



## Fieldwork (Work Integrated Learning) Procedures

### 1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Fieldwork Policy](#)

### 2. PROCEDURAL DETAILS

These procedures outline the requirements and responsibilities of all staff, students, Fieldwork Coordinators and host organisations involved in the effective delivery of Fieldwork at Curtin.

#### Fieldwork Participants (staff and students)

2.1. Prior to participation in Fieldwork, all staff and students will:

2.1.1. Demonstrate eligibility for Fieldwork by:

- a) Being enrolled in the relevant Fieldwork units or Award Course and having passed all pre-requisite requirements, or;
- b) Be involved in a Curtin co-curricular program, or;
- c) Engaging in Fieldwork as a Curtin employee.

2.1.2. Be covered by a Curtin approved Fieldwork Risk Assessment Process;

2.1.3. Complete all components of any required health or legislative screening check and any additional Fieldwork host organisation requirements.

2.1.4. Demonstrate the abilities, knowledge and skills required to achieve the inherent requirements of the Fieldwork activity, allowing for Reasonable Adjustments where appropriate.

2.1.5. Complete all mandatory Fieldwork Preparation including attending any required Fieldwork host organisation or Curtin Area organised Fieldwork Preparation sessions.

2.1.6. Complete additional Fieldwork Preparation delivered either by the Curtin Area or Fieldwork host organisation that addresses specific risks and requirements for the geographic location. These may relate to culture, religion, safety and security, wellbeing, and travel arrangements when Fieldwork occurs in Isolated, Regional, Remote or international, or when a Fieldwork activity is defined as high risk in the risk assessment process.

2.2. Staff and students will be covered by Curtin's insurance policies for approved Fieldwork activities when the conditions of 2.1 are adhered to.

2.3. Whilst participating in Fieldwork, all staff and students will:

2.3.1. Undertake all required Fieldwork hours, which may include time within or outside the defined periods of study or both.

2.3.2. Use the Curtin Fieldwork Management System (SONIA) to upload all supporting documentation that relates to the Fieldwork Activity.

2.3.3. Adhere to all relevant medical, health, safety and wellbeing advice to mitigate risks at the Fieldwork location.

2.3.4. Report any hazards, incidents or issues of concern immediately which present a risk to the health, safety and wellbeing of themselves or others to:

- a) The Fieldwork host organisation; and
- b) The Fieldwork Coordinator.

2.4. Staff and students shall advise Curtin of any disability, medical or other condition that may affect their capacity to successfully complete Fieldwork. Staff and students will be guided by the inherent requirements of their course, research activity or fieldwork activity when assessing their capacity to complete Fieldwork.

2.4.1. Students will disclose to AccessAbility Services or the relevant Fieldwork Coordinator of any disability, medical or other condition if they require Reasonable Adjustment for a Fieldwork activity.

- 2.4.2. Staff will disclose to the People Wellness Team or their Line Manager of any disability, medical or other condition, and if they require Reasonable Adjustment for a Fieldwork activity.
- 2.5 Staff and students shall advise Curtin of any religious, cultural or other consideration that may affect their capacity to successfully complete Fieldwork, including the details of any requested adjustment.
  - 2.5.1. Students will disclose to Diversity, Inclusion and Belonging or the relevant Fieldwork Coordinator of any religious, cultural or other consideration if they require reasonable adjustment for a Fieldwork Activity.
  - 2.5.2. Staff will disclose to the People Wellness Team or their Line Manager of any religious, cultural or other consideration if they require a reasonable adjustment for a Fieldwork Activity.
- 2.6 Staff and students will provide any necessary supporting documentation relating to requests for adjustment to the relevant areas identified in 2.4 and 2.5.
- 2.7 Any disclosure associated with 2.4 or 2.5 will be made in a timely manner when the Fieldwork activity is being planned, or subsequently when the Fieldwork activity is in progress if a situation arises where the staff or student finds that their capacity is affected.

