

Work Integrated Learning (WIL) Guidelines

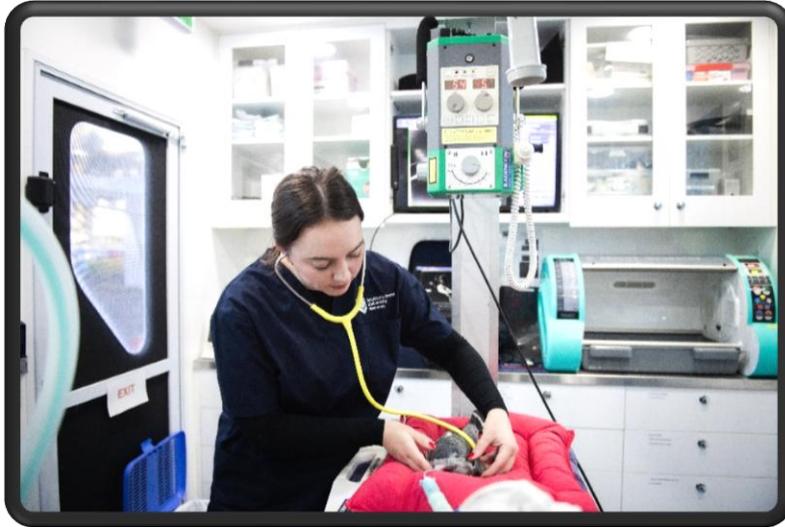


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1. WIL Information from Australian Veterinary Boards Council (AVBC)

A summary of the WIL types is provided below, but further information can be found on the Veterinary Sciences Student Centre (on blackboard) in the WIL section for your specific course.

Intramural WIL (contracted practice clinical rotations)

Intramural Clinical WIL placement sites: veterinary practice sites (SCU-owned, SCU-operated or SCU-contracted) that are responsible for teaching, learning and assessment of Day One Competencies (D1Cs) and Program Learning Outcomes (PLOs).

Veterinarians at these sites are responsible for teaching, learning and assessment of D1Cs and PLOs. It may include some structured learning activities (e.g. tutorials, case discussions, rounds) and assessments set as part of the curriculum. The majority of this experience directly involves students in actively contributing to the management of real cases or problems, including practical aspects of history-taking, professional skills development, diagnosis and treatment, clinical reasoning and decision-making, financial and economic considerations, and client communication.

Extramural WIL

Extramural WIL performs additional essential roles in veterinary education that may be difficult to replicate in SCU controlled or contracted environments. It provides:

- broadening experiences with exposure to a wide range of animal enterprises, veterinary work, workplaces, careers, professional teams, and ways of working.
- exposure to a range of animal handling, husbandry and care facilities, and to animals that may be less accustomed to handling than those in SCU controlled settings.
- exposure to a spectrum of veterinary care, with the majority of time completed in general practice or primary care settings, and exposes students to a continuum of acceptable evidence-based care across socioeconomically and culturally diverse contexts; and
- a flexible, student-led learning experience that allows students to pursue areas of interest relevant to their career goals or areas in which further development is desired and to reflect on their learning experiences.
- it does not involve structured or formal teaching by staff employed or contracted by SCU.
- it is not essential for the delivery of core curriculum or the assessment of core competences; and
- it is a flexible learning experience involving student choice of placement and learning outcomes.

Types of WIL

WIL may be divided into the following categories:

- animal husbandry (where students work with animals on farms and in other animal enterprises).
- preclinical (where students assist the veterinary allied professional team in a veterinary practice).
- clinical (where students are directly involved with diagnosis and treatment of patients); and
- professional (non-clinical) WIL.

2. BVM GENERAL WIL INFORMATION

- a. BVM Students have WIL requirements as part of the VSAAC (AVBC) accreditation standards. In Year 1 and 2, BVM students will identify their own Animal Husbandry WIL Sites, and in year 3

and 4 students select their own clinical sites for pre-clinical and clinical placements for approval by the FSE WIL team and academic staff.

- b. BVM students in Year 5 will have a combination of SCUVS WIL identified placements and placements chosen by the BVM students.

3. BVT GENERAL WIL INFORMATION

- a. BVT students have WIL requirements as part of the degree qualification, and these are mostly allocated by SCUVS through the FSE WIL Team. In Year 3 BVT students may choose their final placement (VTWIL3).
- b. Students cannot request specific WIL placements within teaching units where the placement is allocated by the FSE WIL Team.

4. WIL PLACEMENT AND REMUNERATION

- a. Students are not permitted to be remunerated whilst undertaking a WIL placement. Any paid employment between a student and a WIL host voids insurance protections for the student provided by SCU.

