

# Appendix 5



Version	Approved by	Approval date	Effective date	Next review
1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	June 2019
<b>Procedure Statement</b>				
<b>Purpose</b>	This procedure outlines the management of students who are at-risk of being involved in reputational and other damage to themselves, the University and/or external organisations involved in practicum placements.			
<b>Scope</b>	All staff and students in courses for which Arts & Social Sciences is the Course Authority.			
<b>Are Local Documents on this subject permitted?</b>	<input checked="" type="checkbox"/> Yes, subject to areas specifically restricted within this Procedure.			<input type="checkbox"/> No
<b>Procedure Processes and Actions</b>				

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### 1. Suitability for placement

Whether a student is suitable for placement will be assessed on the basis of a School's requirements, in conjunction with the requirements of an external accrediting body where relevant, and the nature of the program in which a student is enrolled. In general terms a student is unsuitable if the student is considered to be likely to act, or have acted, unprofessionally, inappropriately, or offer a risk of harm to people with whom the student may interact on the placement, internship or practicum, or otherwise be deemed unfit to practice in a professional manner. A student may also be unsuitable if the student will be unable to demonstrate required competency.

### 2. Ongoing monitoring and support

Each School may determine its own process for identification and support of students who may be unsuitable for placements, internships and practicums. However, such processes should include, at a minimum, the following.

## 2.1. Initial assessment of suitability

Schools must ensure that students who will be placed with external organisations are suitable for the placements.

## 2.2. Continual assessment of suitability

Schools must continue to monitor the suitability of students for placement throughout the duration of the placement.

## 2.3. Support and reasonable adjustments

If there are concerns about a student's ability to engage in the learning experience provided by a placement, internship or practicum the School will discuss the concerns with the student and discuss support options or reasonable adjustments with the student.

Where appropriate, the same range of support options should be consistently available to all students.

Additional assistance in the form of reasonable adjustments should be available to students who, due to a disability, would be unable to meet the learning outcomes of a course without an adjustment. An adjustment is reasonable where the adjustment can be practicably implemented without compromising Course Learning Outcomes, Program rules and relevant UNSW policies and procedure, and within the resourcing capacity of the University.

## 3. Refusal to place, suspension or withdrawal of students from practicum

An organisation offering a placement may exercise its right to refuse a student or terminate a placement at any time.

When a student is refused a placement in or is withdrawn from a placement, internship or practicum at the request of the placement organisation, the School must:

- Inform the student of the refusal or withdrawal and provide reasons for the decision; and
- Provide support options and/or reasonable adjustments where appropriate; and
- Perform other actions or referrals as appropriate, e.g. initiate a referral in line with the Student at Risk Procedure, or investigate allegations of breaches of the Student Code Policy, etc.

If, notwithstanding existing and potential support options and/or reasonable adjustments, a student remains unable to satisfactorily complete or be placed in a placement, internship or practicum, the School must inform the student of its intent to refer the student pursuant to the Student at Risk Procedure and provide reasons for the decision.

A student who is at risk of non-progression in the Program of study should be referred to the Faculty Student Centre to obtain further advice about their study.

Whether a student voluntarily withdraws from the Program or not, the School must:

- Refer the student in line with the Student at risk Procedure if the student is continuing risk of non-progression; and
- Fulfill its reporting obligations pursuant to the Student Critical Incident Procedure if it is appropriate to do so; and
- Perform other actions or referrals as appropriate, e.g. initiate or investigate misconduct allegations, etc.

## 4. Complaints and appeals

A student who is refused, suspended or withdrawn from a placement, internship or practicum is entitled to make a complaint or proceed to an appeal against the School's decision under the UNSW Student Complaint Procedure.

## 5. Recordkeeping

Documents associated with the management of students and decisions under this procedure are to be stored in TRIM via the Faculty Student Centre.

Accountabilities	
Responsible Officer	Associate Dean (Education)

<b>Contact Officer</b>	Manager, Learning & Teaching Support			
<b>Supporting Information</b>				
<b>Legislative Compliance</b>	<p>This Procedure supports the University's compliance with the following legislation:</p> <p><i>Tertiary Education Quality and Standards Agency Act 2011 (Cth)</i>  <a href="https://www.legislation.gov.au/Series/C2011A00073">https://www.legislation.gov.au/Series/C2011A00073</a></p> <p><i>Higher Education Standards Framework (Threshold Standards) 2015</i>  <a href="https://www.legislation.gov.au/Series/F2015L01639">https://www.legislation.gov.au/Series/F2015L01639</a></p>			
<b>Parent Document (Policy and Procedure)</b>	<p><i>Student Code Policy</i>  <a href="https://www.gs.unsw.edu.au/policy/studentcodepolicy.html">https://www.gs.unsw.edu.au/policy/studentcodepolicy.html</a></p> <p><i>Student Complaint Procedure</i>  <a href="https://www.gs.unsw.edu.au/policy/studentcomplaintproc.html">https://www.gs.unsw.edu.au/policy/studentcomplaintproc.html</a></p> <p><i>Student Critical Incident Procedure</i>  <a href="https://www.gs.unsw.edu.au/policy/studentcriticalincidentprocedure.html">https://www.gs.unsw.edu.au/policy/studentcriticalincidentprocedure.html</a></p> <p><i>Student Misconduct Procedure</i>  <a href="https://www.gs.unsw.edu.au/policy/studentmisconductprocedures.html">https://www.gs.unsw.edu.au/policy/studentmisconductprocedures.html</a></p> <p><i>Student at Risk Procedure</i>  <a href="https://www.gs.unsw.edu.au/policy/studentatriskprocedure.html">https://www.gs.unsw.edu.au/policy/studentatriskprocedure.html</a></p>			
<b>Supporting Documents</b>	Nil			
<b>Related Documents</b>	Nil			
<b>Superseded Documents</b>	Nil			
<b>File Number</b>	[For Governance Use]			
<b>Definitions and Acronyms</b>				
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<b>Revision History</b>				
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1.0	The Dean, Arts & Social Sciences	5 June 2017	5 June 2017	Created.

<b>Further Information</b>	
This section is not published on the final PDF document. It is for website purposes only	
<b>Keywords for search engine</b>	-
<b>FAQs and answers</b>	-