### **Fieldwork Coordination**

- 2.8. Each Head of Area will:
  - 2.8.1. Ensure all staff and students are covered by an approved Fieldwork Risk Assessment process before attending a Fieldwork activity.
  - 2.8.2. Negotiate a legal Fieldwork Agreement with Fieldwork host organisations to facilitate the placement of staff and students in Fieldwork activities as per 2.10.
  - 2.8.3. Ensure that all staff and students are appropriately prepared for Fieldwork activities.
  - 2.8.4. Ensure the Curtin Fieldwork Management System (SONIA) is used to manage all health and legislative screening checks and placement groups.
  - 2.8.5. Ensure Reasonable Adjustments requested by staff and students to undertake Fieldwork are implemented as required in agreement with Fieldwork host organisations.
  - 2.8.6. Where circumstance prevents staff or students from participating in a Fieldwork activity, endeavour to provide alternative experiences that allow for any learning, course, program or research outcomes to be met.
- 2.9 Each Fieldwork Coordinator will:
  - 2.9.1. Facilitate Fieldwork Preparation sessions for all staff and students. Information delivered in these sessions will include any:
    - a) Professional standards or codes of conduct for Curtin, the professional body or Fieldwork host organisation, including Curtin values.
    - b) Learning outcomes and assessment requirements associated with the Fieldwork activity.
    - c) Individual requirements and key responsibilities associated with the Fieldwork activity.
    - d) Information about hazards, emergency procedures and possible risk management strategies specific to the Fieldwork activity.
    - e) Health, safety, wellbeing, cultural or religious considerations specific to the geographic location.
    - f) Organisational or logistical matters, including travel arrangements and any costs associated.
    - g) Communication check-in protocols and expectations.
    - h) Insurance cover and provisions.
  - 2.9.2. Ensure that staff and students are provided with appropriate support, and have access to intervention if necessary, while undertaking the Fieldwork activity.
  - 2.9.3. Administer the Curtin Fieldwork Management System (SONIA) environment where placement groups and health and legislative screening checks are managed.

- 2.9.4. Inform Fieldwork host organisations about the implementation of any Reasonable Adjustments required for students.
- 2.9.5. Adhere to the risk approval process when assessing or completing a Fieldwork Online Risk Assessment where the following applies.
  - a) Low risk activities will be approved by the Fieldwork Coordinator;
  - b) Medium risk activities will be assigned for approval to the Head of Area (or nominee).
  - c) High risk activities in curricular areas will be assigned for approval to the Pro Vice-Chancellor (or nominee).
  - d) High risk activities in co-curricular areas will be assigned for approval by the Director of Student Experience (or nominee).
- 2.9.6. Adhere to Curtin's Incident and Hazard Reporting and Investigation Procedures when recording incidents disclosed by staff and students as per 2.3.4.

### **Agreements with Fieldwork host organisations**

- 2.10. Where a Fieldwork host organisation is involved in a Fieldwork activity, an Agreement will be negotiated and entered into between Curtin and the Fieldwork host organisation prior to staff and students attending any Fieldwork Activity. The standard Curtin Fieldwork Agreement template will be used unless otherwise approved by Legal Services.
- 2.11. Fieldwork Agreements will be signed on behalf of Curtin by the Deputy Pro Vice-Chancellor (or nominee).
- 2.12. Prior to the initial signing or renewal of any Fieldwork Agreement, consideration of the suitability of the Fieldwork host organisations and activities will be undertaken by the relevant Fieldwork Coordinator. Components of this process will include but may not be limited to:
  - 2.12.1. Consideration of any previous and/or current relationship between Curtin and the Fieldwork host organisation.
  - 2.12.2. Any outcomes or recommended mitigants that are identified from a Fieldwork Online Risk Assessment.
  - 2.12.3. A report of the incident management history with a particular Fieldwork host organisation drawn from Curtin's online incident reporting system (CHARM).
  - 2.12.4. An evaluation of the Fieldwork host organisation's suitability for facilitating activities including:
    - a) The organisation's history with hosting Fieldwork activities.
    - b) The legal status of the Organisation.
    - c) Any industry specific accreditation held by the Organisation relating to the field of practice.
    - d) The organisational and professional capacity of the host organisation to deliver any learning and teaching support at the appropriate levels.
  - 2.12.5. All matters arising from the actions undertaken above will be provided to the Head of Area, to inform their decision to proceed with or renew a Fieldwork Agreement.
- 2.13. A fully executed original of the Fieldwork Agreement must be uploaded to Curtin's contracts portal (CI-Anywhere).

### **Fieldwork Deferral, Withdrawal and Exclusion**

- 2.14. Staff or students may be deferred, withdrawn or excluded from the Fieldwork activity if they:
  - 2.14.1. Have not completed or refuse to complete the required Fieldwork Preparation activities outlined in 2.1.
  - 2.14.2. Are alleged to have committed an act of misconduct during the Fieldwork activity as defined under:
    - a) Statute 10 – student Discipline, and/or;
    - b) Professional conduct expectations of the host organisation or the aligned professional organisation, and/or;
    - c) The provisions of any legislative screening check, and/or;
    - d) Any other Curtin or discipline relevant Code of Conduct.