5. WIL PLACEMENT CALENDAR

- a. The WIL placement calendar will be made available. **It is the student's responsibility** to become familiar with the WIL placement calendar for the year in which they will be undertaking their placement.
- b. Please note that students must be available for all placement days for the set WIL placement unit in which they are enrolled or the WIL placement period scheduled according to their course progression.
- c. Placements must be undertaken during a scheduled placement period.
- d. If a student is unable to undertake a placement in the approved scheduled placement period, they must contact the FSE WIL team to commence the WIL Placement Adjustment process.

6. ANNUAL WIL DECLARATION AND UPDATES

- a. Each year a student will complete and lodge their Annual WIL Declaration in SONIA Online (valid from Term 1 to Term 1 the next year). Students are responsible to ensure that the information contained in the Annual WIL Declaration is complete and accurate and should be mindful that any change in circumstances may need to be updated in the WIL Declaration
- b. Students who vary their study plan, take a leave of absence or miss a WIL placement, must be aware that this may impact their course progression.
- c. **It is the student's responsibility** to check the VS WIL Blackboard Site and SONIA Online regularly for updated information regarding associated with your WIL placement.
- d. As a condition of any type of WIL, students are required to provide evidence of vaccination for Q-Fever and Tetanus before participating in any of these activities. It is also recommended that students are vaccinated for Influenza. Rabies vaccination may be required for certain WIL experiences (in particular when working with bats or flying foxes, or if travelling overseas to countries where rabies is endemic)

7. RISK ASSESMENT

- a. In accordance with SCU policy, all WIL placement sites are subject to a risk assessment.
- b. Preliminary information for BVM Animal Husbandry WIL sites can be collected by the student.

- c. Based on the information gathered by the student, the FSE WIL Team in conjunction with the academic staff will determine what further information and assessment is required to determine if the site is suitable.
- d. The decision regarding the suitability or otherwise of the site will be documented and communicated to the student.
- e. This risk assessment will be done by students for WIL Animal Husbandry WIL and possibly VTEC3007 and VTEC3008 Clinical Placements. For all other placements the risk assessment will be conducted by the FSE WIL Team.

8. CLOTHING

- a. Students should wear clothing that is suitable to the Placement Site or BVM Animal Husbandry site. At an animal husbandry site, boots, jeans and work shirt may be appropriate. At a clinical placement site, appropriate clothing includes suitable shoes, scrubs or an SCU polo shirt. Please refer to your specific course WIL Handbook in the WIL section of the Veterinary Sciences Student Centre on Blackboard.
- b. Students must wear a name badge apart from where it may present a hazard to biosecurity.
- c. SCUVS uniforms are available for purchase through the SCUVS Blackboard.

9. LOCATION, TRAVEL AND ACCOMMODATION

- a. Students must make their own travel and accommodation arrangements and cover all costs associated with their WIL. There may be some instances where assistance can be provided in BVM Year 5.
- b. Students must be familiar with and adhere to Site (site or service) policies and procedures during WIL.
- c. WIL sites arranged by the FSE WIL Team (Intramural Placement locations), will be released to students a minimum of 4 weeks prior to the commencement of the placement.
- d. **Students are responsible** for contacting their host Site before commencement to arrange logistics for the duration of the WIL. Details will be provided to the student for this purpose.
- e. Students will be canvassed for the best general location to undertake their FSE WIL Team allocated placement. Where possible, the student will be placed within a reasonable distance (100km or 1 hour travel time) of that location, however this cannot be guaranteed. Some specialised placements may be considered interstate.
- f. There may be reasonable circumstances where a student must change the general location advised above. In this case, all reasonable endeavours will be undertaken to accommodate the change, however there is no obligation on the University to accommodate that change.
- g. While every effort is made to place students as close to their residential or nominated address as possible, at times, the lack of available sites may mean that significant travel to and from a placement will be required. This is especially true in large metropolitan areas, where placements are competitive or in remote areas where sites are few.
- h. **It is the student's responsibility to** keep their address updated in 'MyEnrolment', ensuring they have identified their 'Preferred' address.
- i. Students will be placed according to their 'Preferred' address in MyEnrolment. The 'Preferred' address imports into the SONIA Placement Database. It may impact a student's placement if they relocate after submitting their Placement form.
- j. Students must contact the FSE WIL team if they need to move before a placement commencing, to discuss this possibility and advise of the revised location.

