

Student statement

2027 Work integrated learning student statement

This statement is part of the [Work Integrated Learning \(WIL\) Procedures](#) and must be signed by all students prior to starting placement. It sets out the conditions under which you can participate in placement while studying at Southern Cross University (SCU).

SCU has agreements with various health care providers across Australia (referred to as WIL or placement providers) to give students opportunities for professional experience.

Please read this statement carefully, agree to each item, and submit it via Sonia Online by the Fit to Practice (FTP) deadline listed on the [WIL Unit website](#). By submitting this statement, you acknowledge and accept the terms outlined below.

Reference copy only — submit your statement in Sonia Online

This PDF reproduces the wording of the eForm so you can read it in full before you submit. It is not a submission form: signing, printing or emailing this document does not meet the requirement. You must complete and submit the statement in Sonia Online by the published FTP deadline.

Terms

1 Before starting placement, I agree to:

- 1.1 Enrolment:** Enrol in units with placement activities at least six (6) weeks before the [term](#) starts, or prior to the FTP deadline, whichever is sooner, to secure my placement and ensure timely allocation. I understand that delayed enrolment may result in delayed placement allocation.
- 1.2 Prerequisite requirements:** Meet all prerequisite requirements for placement units. If requirements are not met, enrolment and allocated placement will be cancelled. Approved appeals may allow re-enrolment, however, placement will be subject to availability and may be delayed. I understand that a delayed placement may impact my ability to complete the unit and progress through my course in the standard sequence.
- 1.3 Course inherent requirements:** I acknowledge that I have read and understood the Inherent Requirements for my course. I understand that I must be able to meet these requirements, with or without reasonable adjustments, in order to participate in placement activities and progress through my course.
- 1.4 Fit to Practice (FTP) requirements:** Regularly monitor and meet all FTP requirements by the published deadlines, ensuring these are kept up to date and remain valid in accordance with the requirements and rules enforced by the WIL Unit. Failure to comply may result in unit withdrawal.

- 1.5 Legal matters:** Notify the WIL Unit of any pending court outcomes, charges, or matters under investigation, and undergo internal risk assessment if required.
- 1.6 Police check:** Provide a new National Police Certificate if there is a new court outcome, charge, or investigation. Placement cannot continue until the risk assessment is completed.
- 1.7 Working with Children Check:** If required for my placement, hold a valid Working with Children Check and undergo an internal risk assessment if I am not cleared.
- 1.8 Communication:** Regularly monitor my SCU email for important placement information and deadlines.
- 1.9 Contact information:** Keep my contact phone number and preferred residential address up to date in [MyEnrolment](#), as accurate information is required for placement communication and administration. I understand that my preferred address should reflect my current place of residence while undertaking placement and that my contact number must be a current Australian mobile number.
- 1.10 Attendance and withdrawals:** Attend placement as scheduled during the designated period. I understand that I am expected to be available for the full placement period and that an inability to attend placement may result in withdrawal from the unit or a Fail grade.
- 1.11 Pre-placement requests (AVA):** If I am seeking to change the timing and location of my placement, I must submit a Pre-placement Attendance Variation Application (AVA) by the published AVA deadline. If an approved AVA cannot be accommodated due to placement availability, I may choose to either attend my allocated placement or withdraw from the unit.
- 1.12 Placement adjustments (LAP/PAN):** Finalise any placement adjustment requests by the published deadline and engage with the relevant process, including a Learning Access Plan (LAP) or Placement Adjustment Notification (PAN), where applicable. I understand that placement adjustment requests may require further review and consideration and may result in a delayed placement allocation.
- 1.13 Transport:** Ensure reliable transport for all placement shifts, including extended travel outside my local area and varied shift times (morning, afternoon, night) over seven (7) days. I understand that I am responsible for arranging transport to, during, and from placement. Not holding a driver's licence, not owning a vehicle, or limited availability of public transport are not grounds for changing or declining a placement allocation.
- 1.14 Placement rules:** I will not attempt to find my own placement or contact placement providers directly without SCU approval.
- 1.15 Placement scheduling:** I understand that placement is based on the operational requirements of the placement provider and may include shifts on public holidays, weekends, mornings, afternoons, nights, and other times outside standard business hours. I agree to attend all rostered shifts as scheduled.
- 1.16 Site Checks:** Complete all Site Checks required by the placement provider by the published deadlines. Failure to comply may result in cancellation of my placement.
- 1.17 Deadlines:** Meet all deadlines, including FTP, Site Checks, AVA and placement adjustment deadlines (including LAP and PAN requirements). Failure to meet FTP or Site Check deadlines may result in cancellation of enrolment or placement; appeal options will be communicated via SCU student email. Failure to meet AVA or placement adjustment deadlines may result in these requests not being considered.
- 1.18 Costs:** Arrange and cover all costs associated with placement, including travel, accommodation, FTP requirements, and any additional site checks.

2 During placement, I agree to:

- 2.1 Follow all rules:** Comply with policies and instructions from placement providers and SCU, including those about safety, confidentiality, intellectual property, employment, and equity.