- 2.14.3. Are consistently unable, after due consideration and guidance, to perform the skills required at an appropriate standard under supervision by either Curtin or on-site supervisory staff.
- 2.14.4. Are reasonably considered, to be in a state of health, safety or wellbeing which makes them unfit to undertake the required Fieldwork activity, or present a risk to the health and safety of themselves or others despite any Reasonable Adjustments made.
- 2.15. Fieldwork deferrals which involve delaying the scheduling of staff or student's Fieldwork activity may be applied by the relevant Fieldwork Coordinator prior to the commencement of the Fieldwork activity when conditions of 2.14 apply. All staff or students deferred from Fieldwork will be notified as soon as possible.
- 2.16. Fieldwork withdrawals which involve removing staff or students from Fieldwork activities in progress, may be applied by the relevant Fieldwork Coordinator for a period not exceeding 48 hours when conditions of 2.14 apply. Fieldwork Coordinators will provide the details and reason for withdrawals to the Head of Area.
- 2.17. An existing Fieldwork withdrawal may be extended beyond the initial 48 hours for a period not exceeding two weeks (if authorised by a Head of Area), where matters of concern from an initial withdrawal remain unresolved. The Head of Area will provide the details and reason for further extension of the withdrawal to the Pro-Vice Chancellor. The staff member or student withdrawn from Fieldwork will be notified of the extended withdrawal period.
- 2.18. Fieldwork exclusions which involve removing staff or students from current or future activities may be applied by the Head of Area if a suitable resolution to an existing deferral or withdrawal cannot be found. The Head of Area will provide the details and reasons for the exclusion to the Pro-Vice Chancellor. The staff or students will be informed of their exclusion.
- 2.19. Staff and students may appeal the outcome of a Fieldwork exclusion determination to the relevant Pro-Vice Chancellor. The appeal will be lodged in writing within five working days of being advised of the exclusion.

### **Unsatisfactory Performance**

- 2.20. Unsatisfactory performance in a Fieldwork activity may result in a fail grade for a Fieldwork assessment and/or Fieldwork Unit. Unsatisfactory performance may be the result of:
  - 2.20.1. Failure to meet the assessment requirements as detailed in the relevant unit or course; or
  - 2.20.2. Failure to adhere to the professional standards or workplace requirements of the Fieldwork host organisation; or
  - 2.20.3. Incomplete or late submission of Fieldwork activity documentation (e.g. journals, case notes) unless an extension has been granted by the Fieldwork/Unit Coordinator; or
  - 2.20.4. Failure to report any critical incident or issue of concern with the Fieldwork Coordinator.

### **Monitoring**

- 2.21. 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 activities.

## **3. SCOPE OF PROCEDURES**

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

## **4. 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, Regional or 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 the Curtin Area's Fieldwork program. This may also be the staff member responsible for supervision and assessment of a Fieldwork activity.

**Fieldwork Host Organisation**

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

**Fieldwork Online Risk Assessment**

A process to identify, analyse and evaluate risk related to a Fieldwork Location and Activity. It provides an understanding of risks, their causes, consequences and likelihood.

**Fieldwork Preparation**

An essential activity facilitated by Fieldwork Coordinators 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 e.g. 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.

**Isolated, Regional or Remote Locations**

Locations as so defined by the Australian Standard Geographical Classification Remoteness Areas and shown at: <http://doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator>

**Reasonable Adjustment**

A measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students. An adjustment is reasonable if it achieves this purpose while taking into account the student's learning needs and balancing the interests of all parties affected, including those of the student with the disability, the education provider, staff and other students (and otherwise as defined in Disability Standards for Education, Sections 3.3, 3.4).

**Risk Management**

Coordinated activities to direct and control an organisation with regards to risk.

**5. SCHEDULES**

*Nil*

**6. RELATED DOCUMENTS/LINKS/FORMS**

[Assessment and student Progression Manual](#)

[Conscientious Objection Policy](#)

[Contracts and Agreements Register](#)

[Course Approval and Quality Manual](#)

[Curtin Values](#)

[Curtin Information Management and Archives](#)

[Curtin Privacy Statement](#)

[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](#)

[NDIS](#)

[Statute 10 student Discipline](#)

[student Personal Accident Insurance Application Form](#)

[students with Disability Policy and Procedures](#)

[The Privacy Act 1988](#)

[Work Integrated Learning Guidelines](#)

[Work Health and Safety Act 2020](#)

[Working with Children Check Procedures](#)

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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	15/03/2016	Chair, University Teaching and Learning Committee (UTLC)	EM1607	(AB 21/16, 26//2/2016, Attachment B to Item 15.2, was previously policy and procedures)
	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
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