

OTAGO POLYTECHNIC ACADEMIC POLICY			Number: AP0800.02	
Title:	Work Placements			
ITPNZ Std:	8 Off-site Practical/Workplace Components			
Academic Board Approval	Ac Bd Paper No A76/07	Ac Bd Date: 20 Jun 07	Effective Date	20 Jun 07
Previous Policy No	n/a		Review Date:	as required
Contact Authority:	Director: Quality		Status:	Current

Purpose To ensure that Off-site Practice and Workplace Components are consistent with the learning outcomes of the programme; that all assessments occurring during work placements are fair, consistent and valid; and that the off-site practice/workplace experience is an effective learning experience.

Background Otago Polytechnic provides vocational and applied education that uses a wide range of industries and professions for student workplace experience. This is seen as a vital component of vocational and applied education.

Statutory Compliance Health and Safety in Employment Act 1992 and related Regulations and Amendments
Human Rights Act 1993
Injury Prevention, Rehabilitation and Compensation Act 2001 (ACC)

National Guidelines Programmes must meet requirements of Industry Training Organisations (ITOs) and professional registration boards or associations.

- Policy**
1. Consultation with industry/profession must take place before off-site practice and workplace components can be included in any programme.
 2. Delivery and assessment procedures for all off-site practice and workplace components within programmes must be detailed in the programme document. Assessment procedures must comply with academic policy on assessment and moderation.
 3. Workplace requirements must conform to specific requirements of relevant external bodies and those will be detailed in the programme documents.
 4. Work placement sites to be identified as suitable according to established selection criteria.
 5. Qualifications of assessors, preceptors and supervisors within the workplace must comply with the requirements of internal and external stakeholders.
 6. The appropriate agreements and contracts must cover all workplace arrangements. These agreements and contracts must meet Otago Polytechnic compliance requirements for both academic quality and legality of contract.
 7. Rights and Responsibilities of students and employers, including Occupational Health and Safety, must be communicated to students prior to entering the workplace.
 8. All student work placements must be monitored by Otago Polytechnic staff.

- Procedures**
1. Evidence of initial consultation with industry/profession is to be included within the programme document.
 2. Specific learning outcomes to be met by the off-site/workplace experience are to be identified and detailed in the programme document.



3. All learning outcomes to be assessed during each placement must be documented and provided to students and workplaces.
4. Assessors for work placement assessments should be identified and appropriate orientation and training provided where necessary.
5. Criteria are to be developed for selecting suitable work placement sites. Criteria are to be included in the programme document. The suitability of work placement sites is to be assessed against these criteria prior to selection.
6. Agreements and Contracts are to be discussed with Contracts Manager. Work placements should not commence until all agreements and contracts have been agreed.
7. Students are to be provided with relevant information regarding rights and responsibilities, including Occupational Health and Safety in preparation for work placements. This may include booklets, handouts and orientation sessions.
8. Staff are to communicate with employers regarding rights and responsibilities, including Occupational Health and Safety. Contact and supervision procedures during placement are to be communicated to employers.
9. Student progress and safety are to be monitored during placement. Lecturers are to have clear arrangements for contact with both student and employer during work placement.
10. Evaluation of placements is to be undertaken to obtain feedback from students, employers and lecturers.

Referral Documents

AP0211 Programme Development
AP0801 Occupational Health and Safety for Students in the Workplace
AP0900 Assessment

Delegation of Procedures

All contracts must be approved by Contracts Manager.

Note

The term "Work Placements" covers Work Experience, Work Shadowing, Clinical Placements, Fieldwork, Work Placement

Approved

Date: 20 June 2007

