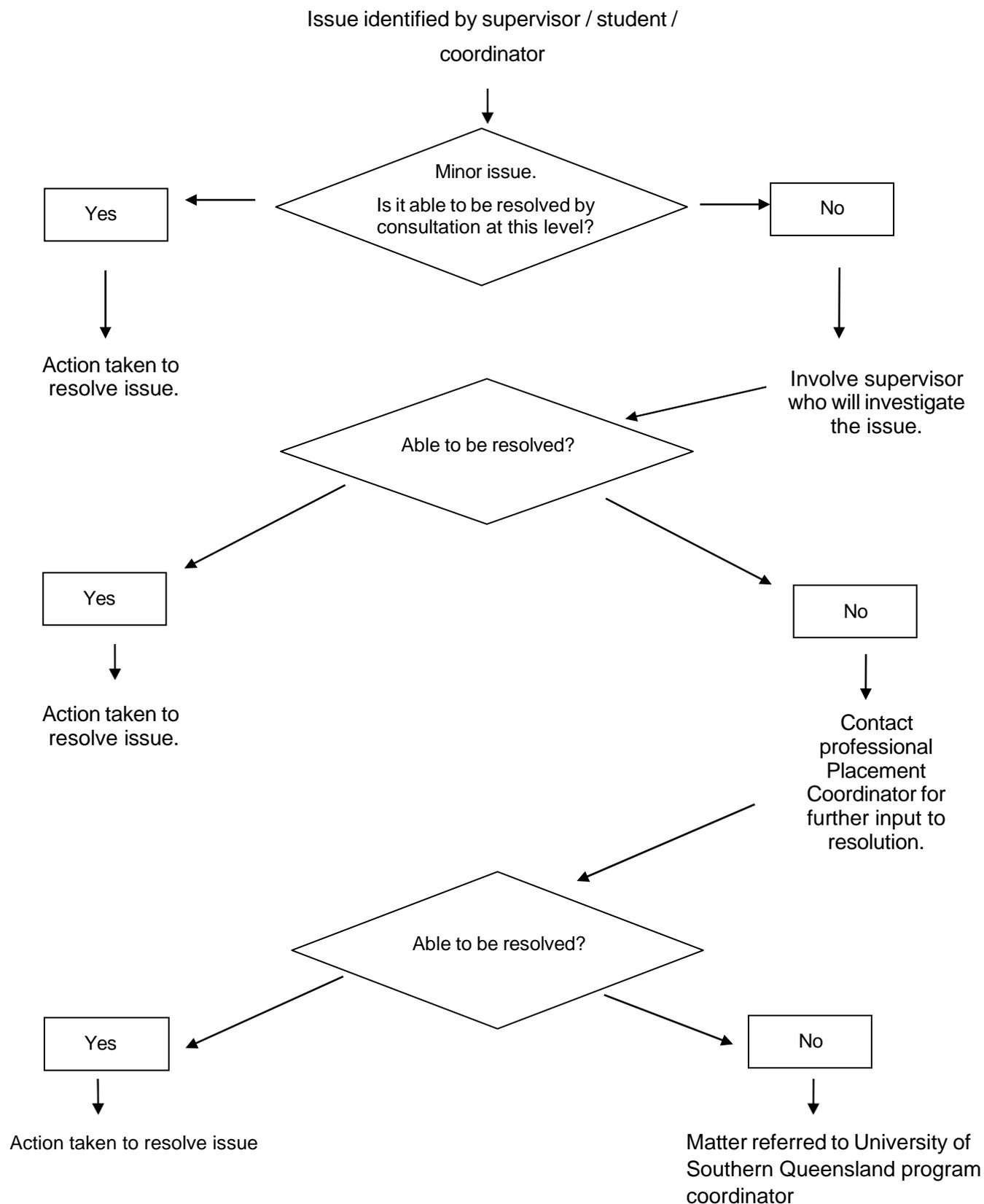
Student Name: \_\_\_\_\_

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

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

# Appendices

## Grievance Procedure



# Frequently Asked Questions (FAQ)

## **When can I access InPlace?**

*You will first need to enrol in your Practice Education course and a profile will be created for you within 24 hours.*

## **Will I need to complete any assessment pieces during practice education or based on my practice education experience?**

*Yes. The assessment requirements are outlined on the Study Desk for each practice education course.*

## **Can I record my clinical practice education as 'work history' on my CV when I apply for future positions?**

*Your practice education should be recorded as 'work experience' or identified as 'practice education'. Practice Education is not considered as work history because you were not employed by the organisation and did not receive wages/salary for your time.*

## **Will I be able to claim expenses for my parking or public transport while on clinical practice education?**

*No. Practice education students are not eligible to claim expenses.*

## **Can I attend practice education on a public holiday?**

*No. Practice education is undertaken during normally staffed operating hours of the organisation.*

## **What happens when I miss day(s) on practice education due to exams, residential school, mid semester break, illness, etc.?**

*You are required to complete all practice education days for the course.*



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