



Fieldwork Policy

1. PURPOSE

To provide a framework for maximising achievement of learning outcomes and to ensure a safe and supportive environment during fieldwork activities.

2. POLICY STATEMENT

- 2.1 Fieldwork is a valued pedagogical activity at Curtin and forms an integral part of many academic programs. Fieldwork activities are conducted on or off-campus and outside of the classroom requiring an appropriate level of preparation and application to ensure that it is conducted safely and with minimal risk to students, staff and fieldwork partner. The University commits to ensure appropriate preparation for fieldwork activities, that the management of fieldwork supports staff, students and fieldwork partners and is consistent with legislation and relevant Curtin policies, minimum standards and guidelines. Fieldwork enables direct engagement, interaction and networking with industry or community organisations.
- 2.2 Fieldwork activities are incorporated into the curriculum as a practical, integrated learning activity to enhance student achievement of the graduate attributes and employability skills.
- 2.3 All fieldwork students and staff will be advised of their responsibilities and relevant Curtin policies and procedures to minimise risks to the health, safety and welfare of all students, staff, fieldwork partners, clients and others involved in fieldwork.
- 2.4 All students and staff will participate in any required planning and orientation or preparation activities and agree to adhere to all University and fieldwork partner's workplace policies and procedures relating to fieldwork activities.
- 2.5 Students and staff have a responsibility to work safely in the field, taking reasonable care and practical steps to protect their own health and safety and that of any other participants, staff, clients, visitors and volunteers at the fieldwork location.
- 2.6 Staff involved in coordinating, supervising and assessing students undertaking fieldwork will be provided with appropriate support and resources.
- 2.7 Where fieldwork partners are involved in fieldwork activities, they will be made aware of and agree to their responsibilities and provided with appropriate support and resources.
- 2.8 Students will be informed at the outset of their course of the inherent requirements of fieldwork including when it is the student's responsibility to find a suitable fieldwork activity or placement and any costs. Such requirements will be stated in the Curtin Handbook course requirements and unit outlines.
- 2.9 Students and staff will adhere to all fieldwork governance procedures including risk assessments, partner agreements, travel approvals and insurance for all fieldwork activities.

3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL MEASUREMENT

3.1 Heads of Area

Overall responsibility for quality and compliance of fieldwork programs.

3.2 Curtin Fieldwork Coordinator/Director

Responsible for management and coordination of the academic area's fieldwork program.

3.3 Curtin Fieldwork Supervisor

Academic area staff member responsible for supervision and assessment of students on a fieldwork activity.

4. SCOPE OF POLICY

All students and staff of the University undertaking fieldwork activities associated with a Curtin course or research activity, whether in Australia or at an overseas location.

Where an activity such as an excursion, visit or accessing a site is considered fieldwork but does not engage a fieldwork partner some provisions of this policy may not apply.

5. DEFINITIONS

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

Academic Area

Is any teaching, research or service area at Curtin eg. Faculty, School, Department or Centre.

Award Course

Is a structured combination of units approved by the University Academic Board which when completed qualifies the student for an award from Curtin.

Fieldwork

Any approved practical work, teaching, study or research activity, usually conducted outside the normal place of University business. Fieldwork may be an integral part of a course (curricular) or a co-curricular activity organised by the university. 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 the University, such as voluntary and leisure activities, paid employment or unpaid work experience, and site visits that are not part of an award course.

Fieldwork Preparation

Is preparation for fieldwork to provide participants with essential information on procedures, expectations and requirements to undertake fieldwork activities.

Fieldwork Partner Supervisor

A fieldwork partner or placement provider or agency supervisor, mentor, preceptor, cooperating teacher or non-Curtin staff member responsible for supervising and assessing a student.

Fieldwork Partner

An agent, contractor, collaborating agency, facility, industry, organisation, school, site or placement provider that provides structured and supervised practical experience for students for the purposes of a qualification awarded by Curtin.

Head of Area

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

International Fieldwork Activity

Is an integral part of a course, required by the University, and includes any approved practical work, teaching, study or research activity conducted outside Australia.

Isolated, Regional or Remote Locations

Is place separated by time or significant distance from essential emergency and required services such that the location presents a significant increase in risk.

<http://doctorconnect.gov.au/internet/otd/publishing.nsf/Content/locator>

Reasonable Adjustment

Is an action taken that assists a student with a disability to undertake their studies and achieve the learning outcomes on the same basis as students without disabilities. An adjustment is reasonable in relation to a student with a disability if it balances the interests of all parties affected. In assessing whether an adjustment to the course is reasonable, Curtin is entitled to maintain the academic requirements of the course, and other requirements or components that are essential.

Student

Is a person who is enrolled in, a unit, course or program of study approved by Curtin, and which leads to, or is capable of leading to, an academic award of the University.

Work Integrated Learning (WIL)

Is an umbrella term used for a range of approaches and strategies that integrate theory with the practice of work within a purposefully designed curriculum. Refer to the [WIL Guidelines](#).

6. SUPPORTING PROCEDURES

[Fieldwork Procedures](#)

7. RELATED DOCUMENTS/LINKS

- [Assessment and Student Progression Manual](#)
- [Conscientious Objection Policy](#)
- [Contracts and Agreements Register](#)
- [Course Approval and Quality Manual](#)
- [Curtin Values](#)
- [Disability Access and Inclusion Plan 2012 - 2017](#)
- [Fieldwork Forms](#)
- [Fieldwork Manual](#)
- [Fieldwork Preparation Online](#)
- [Incident Reporting](#)
- [Records and Information Management](#)
- [Responsible Conduct of Research Policy](#)
- [Statute 10 Student Discipline](#)
- [Student Personal Accident Insurance Application Form](#)
- [Students with a Disability Policy](#)
- [Privacy Act 1988](#)
- [Work Integrated Learning Guidelines](#)

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REVISION HISTORY *(Previous versions of this document are available from Legal and 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