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- 2.2 Keep information confidential:** Not share client/patient information except when required for care or service and not discuss clients/patients publicly.
- 2.3 Professional behaviour:** Behave professionally and only work within my scope as an SCU student. I will follow the [SCU Code of Conduct](#), including maintaining respectful interactions with clients, staff, and peers; protecting client confidentiality; avoiding conflicts of interest; and using social media responsibly. I understand that posting information, images, videos, or comments relating to patients, clients, placement providers, or placement activities on social media may constitute a breach of professional, confidentiality, or privacy obligations.
- 2.4 Report incidents:** Report accidents, hazards, injuries, near misses, or other incidents to SCU and the placement provider immediately. I understand that I may be required to submit an incident report through RiskWare in accordance with SCU requirements.
- 2.5 Avoid conflicts of interest:** Not care for or be supervised by a relative or someone I have an intimate relationship with or be allocated to a site where I am currently employed, and contact the WIL Unit to advise of my employment.
- 2.6 Respect client rights:** Respect that clients/patients may refuse my care or service.
- 2.7 Payment:** Not receive payment or other benefits from the placement provider unless approved by SCU and the provider.
- 2.8 Performance standards:** Recognise that SCU may terminate placement if performance or conduct is not acceptable or if rules are broken.
- 2.9 Notify absences:** Notify the placement provider and submit a Placement Attendance Variation Application (AVA) via Sonia Online if unable to attend all or part of placement. I understand that an AVA must be submitted within two (2) business days of the final day of absence. Failure to submit an AVA within this timeframe may result in my absence being managed under Section 7 – WIL Delivery – Managing Unsatisfactory Performance of the WIL Procedures.
- 2.10 Make-up shifts:** Recognise that make-up shifts depend on placement availability and may be scheduled at different times, locations, or with limited notice. I may also be required to complete additional hours to meet placement requirements. Failing to complete make-up placement may lead to a Fail (F) grade.
- 2.11 Carer and work responsibilities:** Ensure carer or paid work responsibilities do not interfere with attending and completing placement, except where approved adjustments or arrangements are in place through Inclusion Support Services.

3 Disclosure consent

- 3.1 Sharing information:** I consent to SCU sharing my Fit to Practice (FTP) documents and any other personal or health information with my placement provider, if it is needed to arrange and support my placement. This includes information from the Australian Immunisation Register to confirm I have the required vaccinations.
- 3.2 Car-pooling (optional):** If I choose to opt in, I consent to SCU sharing my name and SCU student email address with other students allocated to the same placement site for the purpose of facilitating voluntary car-pooling arrangements. I understand that SCU's involvement is limited to sharing contact details and that any car-pooling arrangements are organised independently by students. I may withdraw my consent at any time by notifying the WIL Unit.
- 3.3 Withdrawing consent:** I understand that I can withdraw my consent at any time by telling the WIL Unit. However, withdrawing consent may prevent me from participating in placement and could affect my academic progress.

4 Declaration

4.1 Health conditions: To the best of my knowledge, I am able to safely participate in placement activities, with or without reasonable adjustments.

If any of the following apply to me and may affect my ability to participate in placement or require placement adjustments, I understand that I am responsible for engaging with Inclusion Support Services and completing the Placement Adjustment Notification (PAN) process:

- Physical health condition
- Mental health condition
- Disability
- Disorder
- Substance use issue
- Being an inpatient
- Caring responsibilities for a person with a disability
- Any other ongoing health, disability, or support-related circumstance that may require placement adjustments

I understand that placement adjustments are managed separately from this statement.

I also understand that pregnancy must be disclosed to the WIL Unit, regardless of whether I believe it will affect my participation in placement. Pregnancy will be managed in accordance with the Faculty of Health Guideline for Pregnant Students.

4.2 Fitness to Practice: I will inform the WIL Unit if I have previously been unfit for placement or if any change to my health circumstances occurs that may affect my ability to attend or safely participate in placement. This includes planned medical procedures, hospital admissions, or treatment that may impact my placement attendance or performance. I understand I may be required to provide documentation or undergo a health assessment. Even if I have previously been cleared, SCU reserves the right to request further information, updated documentation, or a new health assessment.

4.3 Medical clearance: I understand that SCU may require medical clearance to support my participation in placement. Where a condition or circumstance significantly impacts my fitness for placement and cannot be reasonably managed, SCU may determine that I am unable to undertake placement at that time.

4.4 Disclosure: I acknowledge that failing to disclose a condition or circumstance that impacts my ability to safely participate in placement may result in my placement being terminated.

4.5 Agreement: By submitting this statement, I declare that I have read, understood, and agree to all the terms and responsibilities outlined in this document. I acknowledge that SCU may suspend or terminate my placement at its discretion if any of the above conditions are not met or if new information arises that affects my fitness to practise.

Questions about this statement?

If you are unable to provide consent, or have questions about any part of this statement, please contact the [Work Integrated Learning Unit](#) before the FTP deadline.