10. UPDATES

- a. Students will receive regular updates regarding WIL placements through email. Students must check their SCU email regularly for communication and instructions from the FSE WIL team.
- b. Permission to undertake a BVM student identified placement will always be at the discretion of the Manager Professional Experience in consultation with the Course Co-ordinator and the Discipline Chair.

11. STUDENTS WITH SPECIAL REQUIREMENTS

- a. Students who are registered with Equity and Inclusion and who have any concerns about their placement must contact the FSE WIL team. Refer to the [Veterinary Sciences Inherent Requirements](#).
- b. A student may be deemed unsuitable for WIL if they cannot safely and effectively participate in a WIL activity, either before the activity commences or during it. The SCUVS Fitness to Practice guidelines are to be followed – refer to separate document for details.
- c. Further, if Students have concerns about their ability to undertake their placement and fulfil their full range of duties, they should obtain medical advice and notify the Manager Professional Experience. Refer to the [Veterinary Sciences Inherent Requirements](#).
- d. Students who are pregnant, have a pre-existing medical condition or have an LAP that needs to be referred to their WIL hosts are required to indicate this on their placement form.
- e. Students must notify the FSE WIL team if they are aware that their work performance or conduct in Placement Sites could be adversely affected as a result of taking a prescribed drug. The designated placement site must also be informed if the prescribed medication may impact a student's placement. Any such step will be undertaken in consultation with the student, Academic Staff and the Equity and Inclusion staff.
- f. Support is offered through SCU's [Student Equity and Inclusion](#).

12. WIL PLACEMENT ADJUSTMENT APPLICATIONS

- a. All placements must be undertaken in the scheduled placement period. If a student has extenuating circumstances that preclude them from undertaking the placement in the placement period, they must complete a WIL Placement Adjustment Application (WPAA).
- b. WPPAs are available for students to download through the 'Forms' Tab of SONIA Online. Supporting documentation must be provided.
- c. WPAAs must meet the following grounds for placement adjustment and include supporting documentation to be considered for approval:
 - i. health (including impacts of religious fasting)
 - ii. compassionate circumstances
 - iii. religious observances or celebrations
 - iv. serious unforeseen personal events
 - v. selection in State, National or International sporting or cultural events
 - vi. rendering genuine and unforeseen emergency service in a professional or voluntary capacity
 - vii. rendering any service (including undertaking training) in the Defence Reserves.
- d. The following circumstances are **not** grounds for placement adjustment:
 - i. Weddings
 - ii. Holidays
 - iii. Childcare
 - iv. Work commitments
 - v. Transport issues

- e. Submission of WPAA's and supporting documentation does not guarantee that placement adjustment will be granted.
- f. Deferred placements not completed in the approved timeframe may put a student at risk of suspending their course progression. Students unable to complete WIL requirements at the time will need to seek approval and an action plan with their Course Coordinator and Manager Professional Experience.

13. CODE OF CONDUCT

- a. **It is the student's responsibility** to comply with the standards and expectations as detailed in the Southern Cross University Code of Conduct whilst on placement, regardless of the jurisdiction or site in which they are placed.
- b. A breach of the Code of Conduct whilst on placement may lead to a termination of the student's placement, by either the placement site or the University, putting a student at risk of suspending their course progression and potentially exclusion from the Course and the University.
- c. Students must confirm understanding of the Code of Conduct Declaration as part of their Annual WIL Declaration (it is one of the mandatory placement checks). Failure to do so will prevent the student from participating in any placements.
- d. As part of their course's professional requirements, students must address all academic staff and WIL placement Staff, including the Manager Professional Experience, professionally in all interactions.

14. ATTENDANCE

- a. Students must attend all scheduled placement days and be present for the whole day. WIL placements must be undertaken in a full-time block format (typically 38 hours per week, complying with the placement site standard work patterns) to meet VSAAC (AVBC) accreditation requirements for the BVM, and degree qualification requirements for the BVT.
- b. If an absence occurs due to illness or misadventure, **it is the student's responsibility to** inform the site of their absence as early as possible and make up the days missed at the end of the current placement or as soon thereafter in consultation with the Host and the Academic staff.
- c. If a student is absent during their placement for any period of time, they will be required to complete and submit a "Make-up Day" form, available in the Forms Tab of SONIA Online.
- d. Students who have unexplained absences from their placement site and have not had an approved Placement Adjustment Application or submitted a Make-up Day Form may be deemed to have abandoned the placement. This will put a student at risk of suspending their course progression. All students must adhere to the arrival and departure times specified by the host WIL Site. Normally, students would be present at least 30 minutes before the start of the site day and be available for various commitments for at least 30 minutes at the end of the day.
- e. Students are required to make themselves available for after-hours staff meetings and any after-hours duties.

