

WORKPLACE LEARNING POLICY

Approved	Academic Board
Approval Date(s) (from most recent)	27/01/2017, 03/09/2012
Date for Review (no more than five years from last approval)	2020
Responsible Officer	Academic Director
Author(s) and Role(s) from most recent	P. Bolt (Academic Director), N. Holm (former Director of Coursework)
Related Documents (explicitly cross-referenced)	
Higher Education Standards (2021)	3.3.4, 5.2.4, 5.4
National Code (2018) (if directly relevant)	

PURPOSE

HES 2015 Standard 5.4.1 requires that: ‘Work-integrated learning, placements, other community-based learning and collaborative research training arrangements are quality assured, including assurance of the quality of supervision of student experiences’.

In addition, Standard 1.1.3 requires that: Admission and other contractual arrangements with students, or where legally required, with their parent or guardian, are in writing and include any particular conditions of enrolment and participation for undertaking particular courses of study that may not apply to other courses more generally, such as health requirements for students undertaking clinical work, requirements for security checks, particular language requirements and particular requirements of work placements.’

The Sydney College of Divinity’s mission is to equip people for effective professional and lay ministry in a rapidly changing environment, to prepare leaders and ministers, both ordained and non-ordained, who are well-qualified to build the Church, and to contribute to the public discussion of issues of faith.

This policy seeks compliance with the Accreditation standard and maximise the contribution of workplace learning units to the achievement of the SCD mission.

It also seeks to ensure that, in all workplace learning units, the student, the workplace, and the Teaching Body are

1. aware of and accept the SCD’s policies and procedures that govern workplace learning and
2. understand the responsibilities and rights of all parties.

Workplace learning provides opportunity for dialogue between theological reflection and ministry engagement guided by qualified supervision. Workplace learning assists students to integrate academic studies and their practical expression. Workplace learning is an integral part of preparation for, and

expression of, Christian service, whether ordained or otherwise. It is an opportunity to engage with public discussion of issues of faith.

SUMMARY

The policy is based on four principles:

- 1) Parity: The rigour, standards, and learning outcomes of Workplace Learning units are equal to those of all other types of units.
- 2) Purposeful learning: Workplace learning units have a clear purpose that is understood by students, SCD teachers, and supervisors
- 3) Guided supervision: Students receive careful guidance in setting learning goals, engaging in reflection, and in understanding assessment outcomes.
- 4) Academic standards: Although workplace learning units often require supervision by the placement agency staff, the SCD teacher has responsibility for ensuring appropriate academic standards in supervision and assessment and ensuring that placements are appropriate contexts through which to achieve these goals.

SCOPE

SCD teachers and students engaged in workplace learning units.

POLICY

- 1) The Course Unit Booklet for all workplace learning units must contain clear and concise statements that set out the rights and responsibilities of students, the Teaching Body, and the placement agency.
- 2) Teaching Bodies must adequately prepare students before they start at a workplace. This preparation will include:
 - a) the rights and responsibilities of the student, workplace agency, and the Teaching Body.
 - b) the SCD's ethics requirements.
 - c) relevant workplace/professional Codes of Ethics, accompanied by an appropriate level of training.
 - d) Where the placement involves working with children, substantial training (half day or day) in the associated ethical, legal, and pastoral issues; as well as a compulsory "Working with Children Check", including a criminal history check and a check of disciplinary information from professional boards and police investigative information .
 - e) the students' responsibility as representatives of the Teaching Body.
- 3) The course unit booklet for all workplace learning units will include an appendix in the form of a written agreement that is signed by the SCD teacher, the student, and a representative of the workplace agency. This agreement will include reference to the safety and legal liability arising from student placements involved in workplace learning units:

