



Fieldwork (Work Integrated Learning) Policy

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

Strategic Plan Theme: [Learning and student Experience](#)

2. PURPOSE

To provide a framework that enables the development of job ready students and fulfilment of staff duties, through the effective and safe facilitation of Fieldwork activities that maximise the achievement of learning, teaching and research outcomes.

3. POLICY STATEMENT

Fieldwork

- 3.1. Fieldwork refers to any approved practical work, teaching, study or research activity conducted outside traditional learning spaces, and includes staff and student research activity. Fieldwork may involve engagement with a host organisation.
- 3.2. Curtin incorporates Fieldwork into curricular and co-curricular programs as practical, integrated learning activities to enhance student achievement of the graduate capabilities and any associated learning, teaching and research outcomes. Fieldwork may also be included as a component in many staff research projects.
- 3.3. Fieldwork requires an appropriate level of preparation and application to ensure that it is conducted fairly, safely and with minimal risk to staff, students and Fieldwork host organisations. Each Curtin Area will ensure that:
 - 3.3.1. Staff and students are appropriately prepared for Fieldwork by completing all activities as required by the Curtin Area or Fieldwork host organisation, including any health or legislative screening checks.
 - 3.3.2. Staff, students and host organisations receive the support and/or resources required to facilitate and participate in effective Fieldwork activities that maximise the achievement of learning, teaching and research outcomes or stated objectives.
 - 3.3.3. Fieldwork occurs in a manner that is consistent with relevant legislation and Curtin policies, procedures and statutes.
 - 3.3.4. Prior to admission to a course, students will have access to information that outlines any inherent requirements, and when it is the responsibility of the student to find a suitable Fieldwork placement and any costs that would be incurred.
- 3.4. All staff and students participating in Fieldwork activities will ensure they comply with:
 - 3.4.1. Code of Conduct, Student Charter, Statute 10 – student Discipline and associated rules and all relevant policies and procedures.
 - 3.4.2. Fieldwork governance processes including health, legislative and accreditation requirements, risk assessments, travel approvals, incident management and insurance requirements.
 - 3.4.3. All lawful and reasonable directions and policies, procedures and code of conduct of the relevant Fieldwork host organisation or professional body.
- 3.5. All staff and students will ensure that reasonable care and practical steps are taken to protect their own health, safety and wellbeing and that of any others at the Fieldwork location.
- 3.6. All staff and students involved in Fieldwork will use Curtin's preferred Fieldwork management system (SONIA) to organise and manage Fieldwork activities.
- 3.7. Units that contain Fieldwork activities will be recorded appropriately in the Curriculum Management System (AKARI).

Fieldwork Roles and Governance

- 3.8. Each Fieldwork Coordinator is responsible for the management, coordination, supervision and assessment of Fieldwork activities, which may occur in collaboration with other Curtin Staff or a Fieldwork host organisation.

- 3.9. Each Head of Area is responsible for ensuring:
- 3.9.1 The quality of Fieldwork activities are maximised to ensure all learning, teaching and research outcomes can be met.
 - 3.9.2 The management of Fieldwork Host Agreements.
- 3.10. The Fieldwork Governance Group will provide guidance, advice and support on actions that will ensure compliance with Fieldwork Policy and Procedures.
- 3.11. The Fieldwork Governance Group will request Heads of Area to provide details of any significant Fieldwork trends or issues prior to each Fieldwork Governance Group meeting. These will form part of the reporting outlined in 3.12 below.
- 3.12. The Manager, Curriculum Transformation, Learning Innovation and Teaching Excellence Centre (LITEC) (or nominee) will monitor and report annually to Learning and Student Experience Committee on the embedding, quality, effectiveness and recommendations for improvement of Fieldwork.

4. SCOPE OF POLICY

Staff and students undertaking or involved with fieldwork activities whether in or outside Australia.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Curtin Area

Is any teaching, research or service area at Curtin e.g. Faculty, School or Centre.

Fieldwork

Any approved practical work, teaching, study or research activity conducted outside the traditional learning space. Fieldwork may be an integral part of a course (curricular) or a co-curricular activity organised by Curtin. Fieldwork includes but is not limited to clinical or practical work placements or activities; participation in laboratories; plant visits; industrial premises or site visits; practicums; study tours; field trips; work experience; service industry placements; isolated and remote Fieldwork camps and/or excursions and international field trips/placements. Fieldwork does not include activities that have not been approved through Curtin, such as student organised leisure activities, paid employment or unpaid work experience, and site visits that are not part of an Award Course.

Fieldwork Coordinator

The Curtin staff member responsible for management and coordination of staff and students participating in Fieldwork. This staff member may also be responsible for supervision and assessment of a Fieldwork activity in coordination with other Curtin staff or Fieldwork host organisations.

Fieldwork Governance Group

A working group established by LITEC containing representatives from the Curtin Areas involved in overseeing the delivery of WIL/Fieldwork activities.

Fieldwork Host Organisation

An organisation which facilitates Fieldwork activities for staff and students. May include an agent, contractor, collaborating agency, facility, industry, organisation, service provider, school, site or placement provider that provides structured and supervised practical experience for students and staff, or that facilitates research projects.

Fieldwork Preparation

An essential activity that provides staff and students with essential information on procedures, expectations and requirements to undertake Fieldwork activities. May be also referred to as Fieldwork pre-briefing, orientation or induction.

Head of Area

Is the Head of any teaching, research or service area at Curtin eg. Faculty, School or Centre.

Inherent Requirements

Essential requirements or characteristics (mental, physical and emotional) necessary for successful completion of a course, course component or research activity that are inherent to the achievement and demonstration of its learning or research outcomes.

Traditional Learning Space

The Curtin premises and/or physical location where a tutorial, lecture, seminar, laboratory or the like is scheduled.

Work Integrated Learning (WIL)

Is an umbrella term used for a range of approaches and strategies (including Fieldwork) that integrate theory with the practice of work within a purposefully designed curricular or co-curricular program.

6. SUPPORTING PROCEDURES

[Fieldwork Procedures](#)

7. RELATED DOCUMENTS/LINKS

[Assessment and student Progression Manual](#)

[Conscientious Objection Policy](#)

[Contracts and Agreements Register](#)

[Course Quality Assurance Manual](#)

[Curtin Values](#)

[Disability Access and Inclusion Plan](#)

[Diversity and Equity Policy](#)

[Fieldwork Forms](#)

[Fieldwork Guidelines](#)

[Fieldwork Preparation Online](#)

[Health and Safety Policy](#)

[Incident and Hazard Reporting and Investigation Procedures](#)

[Curtin Information Management and Archives](#)

[Responsible Conduct of Research Policy](#)

[Risk Management Policy](#)

[Risk Management Procedures](#)

[Statute 10 student Discipline](#)

[student Personal Accident Insurance Application Form](#)

[students with Disability Policy and Procedure](#)

[Travel Procedures](#)

[Travel Procedures for students](#)

[Privacy Act 1988](#)

[Work Health and Safety Act 2020](#)

[Working with Children Check Procedures](#)

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Approval Authority	Academic Board
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REVISION HISTORY *(Previous versions of this document are available from Compliance Services)*

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
	Approved	26/02/2016	Academic Board	AB 21/16	Attachment A to Item 15.2 (previously a joint Policy and Procedure)
	Administratively Updated	20/05/2016	Director, Legal and Compliance Services		Removal of Guiding Ethical Principles to Curtin Values
	Administratively Updated	18/01/2017	Director, Legal and Compliance Services		Revision history box reflected to show previous versions available
	Approved	22/07/2022	Academic Board	AB99/22	Effective 1 August 2022