15. STUDENTS WHO SELF-WITHDRAW FROM PLACEMENT

- a. If a student self-withdraws from a unit-based placement due to special circumstances, **it is the student's responsibility to submit a Placement Adjustment Application within 10 working days** of withdrawing from the placement. The University's Rule 3.4 Grounds for Special Consideration are:



- i. health (including impacts of religious fasting)
 - ii. compassionate circumstances
 - iii. religious observances or celebrations
 - iv. serious unforeseen personal events
 - v. selection in State, National or International sporting or cultural events
 - vi. rendering genuine and unforeseen emergency service in a professional or volunteer capacity
 - vii. rendering any service (including undertaking training) in the Defence Reserves.
- b. If a student submits a Placement Adjustment Application and is approved for a second attempt at the placement, they will be granted a deferred placement in the designated deferred placement period. However, this option is only available once. Consequently, students who self-withdraw from placement a second time will be unable to progress within the course or if the placement is within a unit, will receive a Fail grade.
- c. Students who do not submit a Placement Adjustment Application (along with appropriate supporting documentation) within 10 working days will be unable to progress within the course, or if the placement is within a unit, will receive a Fail grade.

16. INSURANCE

- a. Students undertaking placements are covered by the University's travel, personal accident, public liability and professional indemnity insurance, provided the placement is undertaken as part of an approved course or unit. This does not extend to student vehicles.
- b. SCU Policy does not cover travel unrelated to the placement but undertaken as ancillary to the placement.
- c. The placement must be unpaid to access this insurance cover. Any paid placement, transfers the insurance obligations onto the employer and or the student.

17. INCIDENT AND HAZARD REPORTING

- a. If a student is injured whilst undertaking their placement, an Incident/Hazard Report must be submitted, where possible, online within 24 hours of the incident. The Incident Accident and Hazard Online Report weblink can be found on the WIL Placement Student Centre in the 'Forms' section. Students are asked to also forward a copy of the incident report to fse.wil.vet@scu.edu.au.
- b. Incidents and Hazards can be reported two different ways:
 - i. Through 'RiskWare' online management system [Incident and Hazard Reporting](#), or
 - ii. RiskWare pocketSafety mobile application. Simply download the pocketSafety app onto your mobile device.
- c. In addition, students must complete the incident reporting process used by the placement site and work with Hosts, as appropriate, to manage the incident. Students are asked to also forward a copy of the Host incident report to fse.wil.vet@scu.edu.au.
- d. Near misses, as well as actual incidents, need to be reported.

18. STUDENTS AT RISK OF NOT MEETING WIL REQUIREMENTS

- a. When a student is deemed to be at risk of not meeting the requirements of a placement, the student may be provided with a Developmental Support Plan (DSP).
- b. The DSP can be given to the student at any time during the placement.
- c. If the student fails to meet the requirements of the DSP they may be required to repeat the placement after remediation for the placement which may impact course progression.

19. EXCLUSION

- a. Under the University's Exclusion Rule 2.10 (119), the University will issue a Warning Notification to students where they have not successfully achieved the requirements of the compulsory WIL placement or fieldwork requirements of the course.
- b. Under the University's Exclusion Rule 2.10 (120), a student may be excluded from the University where they have failed compulsory WIL placement or fieldwork requirements for the second time, either in the same or different unit.

20. SUPPORT OF YOUR PLACEMENT

- a. The University engages staff to support students before, during and after their placement. The first point of contact should be the FSE WIL Team (fse.wil.vet@scu.edu.au).
- b. SCU also provides Counselling and Equity and Inclusion Services.
 - i. [Counselling Services](#): Phone 02 6626 9300 or Email counselling@scu.edu.au (Coffs Harbour, Lismore and Gold Coast campuses).
 - ii. [Student Equity and Inclusion](#) (Email: inclusion@scu.edu.au, Phone 02 6626 9514.)
- c. The [SCU Out-of-Hours Crisis Support Line](#) is also available after-hours. Phone: 1300 782 676 or text 0488 884 143.
- d. At times, a student's family, partner or friends may be able to offer personal support during the placement but specific information related to courses, placement processes or assessments should be referred to relevant staff in the FSE WIL Team.
- e. **Please note:** The FSE WIL Team cannot disclose any specific details related to the placement, and parents/carers are not to contact the Site apart from communication related to absence where the student is unable to communicate to the Site.
- f. Any concerns regarding a placement site should be referred to the FSE WIL Team who will then contact the relevant parties.