- a) The workplace agency is liable for anything that happens whilst SCD students or staff are acting under the lawful instructions or direction of the workplace agency and its officers, employees, servants, agents and contractors.
 - b) The Teaching Body is liable for any breach of the agreement or for any negligent act or omission on the part of the Teaching Body, its staff, or the student whilst on the premises of the workplace agency.
 - c) The workplace agency is responsible for all Occupational, Health and Safety issues and to ensure that there is no harassment, discrimination in the workplace.
- 4) MI Principals are responsible for ensuring the appropriate resourcing, insurance, and infrastructure is in place for workplace learning units.
 - 5) A Teaching Body will not send students to a workplace agency, or allow students to continue at a workplace agency, where the Teaching Body has reasonable grounds to believe the student's performance will be detrimental to the workplace agency (and its workers), customers and/or other members of the public, the student and the Teaching Body.
 - 6) Students must have completed 72 credit points of their award before enrolling in a workplace learning unit.
 - 7) Workplace learning units may not exceed 21% of any award.
 - 8) Before enrolling in an award of study, a prospective student must be informed in writing of any workplace learning possibilities or requirements included in the award.

WORKPLACE LEARNING PLACEMENT AGREEMENT

[INSERT NAME OF TEACHING BODY]

Thank you for agreeing to take a student from the [INSERT NAME OF UNIT/COURSE], [INSERT NAME OF TEACHING BODY] into your workplace at [INSERT NAME OF WORKPLACE AGENCY] for a workplace learning placement.

- [The Teaching Body may wish to enter additional details here regarding the structure or content of the placement]
- [Teaching Bodies should also consider to what degree they wish to personalise the introduction].

This agreement sets out the details of the workplace learning placement between [Insert Name of Teaching Body] and [INSERT NAME OF WORKPLACE AGENCY] on the conditions of the placement.

The person signing this agreement on behalf of the [INSERT NAME OF TEACHING BODY] will be the primary contact for the placement. The person signing the agreement on behalf of [INSERT NAME OF WORKPLACE AGENCY] will be the primary contact for the placement in your organisation. ***Please retain a copy of this agreement for your records.***

The [INSERT NAME OF TEACHING BODY] contact is available to discuss the placement and answer any further questions you might have.

Timing of Placement

This section should specify the dates between which the placement is to occur, whether it will be for a concentrated period, for example, full-time for a certain number of weeks or certain days a week over the period of the placement.

The workplace agency is expected to provide students with orientation to their workplace (including any special conditions) and provide the required level of supervision and guidance for students on placements.

Scope of Study

This section should set out the scope of the learning requirements for the placement and the following information:

- what types of information and knowledge staff members share with students;
- what, if any, form of report will be required on completion of the placement; and/or
- any confidentiality requirements from the students].

The [INSERT NAME OF Teaching Body] will provide academic and other support to the student over the course of the work placement. The Teaching Body contact will be available to provide advice to the student or the workplace agency over the course of the placement. [An initial discussion between the Teaching Body and workplace agency contacts is often advisable prior to the commencement of the placement.]

Insurance and Related Issues

[INSERT NAME OF TEACHING BODY] provides public liability, death and accident and malpractice insurance cover for our work placement students.

The [INSERT NAME OF WORKPLACE AGENCY] is liable for anything that happens whilst [INSERT NAME OF TEACHING BODY] students or staff are acting under the lawful instructions or direction of the [INSERT NAME OF WORKPLACE AGENCY] *and* its officers, employees, servants, agents and contractors.

The [INSERT NAME OF TEACHING] is liable for any breach of the agreement or for any negligent act or omission on the part of the [INSERT NAME OF TEACHING BODY], its staff, or the student whilst on the premises of the [INSERT NAME OF WORKPLACE AGENCY].

The [INSERT NAME OF WORKPLACE AGENCY] is responsible for all Occupational, Health and Safety issues and to ensure that there is no harassment, discrimination in the workplace.

Thank you for hosting a [INSERT NAME OF TEACHING BODY] work placement student. I hope the experience is a positive one for you and your organisation. Please feel free to contact me with any questions or clarifications.

Signed

Name of Teaching Body	Name of Workplace Agency	Name of Student
Name of representative	Name of representative	
Signature	Signature	Signature
Date	Date	Date